

## KEY TASKS FOR PRINCIPALS

# July

<input type="checkbox"/>	Update Master Schedule
<input type="checkbox"/>	Review school cleaning schedule with clearing crew / head custodian
<input type="checkbox"/>	Order Textbooks/Student Materials - Act 90/195 system opens July 1 (have plan to distribute)
<input type="checkbox"/>	Continue to collect Act 372 Forms for Bussing
<input type="checkbox"/>	Register new teachers for New Teacher Orientation Day
<input type="checkbox"/>	Register for Administrators August Professional Development Day
<input type="checkbox"/>	Continue to review student admissions applications and administer screening assessment
<input type="checkbox"/>	Hire for faculty / staff openings
<input type="checkbox"/>	Liturgy Planning
<input type="checkbox"/>	Continue sorting class lists
<input type="checkbox"/>	Plan advancement calendar (marketing / fundraising)
<input type="checkbox"/>	Complete awarding tuition assistance
<input type="checkbox"/>	Review plans for faculty professional development
<b>New Principals</b>	
<input type="checkbox"/>	Meet with pastor(s) and or school board to review expectations and plan
<input type="checkbox"/>	Review Employee handbook
<input type="checkbox"/>	Review Diocesan Policies and Procedures
<input type="checkbox"/>	Schedule individual or grade level meetings with all faculty & IU staff
<input type="checkbox"/>	Schedule meet and greet with families



# August



<input type="checkbox"/>	Update Policy/Family Handbook Change dates in all Appendix forms and cover page (always make a new copy of the handbook for legal reasons. Retain old copies electronically and in print)
<input type="checkbox"/>	Review bus transportation list from districts
<input type="checkbox"/>	Prepare Faculty Organization Day PPT
<input type="checkbox"/>	Schedule lunch and recess supervision
<input type="checkbox"/>	Meet with new teachers and plan mentoring / induction program (docs)
<input type="checkbox"/>	Review and update the substitute teacher list
<input type="checkbox"/>	Check cafeteria needs
<input type="checkbox"/>	Confirm all textbooks / materials have arrived
<input type="checkbox"/>	Finalize plans for Meet the Teacher/Back to School Night
<input type="checkbox"/>	Finalize class lists
<input type="checkbox"/>	Send out Opening-of-school letter and calendar / schedule to parents
<input type="checkbox"/>	Asbestos notification to parents and staff
<input type="checkbox"/>	Meet with pastor(s)
<b>New Principals</b>	
<input type="checkbox"/>	Attend New Principal Meeting
<input type="checkbox"/>	Meet with PTA officers
<input type="checkbox"/>	Host meet and greet for families at parish(es)

# September

<input type="checkbox"/>	Schedule IST / SIT meetings
<input type="checkbox"/>	Hold Student Council elections / Practice for Installation Mass
<input type="checkbox"/>	Update student data for accuracy in the Student Information System (SIS)
<input type="checkbox"/>	Schedule parent teacher conferences
<input type="checkbox"/>	Schedule all field trips - teachers submit
<input type="checkbox"/>	Complete reports for Office of Education
<input type="checkbox"/>	Opening School Board Meeting
<b>Repeated Monthly Tasks</b>	
<input type="checkbox"/>	Check teacher lesson plans (weekly)
<input type="checkbox"/>	Regular classroom walk-throughs
<input type="checkbox"/>	Conduct fire and other safety drills / Record results on Drill Form
<input type="checkbox"/>	Meet with pastor(s)
<input type="checkbox"/>	Monthly Newsletter to parents
<input type="checkbox"/>	PTA Monthly Meeting
<b>New Principals</b>	
<input type="checkbox"/>	Attend New Principal Meeting



# October



## Organize / Report

- Send October 1st Enrollment Card/October Count Survey
- Send First Trimester Progress Reports to parents
- Schedule mid-year formal observations

## Plan

- Plan Halloween Activities
- Plan Veterans' Day with prayer service and/or patriotic display
- Plan All Saints' activities
- Plan Thanksgiving Prayer Service

## Host / Attend

- Parent - Teacher conferences
- Attend Diocesan Educational Convention (every other year)
- Administrator's Retreat Day

## Celebrate

- Observe Fire Safety Month
- Halloween

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents

## New Principals

- Attend New Principal Meeting

# November

## Organize / Report

- Review procedures for inclement weather
- Prepare and send IOWA test materials order

## Plan

- Prepare Advent prayer service
- Prepare Christmas Activities
- Prepare teachers for Safe Environment lessons
- Plan Christmas Staff Party
- Plan Christmas cards / gifts for special stakeholders
- Prepare enrollment information for following school year

## Host / Attend

- Attend Extended Principal's Meeting
- All Saints Day Mass
- Thanksgiving prayer service

## Celebrate

- All Saints Day Celebration
- Observe Veterans' Day

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents
- Quarterly School Board Meeting - set tuition for following school year

## New Principals

- Attend New Principal Meeting

# December

## Organize / Report

- Release enrollment information for following school year to current families
- Prepare USCCB Safe Environment Report
- Distribute Christmas cards / gifts
- Release first trimester report cards
- Check on status of school supplies and reorder if needed
- Open STS Tuition Assistance Portal

