

Administrative Procedures

2.4 Principals Monthly Workplan Summary

July

- Review and update student, parent, and staff handbooks
- Order student planners and supplies
- Set up new parent e-mail group lists
- Plan day-to-day for coming year (staff meetings, etc.)
- Manage summer construction projects
- E-rate receipt of services form (486)
- Summer learning program
- Build “specials” schedule
- Work with custodian to order any needed classroom furniture
- Complete hiring of teachers/para-educators/assistant teachers
- Make sure student and family data is entered into PowerSchool
- School register to WWSU
- Student records update
- Master schedule
- Emergency plan
- Board meeting packet
- Begin planning for 1st day of school for students
- Begin planning inservice for staff
- School calendar
- New faculty training – overview half day
- Review master contracts
- Student performance data

August

- Budget process – expectations, guidelines, timeline
- Preschool partnership agreement annual approval
- New student/parent orientation
- Plan inservice, including schedule for part-time teachers
- Manage summer construction projects
- With school lunch agent, develop lunch budget and set prices
- Evaluate enrollment changes
- Complete hiring of paraeducators/assistant teachers
- Prepare and send back-to-school letters to parents and staff
- Make sure after-school programs are ready for students
- Update staff list – voice mail extensions and e-mail
- Bus list and routes with First Student – send 911 list to Ray Staskus
- Staff folders for August inservice (handbook, voicemail list, school meeting list, IA schedule, staff meeting list, duty schedule, staff address list)
- Student take-home packets for 1st day of school: handbook, principal's welcome letter, demographic mailer, free/reduced forms, calendar, food service letter and menu, PTO letter, annual health form, fluoride form, bus schedule, internet use form

Contact:

Superintendent

August (continued)

- VPA conference
- Get health needs class list to teachers & schedule any appropriate training
- WWSU administrative retreat
- Board meeting packet
- Final prep of building – classrooms, desks, etc.
- Student teacher contacts
- New teacher Pathwise training
- Field trips planning
- Website review
- Evaluation schedule
- Draft back-to-school speech
- Prepare recess and lunch duty schedule

September

- Budget – continued
- Report on activity funds from prior fiscal year (include PTO)
- Organize evaluation process
- Meet with crisis team to review emergency plans and protocols
- File e-rate Bear forms
- Plan science museum trip with other schools
- Open House
- Board Retreat
- Goal setting meetings with support staff
- Board meeting packet
- Fire drill (2 for September)
- FERPA training
- Service plan
- Remind staff to administer F & P, EOY and other agreed-upon assessments
- Prepare student and family directory
- Review and update EST plans as needed
- Finalize staff schedules, recess and lunch duty schedules, staff directory information, and other duty schedules
- Visit all classrooms, recess and lunch times during the first few weeks of school
- Conduct staff meetings
- Attend 2 administrative council meetings
- Attend meetings as needed

October

- Snowplow bids (business manager)
- Budget – continued
- Organize online parent conference sign-ups
- Get coordinator for Geo and spelling bees
- Fall student census
- Enrollment projections and staffing plan
- Board Retreat
- Update capital improvement plan
- Begin evaluation meetings and observations
- Plan winter inservice program (for ski days)
- Board goals report
- Board meeting packet

Contact:

Superintendent

October (continued)

- Fire drill
- Check in with mentors/mentees
- Finalize staff schedules, recess and lunch duty schedules, staff directory information, and other duty schedules
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend WWSU inservice day at Harwood
- Attend meetings as needed
- Complete and submit Kindergarten Readiness Survey

November

- Budget – continued
- Administrator evaluation process timeline
- Parent conferences
- Evaluation meetings and observations
- School Events: Boston science museum overnight trip
- Review Trimester 1 student reports and check local assessments in VCAT
- Policy G14-R Requirement: All schools prepare Average Class Size Report
- Board meeting packet
- Fire drill/lockdown/medical clear
- Send out attendance/absence/tardy letter
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

