

New Principal Content Month-By-Month

July	
<u>Classroom Assignments</u> <ul style="list-style-type: none"> ▪ Class lists ▪ Balance: race, gender, ability ▪ New student enrollment ▪ Organization of classes based on enrollment 	<u>First Faculty Meeting</u> <ul style="list-style-type: none"> ▪ Expectations ▪ First day procedures ▪ Schedules ▪ Evaluations as needed for classified 30-60-90 ▪ Test ethics ▪ Staff Handbook
<u>Budget</u> <ul style="list-style-type: none"> ▪ Enrollment-1st, 3rd, 5th day counts ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, ▪ Grants ▪ Flexible and Inflexible Codes 	<u>Parent Letter</u> <ul style="list-style-type: none"> ▪ First day procedures ▪ Transportation procedures ▪ Classroom assignments ▪ Meal prices ▪ Lunch applications
<u>Staffing</u> <ul style="list-style-type: none"> ▪ Vacancies ▪ Transfers ▪ Interviews ▪ Teacher assignments 	<u>Staff Letter</u> <ul style="list-style-type: none"> ▪ Professional development ▪ Dates to remember ▪ Goals for the year\ ▪ Expectations
<u>SBDM</u> <ul style="list-style-type: none"> ▪ By-laws ▪ Policies ▪ Meeting dates and agendas 	<u>Textbooks and Supplies</u> <ul style="list-style-type: none"> ▪ Inventory ▪ Distribution ▪ Teacher editions
<u>Comprehensive School Improvement Plan</u> <ul style="list-style-type: none"> ▪ Professional Development ▪ Review goals ▪ Implementation and Impact reporting ▪ Instructional practices ▪ Schedule for completion of activities ▪ Monitoring ▪ Assessment Plan 	<u>Facility</u> <ul style="list-style-type: none"> ▪ Maintenance ▪ Renovations ▪ Keys ▪ Safe combination ▪ Security codes
<u>First Day Procedures</u> <ul style="list-style-type: none"> ▪ Transportation ▪ Registration ▪ Student count 	<u>Evaluations</u> <ul style="list-style-type: none"> ▪ Who ▪ Schedule for observations
<u>Master Schedule</u> <ul style="list-style-type: none"> ▪ Review 	<u>Student management/Discipline Plan</u> <ul style="list-style-type: none"> ▪ Review or ▪ Develop, implement, monitor
<u>Handbooks</u> <ul style="list-style-type: none"> ▪ Staff ▪ Student and Parent 	<u>Professional Learning Communities</u> <ul style="list-style-type: none"> • Review existing PLCs • Plan and develop
<u>Curriculum, Instruction, and Assessment</u> <ul style="list-style-type: none"> • Review assessment data • Curriculum 	<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • SBARC Chair • Policies and procedures

<p>August</p>	
<p><u>Classroom Assignments</u></p> <ul style="list-style-type: none"> ▪ Class lists ▪ Balance: race, gender, ability ▪ New student enrollment ▪ Organization of classes based on enrollment 	<p><u>First Day Procedures</u></p> <ul style="list-style-type: none"> ▪ Transportation ▪ Bus schedule and arrival and dismissal procedures ▪ Registration ▪ First day count
<p><u>Budget</u></p> <ul style="list-style-type: none"> ▪ Enrollment ▪ General fund, ▪ Title I, ▪ ESS, Textbooks, P.D. ▪ Activity accounts, Grants 	<p><u>School Climate</u></p> <ul style="list-style-type: none"> ▪ Celebrations ▪ Recognitions ▪ Communications ▪ Relationships
<p><u>Time Management</u></p>	<p><u>Textbooks</u></p> <ul style="list-style-type: none"> ▪ Distribution
<p><u>Staffing</u></p> <ul style="list-style-type: none"> ▪ Staff assignments ▪ Interviews for new staff 	<p><u>Facilities</u></p> <ul style="list-style-type: none"> ▪ Maintenance
<p><u>Master Schedule</u></p> <ul style="list-style-type: none"> ▪ Review and adapt if necessary 	<p><u>Staff Evaluations</u></p> <ul style="list-style-type: none"> ▪ Discuss overview of the Process ▪ Growth Plans
<p><u>SBDM</u></p>	<p><u>Curriculum, Instruction, and Assessment</u></p> <ul style="list-style-type: none"> • Professional Development • Department Chairs • Team Leaders • Grade Level Chairs
<p><u>Meeting Schedule</u></p> <ul style="list-style-type: none"> • In school • Out of school 	<p><u>Exceptional Child Education (ECE)</u></p> <ul style="list-style-type: none"> • Monitor

September	
<u>Budget</u> <ul style="list-style-type: none"> ▪ Enrollment ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<u>New Comprehensive School Improvement Plan Senate Bill 168 as necessary</u>
<u>KPR Release</u>	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations
<u>Curriculum, Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring 	<u>Staff Evaluation</u> <ul style="list-style-type: none"> • Observation Schedule • Implementation of professional growth plans
<u>Time Management</u>	<u>Student Management</u>
<u>SBDM</u>	<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school
<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • Monitor 	

October	
<u>Budget</u> <ul style="list-style-type: none"> ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<u>School Report Card</u>	<u>Staff Evaluation</u> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences ▪ Monitor professional growth plans
<u>Evaluation of Staff</u> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences 	<u>Student Management</u>
<u>Curriculum, Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks 	<u>Title I</u> <ul style="list-style-type: none"> ▪ Submit Parent Title I Liaison Name ▪ Submit Agendas and Dates for Title I Meetings Scheduled
<u>SBDM</u>	<u>CSIP</u>
<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school 	<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • Monitor

