From: Robert A. Motley
To: Donyall D. Dickey
Subject: RE: Month at a Glance
Date: Wednesday, January 13, 2016 12:12:00 PM
Attachments: Adm_Calendar10-11.doc

Here you go. The last one I have is from 2010-2011.
Good hearing from you!

Robert A. Motley
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***Ex Solo Ad Solem* — From This Place May You Rise To The Sun**

Input | Learner | Intellection | Deliberative | Consistency

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From: Donyall D. Dickey [mailto:drdickey10@yahoo.com]
Sent: Wednesday, January 13, 2016 11:36 AM
To: Robert A. Motley <Robert_Motley@hcpss.org>
Subject: Month at a Glance

Thanks buddy.

Donyall D. Dickey, Ed.D.
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SCHOOL-BASED ADMINISTRATORS' ADVANCED PLANNING CALENDAR

"Failing to plan is planning to fail."

The purpose of this calendar is to provide school-based administrators with a general outline of anticipated tasks, events, due dates, celebrations, "things to think about," etc., so that they can plan in an effective manner. The calendar is by no means all inclusive and includes only those exact dates that were established at the time of printing. As always, all dates are subject to change.

AUGUST

- Welcome back letter to staff
- Welcome back letter to students
- Finalize and mail student schedules
- Meet with the administrative team on a regular basis
- Maintain contact with Educational Partnership members—plan for the new school year
- Review School Improvement Plan and prepare for submission
- Update school website
- Hold planning sessions with PTSA Executive Board, Booster Clubs, etc.
- Prepare articles/information for Back-to-School HCPSS News
- Plan and publicize PTSA Back-to-School Night
- New Teacher Orientation—***August 17-19***— meet with new teachers—***August 17 (P.M.)***
- Hold Open House for new students and parents
- Develop parent/community volunteer program—recruit new volunteers
- Conduct Orientation Program for New Students
- Complete hiring of staff members
- Plan for back to work transition for staff members
- Monitor preparation of facility
- Monitor fall athletic program, i.e., eligibility process, practice sessions, performance of coaches, cut policy—first day of practice—***August 14, 2010***
- Suggested changes to the Catalogue of Approved High School Courses due to Curriculum Office - ***August 10, 2010***
- Hold athletics orientation program for parents
- Hold parent/student parking permit/driver safety programs (high schools)
- Attend principals/assistant principals meeting—***August 16***
- Attend system wide meeting—***August 16***
- First staff duty day—***August 24, 2010***
- Conduct opening and professional development activities for staff—***Week of August 24*** including:
  --reviewing new curriculum, assessments, initiatives, teaching strategies, and facility, personnel, organizational, and policy changes, etc.,
  --meeting with new staff members, instructional/team leaders, school improvement team etc.,

--reviewing faculty and student handbooks,
--presenting and discussing the "Crossing the Line" powerpoint,
--reviewing school improvement plans, school-wide behavior plan, school policies and procedures, etc.,
--develop/review plans for National Hispanic Heritage Month (Sept 15 - Oct 15)
--reviewing school's Multi-Hazard/Emergency Response Plan and fire drill/evacuation procedures,
--reviewing expectations, process and timeline for the evaluation of staff members,
--reviewing procedures for the opening week of school,
--reviewing school calendar and meeting dates/schedule for faculty, departments, teams, faculty committees, school improvement team, PTSA, Booster Clubs, etc.,
--collect emergency procedure information from staff members

- Meet with custodial staff and cafeteria staff to discuss and monitor preparations for the opening of school
- First day of school for students—***August 30—During the first week of school***:
  --Distribute and review required materials including policy statements, free and reduced price lunch application forms, 2010-2011 Calendar Handbooks, etc.
  --Review evacuation/fire drill procedures and conduct drills as required,
  --Make Drug Suppression Program ("drug dog") announcements as required at appropriate levels,
  --Review Student Code of Conduct and school-wide behavior plans,
  --Review cafeteria and lunch shift procedures,
  --Prepare enrollment reports as required,
  --Review schedule change procedures at appropriate levels

