

## *Administrative Timetable*

### August

- ❑ New teacher orientation/induction
- ❑ New staff orientation
- ❑ New student orientation
- ❑ Make sure all teaching certificates are registered
- ❑ Meet with secretarial staff to discuss up-coming year
  - Develop yearly checklist
  - Create “To Do” lists with individual responsibilities identified
  - Office coverage during the year
  - Operating procedures (answering calls, messages, visitors, etc.)
- ❑ Meet with custodial staff to discuss up-coming year
  - Review summer work
  - Develop yearly checklist
  - Create “to Do” lists with individual responsibilities identified
- ❑ Meet with cafeteria staff to discuss up-coming year
- ❑ Meet with transportation staff to discuss up-coming year
  - Student discipline
- ❑ Prepare for teacher in-service
  - Agenda: Check previous years’ agendas
  - Handouts (class rosters, calendar, schedules, teacher evaluation cycle, emergency telephone list, etc.)
  - Teacher handbook (approved by board in July)
  - Mailing
- ❑ Allergy and medication list prepared for teachers
- ❑ Complete student registration
  - Mail student information packets if needed (include calendar)
  - Free/reduced lunch report
  - Identify students with special circumstances (e.g., custodial parents, double mailings)
  - Allergy/medication list
- ❑ Final class rosters and schedules should be completed
- ❑ Student/Parent handbooks ready for distribution along with sign-off sheet
  - Approved by board in July
  - Within 15 days of student enrollment
  - Procedures for oral communication made
  - Procedures for collecting sign-off sheets and storage developed
- ❑ Make sure all classrooms are ready to go
  - Enrollment/desks
  - Supplies
  - A.V. checkout and distribution
- ❑ Prepare for board meeting
  - New hires
  - Update textbook list showing new texts and those replaced
  - Update curriculum materials list
  - Submit a list of completed summer maintenance items

- ❑ Make sure all calendar dates are set and any changes or updates are passed along to the superintendent's office
- ❑ Set calendar dates for board letters due, principal meetings at unit office, and any other regularly scheduled meetings
- ❑ Annual inserts need to be made to building asbestos management plan
- ❑ CPR, first-aid, blood-borne pathogens, and child abuse annual trainings done with appropriate staff
- ❑ Establish dates for fire, disaster, and emergency drills
- ❑ Develop staff emergency telephone list (staff only)
- ❑ Fieldtrips for 1<sup>st</sup> semester approved by board
- ❑ Finalize bus routes
- ❑ Prepare a substitute teacher availability list
  - Substitute orientation
  - Substitute folders
  - Emergency lesson plans
- ❑ Prep for PTA meeting (May need meeting w/ PTA President.)
- ❑ IEPs needed this month
- ❑ Plan 1<sup>st</sup> day student assembly
- ❑ Supervise or arrange supervision for any extra-curricular activities
- ❑ Textbook distribution
- ❑ Building use by outside agencies
- ❑ A copy of the final class schedule for the year, teachers' handbook, student handbook, calendar, etc. all need to be sent to unit office by end of August
- ❑ Plans for parent night/open house
- ❑ "Who is in charge when the principal is out of the building" list
- ❑ Committee meeting schedules determined

### **High School & Junior High/Middle School**

- ❑ Band camps
- ❑ Make sure IHSA fall sports entry forms and fees are sent
- ❑ Make sure AD has prepared coaches' handbook
- ❑ AD meets with all coaches
- ❑ AD contacts all scheduled opponents and officials to verify contract information
- ❑ Finalize all athletic/fine arts transportation schedules
- ❑ Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- ❑ Fall sports practices begin
- ❑ Extra-curricular activity drug testing (ongoing)
- ❑ Driver education car
- ❑ Initial athletic and music booster club meetings
- ❑ Check with guidance office regarding college visits, testing arrangements, etc. for upcoming year
- ❑ Back-to-school dance (Howdy Hop)

## September

- ❑ Open House
- ❑ Parent/Teacher conferences
- ❑ Parent and community communication plan
- ❑ Faculty meeting
- ❑ Board meeting
  - If appropriate, teacher/department presentations to board schedule
- ❑ PTA/Booster meetings
- ❑ Prep for any IEPs this month
- ❑ Plan for mid-term progress reports
- ❑ Plan for report cards
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or make arrangements for supervision for all extra-curricular activities
- ❑ Fire drill
- ❑ Bus drill
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ Hearing and vision screenings
- ❑ Student pictures
- ❑ School Improvement Plan – due to Regional Office of Education
- ❑ Budget review
- ❑ Revision of staffing based on enrollment
- ❑ Finalized list of student information due to office
  - Administrative notebooks with contact information
  - Student directory (requires notification and right to not release)
- ❑ Reminder notices for students not paying fees
- ❑ Plan assemblies
- ❑ Plan special events
- ❑ Planning begins for curriculum for following year (based on SIP)
- ❑ Fall housing report
- ❑ Committee meetings

### **High School & Junior High/Middle School**

- ❑ IESA seed meetings for fall sports
- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ ACT test
- ❑ Senior announcement/class rings
- ❑ Early graduation petitions
- ❑ Plan fall sports award ceremonies
- ❑ Homecoming
- ❑ Senior college planning
- ❑ Fall sport pictures
- ❑ School dance