<p>November</p>	
<p><u>Budget</u></p> <ul style="list-style-type: none"> ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<p><u>Climate and Culture</u></p> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<p><u>Evaluation of Staff</u></p> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences 	<p><u>Staff Evaluation</u></p> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences ▪ Monitor professional growth plans
<p><u>Curriculum, Instruction and Assessment</u></p> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks ▪ I & I checks 	<p><u>Student Management</u></p>
<p><u>SBDM</u></p>	<p><u>Exceptional Child Education (ECE)</u></p> <ul style="list-style-type: none"> • Monitor • Student count
<p><u>Meeting Schedule</u></p> <ul style="list-style-type: none"> • In school • Out of school 	

<p>December</p>	
<p><u>Monitor Budget:</u></p> <ul style="list-style-type: none"> ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<p><u>Projected Enrollment</u></p> <ul style="list-style-type: none"> ▪ Budget implications ▪ Review and sign off
<p><u>Evaluation of Staff</u></p> <ul style="list-style-type: none"> ▪ Observations • Conferences Learning Checks ▪ Monitor professional growth plans 	<p><u>Climate and Culture</u></p> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<p><u>SBDM</u></p>	<p><u>Student Management</u></p> <ul style="list-style-type: none"> • Review suspensions and detentions
<p><u>Review Inclement Weather Procedures</u></p>	<p><u>Meeting Schedule</u></p> <ul style="list-style-type: none"> • In school • Out of school
<p><u>Exceptional Child Education (ECE)</u></p> <ul style="list-style-type: none"> • Monitor 	<p><u>Curriculum, Instruction and Assessment</u></p> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring
<p><u>December Holiday Activities</u></p> <ul style="list-style-type: none"> • Students • Staff • Community 	

January	
<u>Budget</u> <ul style="list-style-type: none"> ▪ Review in preparation for new allocation ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<u>Evaluation of Staff</u> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences ▪ Monitor professional growth plans 	<u>Student Management</u>
<u>Curriculum, Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks ▪ I & I checks 	<u>SBDM</u>
<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school 	<u>Exceptional Child Education (ECE)</u> Monitor

February	
<u>Budget</u> <ul style="list-style-type: none"> ▪ Receive new allocation ▪ Begin school budgeting process ▪ Review old Gen. Fund, Title I, Student Assignment, ESS, Textbooks. Activity. Accounts, Grants 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<u>Staffing</u> <ul style="list-style-type: none"> ▪ Begin staffing process for next school year 	<u>Curriculum, Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks ▪ I & I checks
<u>Master Schedule</u> <ul style="list-style-type: none"> ▪ Middle and high schools 	<u>Evaluation of Staff</u> <ul style="list-style-type: none"> ▪ Observations ▪ Conferences ▪ Monitor professional growth plans
<u>SBDM</u>	<u>Student Management</u>
<u>Student registration</u> <ul style="list-style-type: none"> ▪ Jefferson County 	<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school
<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • Monitor 	

March	
<u>Budget</u> <ul style="list-style-type: none"> ▪ Complete new budget ▪ Review Gen. Fund, Title I, P.D., ESS, Textbooks, Activity accounts Grants 	<u>Curriculum, Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks ▪ I & I checks
<u>SBDM</u> <ul style="list-style-type: none"> ▪ Approval for Budget, ▪ Staffing 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<u>Staffing</u> <ul style="list-style-type: none"> ▪ Complete staffing ▪ Draft of new master schedule 	<u>Evaluation of Staff</u> <ul style="list-style-type: none"> ▪ Complete Observations ▪ Conferences
<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school 	<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • Monitor

April	
<u>Monitor Budget:</u> <ul style="list-style-type: none"> ▪ General Fund, Title I, ESS, Textbooks, P.D. Activity accounts, Grants 	<u>Evaluation of Staff</u> <ul style="list-style-type: none"> ▪ Complete Observations ▪ Complete Summative Conferences
<u>Instruction and Assessment</u> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Monitoring ▪ Learning Checks ▪ I & I checks 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Rituals ▪ Routines ▪ Traditions ▪ Celebrations ▪ Recognitions
<u>State Assessments</u> <ul style="list-style-type: none"> ▪ Review testing procedures ▪ Ethics training 	<u>Student Management</u>
<u>SBDM</u>	<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school
<u>Exceptional Child Education (ECE)</u> <ul style="list-style-type: none"> • Monitor 	<u>Planning for summer</u> <ul style="list-style-type: none"> • ESS • Student failures and credit recovery • • Professional development

May	
<u>State Assessment (CATS)</u> <ul style="list-style-type: none"> ▪ Test distribution ▪ Test ethics ▪ Paperwork ▪ Schedules 	<u>Monitor Budgets</u> <ul style="list-style-type: none"> ▪ Gen. Fund, Title I, P.D. ESS, Textbooks, Activity Accounts, Grants
<u>Staffing</u> <ul style="list-style-type: none"> ▪ Interviews 	<u>Climate and Culture</u> <ul style="list-style-type: none"> ▪ Year end celebration and rituals <ul style="list-style-type: none"> Students Staff Parents
<u>Class lists for new year</u>	<u>Student Management</u>
<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school Out of school	<u>Exceptional Child Education (ECE)</u> Monitor

June	
<u>Plan for next school year</u>	<u>Summer building maintenance and cleaning schedules</u> <ul style="list-style-type: none"> • Line of authority in the absence of the principal
<u>Professional Development</u> <ul style="list-style-type: none"> ▪ Summer sessions 	
<u>Student programs / activities</u>	
<u>Meeting Schedule</u> <ul style="list-style-type: none"> • In school • Out of school 	