## Plan

- Catholic Schools Week Preparations
- Schedule Mid-Year review / goal check meetings

## Host / Attend

- Immaculate Conception Mass
- Advent Prayer Service
- Breakfast with Santa
- Winter Band / Choral Concert
- Faculty / Staff Christmas Party

## Celebrate

- Christmas Activities

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents (planning doc)

## New Principals

- Attend New Principal Meeting

# January

## Organize / Report

- Release Catholic Schools Week Schedule to parents
- Submit CSW Schedule to Office of Education
- Open registration to new families (CSW)
- Send Second Trimester Progress Reports to parents

## Plan

- Consult with teachers regarding possible retention of students
- Plan Stations of the Cross and Lenten Activities
- Patriot Activities for President's Day
- Valentine's Day Activities

## Host / Attend

- Meet with teachers for mid-year review / goal check
- Catholic Schools Week Mass and open house
- Catholic Schools Week Closing Mass
- Catholic Schools Week Activities

## Celebrate

- MLK Jr.

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents (planning doc)

## New Principals

- Attend New Principal Meeting



# February



## Organize / Report

- Send 2nd trimester Progress Reports to parents
- Preliminary Record Cards to High Schools
- Send intent to return forms to faculty / staff

## Plan

- Prepare for IOWA by creating schedule and accommodations schedule/locations/proctors
- St. Patrick's Day Activities
- Inform any teacher whose contract will not be by March 30th
- Schedule second formal observation
- Plan Holy Week observances
- Plan for spring parent-teacher conferences for students not meeting expectations
- Formalize summer programming

## Host / Attend

- Ash Wednesday Mass
- Valentine's Day Activities
- President's Day Activities

## Celebrate

- Patriotic observances and projects for Presidents' Day

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents
- Quarterly School Board Meeting - approve budget

## New Principals

- Attend New Principal Meeting





# March



## Organize / Report

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Receive intent to return forms from faculty / staff                    |
| <input type="checkbox"/> | Begin formal teacher observations                                      |
| <input type="checkbox"/> | Release 2nd trimester report cards                                     |
| <input type="checkbox"/> | Complete and send principal self-evaluation to the Office of Education |
| <input type="checkbox"/> | Advertise summer programs  |
| <input type="checkbox"/> | Send next year's calendar to Office of Education by end of month       |

## Plan

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Review delinquent tuition and send notices |
| <input type="checkbox"/> | Plan for Spring concerts and art show      |
| <input type="checkbox"/> | Begin planning May Procession              |

## Host / Attend

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Spring Parent-Teacher conferences for students not meeting expectations |
|--------------------------|---|

## Celebrate

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Observe of St. Patrick's Day |
|--------------------------|------------------------------|

## Repeated Monthly Tasks

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Check teacher lesson plans (weekly)                                 |
| <input type="checkbox"/> | Regular classroom walk-throughs                                     |
| <input type="checkbox"/> | Conduct fire and other safety drills / Record results on Drill Form |
| <input type="checkbox"/> | Meet with pastor(s)   |
| <input type="checkbox"/> | Monthly Newsletter to parents                                       |

## New Principals

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Attend New Principal Meeting |
|--------------------------|------------------------------|



# April



## Organize / Report

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|--------------------------|--|
| <input type="checkbox"/> | Oversee IOWA / Cogat testing (including correct return of materials) |
| <input type="checkbox"/> | Prepare formal written evaluations for teachers                      |

<input type="checkbox"/>	Send 3rd trimester progress reports to parents and finalize retention notices
<b>Plan</b>	
<input type="checkbox"/>	Send stationery inventory form to teachers
<input type="checkbox"/>	Inventory books / consumables and prepare for re-order in July
<input type="checkbox"/>	Continue planning May Procession
<input type="checkbox"/>	Send out class list planning form to teachers
<input type="checkbox"/>	Develop summer reading and math activities
<input type="checkbox"/>	Begin planning professional development for next school year
<input type="checkbox"/>	Begin coordinating Graduation ceremonies
<b>Host / Attend</b>	
<input type="checkbox"/>	Teacher Conference by end of Month
<input type="checkbox"/>	NCEA convention
<input type="checkbox"/>	
<b>Celebrate</b>	
<input type="checkbox"/>	Easter (depending on calendar)
<input type="checkbox"/>	Administrative Professionals Day
<b>Repeated Monthly Tasks</b>	
<input type="checkbox"/>	Check teacher lesson plans (weekly)
<input type="checkbox"/>	Regular classroom walk-throughs
<input type="checkbox"/>	Conduct fire and other safety drills / Record results on Drill Form
<input type="checkbox"/>	Meet with pastor(s)
<input type="checkbox"/>	Monthly Newsletter to parents
<b>New Principals</b>	
<input type="checkbox"/>	Attend New Principal Meeting



# May



## Organize / Report

- Send Teacher Evaluation Forms by May 30th
- Provide teachers with Closing of School checklist
- Provide transportation request Act 372 to parents and collect
- Send final induction paperwork to the Office of Education
- Collect stationery inventories from teachers
- Review results of IOWA testing

