**July**

* Come in to order supplies (texts, reproducible, etc. from teacher’s lists).
* Order office supplies

**August**

* Central Office (CO) initiatives and directives put on calendar
* Record events on master calendar and administrator calendar:
* Holidays, snow make up, staff meetings, testing windows and assessments
* PD Days, Open house, drills, P/T conferences
* Grade deadlines
* Teacher Manuals updated and distributed
* Building level PD planned and communicated to staff
* Attend Central Office meetings if possible (subs, bus driver, etc.)
* Letters sent to parents with Open House, orientation and enrollment details (August 1st)
* Put building meetings on calendar to repeat (such as team meetings, board meetings, etc.)
* Meet with your parent organization (PTO) and get their meetings and events on the calendar and in beginning of the year communications home
* Schedule your drills, and communicate this in your first newsletter, and to teachers, no surprises first time
* Contact organizations that use your facility near end of the month to put them on calendars
* Make sure you have schedules, supervision schedules, and extra duties all worked out before first day, all grades for transportation duties
* Put bills, time sheet, Invoice expectations (PO), and other deadlines on my administrative schedule
* Get special days on the calendar (custodians’ day, para appreciation, etc.)
* Spirit weeks (Red Ribbon Week, Dr. Seuss, Food drive, etc.)on the calendar, and other special party dates
* Get Title I nights on the calendar

**September**

* Schedule evaluation meeting for staff. Discuss TPDP and how the process will work. Schedule mid-year and end of year now on your administrative calendar only
* Get your first monthly newsletter out, include picture taking info. Include reminders of drop off and pick up expectations. Advertise goals and incentives for the year
* Call meeting of your advisory committee and get them to commit to all field trips and expenditures for the first semester by the end of the month, if not sooner
* Call meeting of grade level teams, set their instructional and data goals and expectations along with scheduling their meetings day, time and location for the remainder of the year

**October**

* Fire prevention and Safety week, plan a fire drill and a tornado drill that is not announced
* Great American Shake out
* Get photos for year book
* Boss’s Day
* Custodial Appreciation Day

**November**

* Grandparent’s day celebrated with Thanksgiving (Fall Party instead of Halloween Party)?
* Picture retakes
* Get lots of classroom pictures taken and caught up for year book person
* Ensure that everyone has at least two formal observations or block time to get it done

**December**

* Staff Christmas Party
* Organize what specials you will have on snow make-up days and communicate out

**January**

* Team meetings, find out teachers that want to retain students and verify data support

**February**

* Bus Driver appreciation day
* Share out in newsletter your expectations for Valentine’s parties and your policies on flowers, glass vases and balloons going on buses
* Notify parents of goals and concerns related to possible retention
* 100th Day of School acknowledged
* Probationary summative completed and scheduled to discuss
* Letters of intent sent out to staff

**March**

* Plan spring Carnival with PTO
* Set meeting to plan for MAP testing and scheduling
* Set April meeting to plan teacher appreciation week
* 3rd qtr awards assembly
* Schedule MAP training meeting with staff
* Update handbooks for next year
* Remainder of staff summative evals. concluded
* Collaborate with teachers on class splits for transition to next grade

**April**

* Schedule MAP incentives the week before MAP testing starts
* Statewide tornado drills, schedule one for building
* Schedule teacher meeting to give forms for text and material orders
* Administrative assistants Day
* Para Professionals Day
* Block MAP testing and discourage ANY conflicts (field trips, movie days, spirit weeks)
* Get buses for May field trips
* Summer school enrollment (include deadlines to enroll)
* Summer school staffing and curriculum
* Hold retention meetings with parents

**May**

* Field trips and more field trips
* Teacher check out forms distributed

Return radios sign up for AM/PM supervision for fall

Turn in teacher manuals and return remotes

Keys if changing rooms, leaving, or room is getting used for summer school

Pay lunch account

Diagram classroom and check out with custodial

* Teacher manuals collected
* Nurses Day
* Cafeteria workers Day
* Teacher Appreciation Week
* Plan field day
* MAP effort reward day bbq
* Transition day (let students meet their new teachers)
* Notify parents of classroom placements
* End of year assembly and awards
* Create back to school template letters and stuff/address and prep letters by grade and teacher to be ready for August 1st mailing as soon as we return
* Ask for donations for social events and pledge not to do that for every event next year
* Prep all back to school letters

**June**

* Make office supply lists
* Place orders for all things we can pay after July 1
* Prepare all end of year reports