SEPTEMBER

- New course proposals due to Curriculum Office—***September 1***
- Countywide Professional Development Day—***September 3***
- **Complete Professional Development and Evaluation Objectives (Appendix D) forms with all teachers, school counselors, and school psychologists and determine professional development option (method of evaluation) as appropriate—*Due by September 30***
- Conduct PTSA Back-to-School Night
- Prepare enrollment reports as required
- Publish administrative bulletins/newsletters for staff on a regular basis
- Begin classroom observations
- Review administrative "chain of command" in the absence of the principal with staff and your director
- Establish School-Based Crisis Team and review crisis intervention procedures with staff members
- Hold an educational program pertaining to the United States Constitution – ***September 17***
- Conduct /attend regularly scheduled meetings, i.e., administrative team, faculty, new teachers, faculty committees, school improvement team, departments/teams, PTSA, Booster Clubs, etc.

- Conduct National Hispanic Heritage Month recognition activities **– *September 15 – October 15, 2010***
- Review Child Abuse and Neglect reporting procedures with staff members
- Review bomb threat procedures with appropriate staff members
- Plan for professional development activities on ***November 22***
- Present and review "Crossing the Line" power point with all staff
- Submit first draft of School Improvement Plan & Professional Development Plan (elementary and middle)—***September 30***
- Develop/review plans for National American Indian Heritage Month
- Submit School Improvement Plan & Professional Development Plan (high schools***)*** ***September 30***
- Develop staff telephone tree for school emergencies
- Conduct required fire/evacuation drill(s)
- Make sure classroom teachers are aware of all accommodations and 504 Plans for identified students
- Conduct appropriate/required assessments
- Attend and monitor extra-curricular activities
- Maintain communication with Educational Partnership members
- Update school website

OCTOBER

- Review and Revise Multi-Hazard/Emergency Response Plan— ***Due by October 1***
- Conduct bus evacuation drills as scheduled
- Interim Progress reports issued ***October 8***
- Halloween—know the traditions of the school and make provisions for students who do not participate in activities—provide guidance for students regarding legal and illegal Halloween "activities"—make provisions for building security—***October 31***
- Monitor student enrollment/withdrawal procedures for accuracy
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Review expectations for staff for ***October 15***—MSTA Convention
- Conduct appropriate/required assessments
- Attend and monitor extra-curricular activities
- Plan for professional development activities on **November 22 (**high schools**)**
- Develop/review/publicize plans for American Education week—***November 15-19***
- Develop/review/publicize plans for parent/teacher conferences (including class/bell schedule revisions)—***November 22, 23, 24***
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (see September)
- Review Multi-Hazard/Emergency Response Plan with staff and with students and parents as appropriate
- Maintain communication with Educational Partnership members
- Make plans to celebrate Educational Support Personnel Day on ***November 17***

- Update school website

NOVEMBER

- End of first marking period—***November 4***
- Schools closed for students—School-based professional development/professional work day—***November 5***
- Issue Report Cards—***November 15***
- Review grade change policy/procedures with staff
- Conduct American Indian Heritage Month recognition activities
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Conduct appropriate/required assessments
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (see September)
- Maintain communication with Educational Partnership members
- Monitor winter athletic program, i.e. eligibility process, practice sessions, performance of coaches, cut policy, etc.—first day of tryouts/practice—***November 15***
- Hold athletics orientation program for parents
- American Education Week Festivities—***Week of November 15***
- Educational Support Personnel Day—***November 17***
- Parent/teacher conferences—***November 22, 23, 24***
- Make provisions for Thanksgiving Holiday, i.e. building security work schedules, access to building, etc.—***November 25 & 26***
- Review/publicize emergency closing information
- Update school website

DECEMBER

- Interim Progress Reports issued—***December 17***
- Religious holidays—Review and follow school system guidelines regarding activities, music, etc.
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Conduct appropriate/required assessments
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Develop/review/publicize plans for high school semester exam schedule (including class/bell schedule revisions)—***January 18, 19, 20, 21*** and for Professional Work Day on ***January 24***
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend/regularly scheduled meetings (see September)

- Maintain communication with Educational Partnership members
- Update school website
- Develop plans for middle-high school articulation/scheduling for 2011-2012
- Review/publicize emergency closing information
- Develop/review plans for Black History Month—***February***
- Develop/review plans for Employee Appreciation Week—***Week of February 7***
- Make provisions for winter break, i.e. building security, work schedules, access to building, etc.—***December 24-January 2***