December

- Budget – continued
- Annual Report text – delegate responsibilities for preparation
- Public hearing on budget draft
- Review Middle School Exchange Agreement
- Finalize ski program plans
- Evaluation meetings and observations
- School Events: Winter concert
- Board meeting packet (include Average Class Size Report)
- Fire drill/lockdown/medical clear
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

January

- Budget – complete
- Complete annual report – Warning/notice in newspaper about availability
- Approve budget for presentation to voters – 30-40 days before town meeting

Contact:

Superintendent

January (continued)

- Average Class Size Report due to DoE by January 15
- Any retirements?
- Evaluation meetings and observations
- Board meeting packet
- Fire drill/lockdown/medical clear
- Confirm preschool screening process and timeline
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

February

- Administrator evaluation
- Meet with PTO
- Superintendent evaluation
- Get buses for end-of-year field trips
- Work with board to prepare for annual meeting
- Publish NECAP results for analysis by teachers and action planning team, and public information
- Evaluation meetings and observations
- Board meeting packet
- Fire drill/lockdown/medical clear
- Confirm preschool partnership participation for following year; preschool caps
- Check in with mentors/mentees
- Organize administration of climate survey
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

March

- Board reorganization
- Town Meeting
- Issue staff contracts if April meeting is too late
- Leave of absence requests – review
- Parent conferences
- Evaluation meetings and observations
- If necessary, prepare for teacher hiring
- Review Trimester 2 student reports and check local assessments in VCAT
- Board meeting packet
- Fire drill/lockdown/medical clear
- Review summer facility work plans & begin scheduling work/draft bid specs
- Send out attendance/absence letter
- Send out class placement survey/letter to families
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

Contact:

Superintendent

April

- Begin placement process
- Issue staff contracts before April 10
- Leave of absence action
- Board meeting packet
- Review of board goals and R & R's
- Delegate hiring authority for openings in coming fiscal year
- Review maintenance spending plans: ID needs for summer in coming fiscal year
- Coordinate staffing needs for next school year – SchoolSpring
- Plan for graduation
- Evaluation meetings and observations
- Provide instructional budget info for teachers to begin ordering for next year
- Schedule end of year activities (step-up days, graduation)
- Fire drill/lockdown/medical clear
- Close out all purchase orders for the year by end of month
- Draft schedule for following year
- Spring assessments (EOY, F & P, PNOA); check completion of WWSU curricula, including standardized assessments
- Plan kindergarten orientation
- Schedule PK/K teachers to discuss transition process, needs
- Send out preschool placement letters
- Begin discussions and create first draft of schedules for next school year
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

May

- Finalize placement process by May 31, in time for Step-Up Day
- Review financials for any adjustments prior to fiscal year closing
- Approve maintenance spending plans for current and coming fiscal years
- Complete arrangements for summer facilities projects
- 6th grade trip
- Board meeting packet
- NECAP science test – administrative inventory and packing for pick-up
- Fire drill/lockdown/medical clear
- Create duty schedule for following year
- Confirm contracted services for the following year
- Complete plans for summer services
- Finalize hiring of new staff members
- Meet with teachers around their annual goals
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

June

- Step-Up Day
- Graduation
- Tax anticipation note (business manager)

Contact:

Superintendent

June (continued)

- Fuel bids (business manager)
- Authorize payroll board orders for coming fiscal year
- Plan summer work projects and solicit proposals
- Complete remaining teacher evaluations and send to WWSU
- Events calendar for coming year
- Complete spring student census/register
- Review Trimester 3 student reports and check local assessments in VCAT
- CIRS report to DOE
- ESS services with special educator
- Fire drill/lockdown/medical clear
- Hiring/staffing
- Staff check-out for PowerSchool
- Begin ordering for next year
- Distribute end-of-year check-out form
- Assign paraeducators for following year
- Facilitate student placement process
- Finalize class lists for next school year
- Finalize summer schedule for building use to coincide with cleaning schedule
- Complete state-placed student report
- Meet with teachers around their annual goals
- Intermittent classroom, recess and lunch time visits
- Attend 2 administrative council meetings
- Attend meetings as needed

Contact:

Superintendent