## Plan

- Complete plans for summer reading and math activities
- Sign 8th grade Certificates of Completion and award certificates
- Prepare teacher contracts
- Organize final exams
- Continue to prep end of year awards and ceremonies

## Host / Attend

- May Procession
- Spring Concerts / Art programs
- First Holy Communion

## Celebrate

- Ascension Thursday
- Memorial Day patriotic activities

## Repeated Monthly Tasks

- Check teacher lesson plans (weekly)
- Regular classroom walk-throughs
- Conduct fire and other safety drills / Record results on Drill Form
- Meet with pastor(s)
- Monthly Newsletter to parents
- Quarterly School Board Meeting

## New Principals

- Attend New Principal Meeting

# June

## Organize / Report

- Print and send final report cards
- Oversee administration of final assessments
- Send final school calendar to community
- Review and distribute final report cards on last day with IOWA results
- Teachers complete roll slips and permanent record cards
- Finalize e-rate application
- Submit EOY Diocesan reports
- Mail records for transfer students
- Collection of Keys/Swipe Cards to the building/classrooms from the teachers

## Plan

- Interview for teacher openings
- Meet with head custodian to finalize summer cleaning and maintenance schedule
- Prepare for online entries of Act 90/195 book orders
- Check that all record cards have been completed and SIS updated
- Review Terra Nova scores, earmark weak areas, and plan strategies

## Host / Attend

- Early Childhood closing exercises
- 8th Grade Graduation
- End of year closing Mass

## Celebrate

## Repeated Monthly Tasks

- Meet with pastor(s)
- Monthly Newsletter to parents

## New Principals

## **Liturgy Planning**

- Coordinate with pastor(s)
- Mass Schedule
- Sacramental Schedules
- Convocation Assemblies

## **Special Liturgical Celebrations**

- Opening Liturgy - First Friday
- Student Council Installation - October First Friday
- Living Rosary - Around Oct 7 on a Wednesday afternoon 1:30
- All Saints Day (All-School Mass) 9:30
- Thanksgiving Prayer service with inscription for grades 2 & 8 (First Communion and Confirmation)  
Wednesday before Thanksgiving
- Immaculate Conception Mass
- Christmas pageant - organized by music teacher
- Catholic Schools Week closing Mass
- Stations of the cross
- Holy Week Eucharistic holy hour
- May Crowning
- Graduation/Kindergarten Graduation
- Closing Exercises - Mass with 10:30 dismissal

## Suggested Events Calendar for Faculty and Parents

### August

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- Back to School Faculty Meeting / Organization Day
- Opening Day for 1-8
- Extended Care start date
- Hot Lunch start date

### September

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- Opening day PK / K
- Opening Liturgy - First Friday
- Back to School Nights (Meet the Teacher)
- Opening PTA Meeting
- Opening School Board Meeting

### October

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- Student Council Installation Mass
- Living Rosary / Our Lady of the Rosary prayer service / Decade of the rosary in AM prayer
- Progress Reports- set due date for grades to be in
- Professional Development Day (Columbus Day) or Diocesan convention
- Monthly Faculty Meeting
- Monthly PTA Meeting
- Administrators Retreat
- Picture Day
- Parent-Teacher Conferences (Required)
- Halloween Activities
- Winter Uniform Begins

### November

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- All Saints Day Mass
- Veterans Day patriotic activities
- Discover Catholic Schools Week (NCEA)
- End of Trimester Grades due
- Thanksgiving Prayer service
- Monthly Faculty Meeting
- Monthly PTA Meeting
- Safe Environment Lessons
- Quarterly School Board Meeting

### December

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- Report Cards
- Immaculate Conception Mass
- Christmas pageant - organized by music teacher

- Registration opens for current families
- Winter Band Concert / Choral Concert
- Santa Breakfast (PK / K)

## January

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- Catholic Schools Week - Registration opens for new families
- Yearbook photos (teams and clubs)
- Progress Reports
- Monthly Faculty Meeting
- Monthly PTA Meeting

## February

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- Valentine's Day Activities (sweetheart breakfast for PK / K)
- President's Day patriotic activities
- Administrative Development Day (principals / head of school)
- Ash Wednesday (usually falls in Feb)
- Stations of the Cross
- Monthly Faculty Meeting
- Monthly PTA Meeting
- Quarterly Board Meeting

## March

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- Report Cards
- Graduation pictures
- Stations of the cross
- Holy Week (Depending on Year)
- St. Patrick's Day activities
- Monthly Faculty Meeting
- Monthly PTA Meeting

## April

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- Holy Week (Depending on Year)
- Spring / Summer Uniform Begins
- Monthly Faculty Meeting
- Monthly PTA Meeting
- Quarterly Board Meeting
- IOWA / Cogat Testing
- Diocesan Principal's Meeting

## May / June

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- May Crowning
- Graduation/Kindergarten Graduation
- Closing Exercises - Mass with 10:30 dismissal
- Send Transportation Forms