JANUARY

- Schools reopen—***January 3***
- Martin Luther King Jr. Day—all schools and offices closed—***January 17***
- High School Semester Exams—High schools close three hours early—***January 18, 19, 20, 21***
- High Schools—make provisions for following extra-curricular activities schedules as published—week of ***January 18***
- End of Marking Period—All schools close three hours early ***January 21***
- Professional Work Day—schools closed for students ***January 24***
- Review bomb threat procedures with appropriate staff members
- Review/finalize plans for Black History Month—***February***
- Develop/review plans for Employee Appreciation Week & National School Counseling Week—***Week of February 7-11***
- First and second observations and first evaluation for non-tenured teachers due by end of first semester—principal reviews possible unsatisfactory evaluations with administrative director—***Due by January 21***
- Develop/review plans for middle-high school articulation/scheduling for 2011-2012
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (see September)
- Maintain communication with Educational Partnership members
- Update school website
- Submit Teacher Observation & Evaluation Log to the appropriate Administrative Director -- ***January 28, 2011***

FEBRUARY

- Conduct African American History Month recognition activities—***February***
- Develop/review plans for National Women's History Month activities — ***March***
- Issue Report Cards – ***February 1***
- Conduct Employee Appreciation Week recognition activities—***Week of February 7***

- Conduct National School Counseling Week recognition activities—***Week of February 7***
- **Deadline for notifying teachers that the principal is recommending an administrative transfer—*February 15***
- Provide hospitality and receptionists for parent/teacher conferences—***February 16, 17, & 18***
- Presidents' Day—***February 21***
- Principals will receive basic staffing allocations from Human Resources staff via e-mail on staffing spreadsheet on or about—***February 24***
- Confirm plans and process for kindergarten and new first grade student registration (elementary schools)—***Week of March 1***
- Finalize plans for feeder elementary school to middle school articulation process to occur in ***March and April***
- Finalize plans to conduct activities to celebrate National Women's History Month—***March***
- **Publicize teacher and team/instructional team leader transfer process deadline for submitting request forms to receiving principals—March 1**
- **Publicize paraeducator instructional assistant transfer process deadline for submitting request forms to receiving principals—*May 16***
- Finalize plans for MSA administration on ***March 7-16***
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (See September)
- Maintain communication with Educational Partnership members
- Update school website

MARCH

- Interim Progress Reports issued – ***March 4***
- Conduct National Women's History Month activities — ***March***
- Monitor spring athletic program, i.e. eligibility process, practice sessions, performance of coaches, cut policy, etc.—first day of tryouts/practice—***March 1***
- Conduct spring athletics orientation program for parents
- Plan for countywide high school visitation day by middle school students—***June 3***
- Plan for countywide middle school visitation day by elementary school students—***May 12***
- Staffing meetings with respective administrative director, Human Resources staff, and principals—***March 14-18 (tentative)***
- End of marking period—***April 1***
- Plan recognition activities for National Administrative Professional Week & for Partnerships in Educational and Volunteer Week – ***April 19 - 25***
- Plan recognition activities for National Administrator Professional Day – ***April 27***
- Plan recognition activities for Teacher Appreciation Week—***May 9-13***

- Publicize para-educator transfer process deadline for submitting request forms to receiving principals—***May 16***
- Plan activities in recognition of National Asian/American Heritage Month—***May***
- Plan for professional (articulation) workday—***May 13***
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (See September)
- Maintain communication with Educational Partnership members
- Update school website
- Conduct MSA Testing — ***March 7-16***
- Finalize plans for SAT 10 (Grade 2) testing — ***April 12, 13, 14***

APRIL

- Teacher and team/instructional team leader transfer request forms must be received by receiving school principals—***April 1***
- Make provisions for spring break—***April 18-25***
- **Deadline for principal recommendation for nonrenewal of nontenured teachers**—***April 1***
- **Principal reviews possible termination recommendation and/or unsatisfactory evaluation(s) of tenured teachers with appropriate administrative director and general counsel by *April 1***
- Issue report cards—***April 12***
- Plan for countywide high school visitation day by middle school students—***June 3***
- Finalize plans for countywide middle school visitation day by elementary school students—***May 11***
- Conduct recognition activities for National Administrative Professionals Week & Partnerships in Education and Volunteer Week – ***April 19-25***
- Conduct recognition activities for National Administrative Professionals Day—***April 27***
- Finalize plans for recognition activities for Teacher Appreciation Week -- ***May 9-13***
- Finalize plans for activities in recognition of Asian Pacific American Heritage month—***May***
- Finalize plans for professional (articulation) workday—***May 13***
- Plan for National Health Services Day recognition activities—***May 4***
- Plan for end-of-year recognition/awards/celebration activities
- Review plans for summer programs to be housed in the building
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis

- Conduct/attend regularly scheduled meetings (See September)
- Maintain communication with Educational Partnership members
- Update school website
- Plan master teaching schedule for 2011-2012 school year
- Conduct School Psychological Week recognition activities
- Grade 2 – SAT Testing — ***April 12, 13, 14***
- Plan for countywide high school visitation day by middle school students **June 8**

MAY

- Conduct Asian Pacific American Heritage Month recognition activities
- Salute to School Food & Nutrition Service Personnel Week, School Psychology Week & Pupil Personnel Worker Week **— May 1 - 7**
- Non-tenured teacher resignations deadline—***May 2***
- Superintendent notifies teachers of nonrenewal or continuation of nontenure status for third year—***May 1***
- Plan for countywide high school visitation day by middle school students—***June 8***
- Countywide middle school visitation day by elementary school students—***May 11***
- Professional (articulation) workday—***May 13***
- Conduct School Health Services Day recognition activities—***May 4***
- Issue interim progress reports—***May 12***
- Conduct elementary to middle school, and middle to high school articulation activities—***May 13***
- Conduct Teacher Appreciation Week activities—***May 9-13***
- Conduct High School Assessments (all middle and high)—***May 16-19***
- Plan for three hour early dismissals—***June 14, 15, 16***
- Conduct end-of-year evaluation conferences with teachers, classified personnel, and assistant principals
- Plan for/conduct end-of-year recognition/awards/celebration activities
- Finalize preparations for summer programs
- Prepare summer vacation checkout lists for staff members including summer addresses, etc.
- Continue to conduct classroom observations
- Conduct required fire/evacuation drill(s)
- Attend and monitor extra-curricular activities
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (See September)
- Maintain communication with Educational Partnership members
- Update school website
- Plan master teaching schedule for 2011-2012 school year
- High School Graduations

- Finalize plans for countywide high school visitation day by middle school students — **June 8**

JUNE

- High School Graduations
- High School Visitation Day by Middle School Students — ***June 8***
- Three hour early dismissals—***June 14, 15, 16***
- Last student day—***June 16***
- Summer Institute for School Improvement—**TBD**
- Make final adjustments to students' 2011-2012 schedules
- Conduct countywide high school visitation day by middle school students
- Conduct end-of-year recognition/awards/celebration activities
- **Complete end-of-year evaluation conferences with teachers, classified personnel, and assistant principals**
- Finalize master teaching schedule
- Inform teachers of teaching schedule for 2011-2012
- Conduct required fire/evacuation drill(s)
- Collect summer check-out lists from staff members
- Implement summer programs
- Review summer cleaning and maintenance schedule with building manager
- Review status of financial accounts with secretary/bookkeeper
- Make provisions for dispersal of school funds during summer vacation when needed
- Review and implement summer building security plan
- Attend and monitor extra-curricular activities
- Prepare end-of-year mailings, letters, etc.
- Prepare articles/information for e-School Newsletter
- Publish administrative bulletins/newsletters for staff on a regular basis
- Conduct/attend regularly scheduled meetings (See September)
- Maintain communication with Educational Partnership members
- Update school website
- Provide for school improvement process to continue during summer, i.e., analyze data and work on SIP
- **Submit all completed assistant principal evaluations to Administrative Director by—*June 30***
- **Submit all completed Teacher Observation and Evaluation logs to Administrative Director by—*June 30***

*Note inclement weather make-up days if necessary beginning with first day on June 17 through the fifth day on June 23

JULY

- Tenured teachers resignation deadline—***July 15***
- Last day to accept voluntary teacher transfer requests—***July 31***

Take Vacation!!!

(Begin working on tasks listed under August)