## October

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ Parent/Teacher Conferences
- ❑ End of first quarter
- ❑ Report cards
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ Holiday program planning
- ❑ Fire drill – Fire Prevention Week
- ❑ Illinois Principals Conference
- ❑ Personnel planning for next year begins
- ❑ Daylight savings time ends
- ❑ School improvement activities
- ❑ Budget review
- ❑ Committee meetings

### **High School & Junior High/Middle School**

- ❑ IESA state for boys' baseball, girls' softball, cross-country
- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ Fall sports award ceremonies planning
- ❑ Winter sports
- ❑ AD meets with all winter sport coaches
- ❑ AD contacts all scheduled opponents and officials to verify contract information
- ❑ Finalize all athletic/fine arts transportation schedules
- ❑ Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- ❑ Scholastic Bowl entry deadline, state workshop
- ❑ ACT test
- ❑ PSAT and PLAN given this month
- ❑ Senior college planning
- ❑ School dance
- ❑ Fine arts special events

## November

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ School improvement activities
- ❑ Instructional program planning for next year
- ❑ Personnel planning continues
- ❑ Budget review
- ❑ Holiday program planning continued
- ❑ Notify teachers when mid-term grades are due
- ❑ Set dates/prepare for student organization pictures
- ❑ Thanksgiving Day meal (invite parents, grandparents, community leaders, board members, administration)
- ❑ Student proof of immunization, physical exam, dental exam due
- ❑ American Education Week
- ❑ Committee meetings

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ Fall sports award ceremonies
- ❑ IESA girls' basketball tournament series begin
- ❑ Winter sports start competition
- ❑ Senior college planning
- ❑ College Career Night
- ❑ Illinois Association of School Boards Conference
- ❑ Winter sport pictures
- ❑ Fall play
- ❑ Winter sport pictures
- ❑ School dance (Turkey Trot)
- ❑ Fine arts special events

## December

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ Finalize maintenance schedule for winter break
- ❑ School improvement activities
- ❑ Instructional program planning for next year
- ❑ Personnel planning continues
- ❑ Holiday program
- ❑ Budget review
- ❑ Committee meetings
- ❑ Faculty/staff social events
- ❑ Prepare for end of 2<sup>nd</sup> quarter/first semester
  - Scheduling for second semester
  - Room assignments
  - Final exams
  - Report cards

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ Winter sports continue
- ❑ School dance
- ❑ ACT test date
- ❑ Illinois State Scholars announced this month
- ❑ Holiday tournaments
- ❑ Winter break practice schedule
- ❑ Fine arts special events

## January

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ School improvement activities
- ❑ Instructional program planning for next year
- ❑ Personnel planning continues
- ❑ Budget review
- ❑ Committee meetings
- ❑ Confirm state testing/other standardized testing dates and notify teachers – scheduling for these days
- ❑ Spelling bees/geography bees
- ❑ Set dates for spring field trips (board approval)
- ❑ Fixed asset inventory
- ❑ Begin planning for pre-registration for fall at all levels
- ❑ End of second quarter/semester
  - Report cards
  - New schedules for students
  - Student retention monitoring

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ High school - winter sports continue
  - Girls' basketball regional seed meeting
- ❑ School dance
- ❑ IESA – boys' basketball regional seed meeting/regional; girls' volleyball begins
- ❑ College planning for seniors
- ❑ College planning for juniors begins
- ❑ Fine arts special events

## February

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ School improvement activities
- ❑ Instructional program planning for next year
  - Scheduling – student requests
  - School calendar
  - Student pre-registration
  - Orientation planning
- ❑ Personnel planning continues
- ❑ Regional Office compliance visit
- ❑ Budget review
  - Budgeting requests for next year due to principal
- ❑ Committee meetings
- ❑ Mid-quarter progress reports
- ❑ Set date and prepare for parent/teacher conferences
- ❑ Student retention monitoring
- ❑ Fire/Disaster drills
- ❑ Planning for end-of-year special events
  - Graduation
  - Academic awards
  - Concerts
  - Picnics

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ High school - winter sports continue
  - Boys' basketball regional seed meetings
  - Girls and boys' state tournaments
  - Wrestling weight certification deadline/regional seed meeting
- ❑ School dance
- ❑ Prom-check prom plans to be sure all orders are in, theme decided, arrangements made, contracts signed
- ❑ IESA
  - Boys' basketball regional/sectionals/state
  - Girls' volleyball regional seed meeting
- ❑ College planning for seniors
- ❑ College planning for juniors
- ❑ Yearbook materials due to printer
- ❑ Financial Aid Awareness Month
- ❑ Fine arts special events

### March

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
  - Notice of non-renewal
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ School improvement activities
- ❑ Instructional program planning for next year
  - Scheduling
  - School calendar
  - Student pre-registration
  - Orientation planning
  - Pre-school screenings
  - Work on faculty and student handbooks
- ❑ Personnel planning continues (hiring)
- ❑ Budget review
  - Budgeting for next year
- ❑ Committee meetings
- ❑ Fire/tornado drills
- ❑ Continue end-of-the-year planning
- ❑ Standardized testing
- ❑ End of 3<sup>rd</sup> quarter
  - Report cards
  - Student retention monitoring
  - P/T conferences

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ AD meets with all winter sport coaches
- ❑ AD contacts all scheduled opponents and officials to verify contract information
- ❑ Finalize all athletic/fine arts transportation schedules
- ❑ Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- ❑ High school
  - Winter sports awards
  - Spring sports begin practicing
  - IHSA solo/ensemble Contest
- ❑ School dance
- ❑ Prom check to make sure things are progressing
- ❑ IESA
  - Volleyball and wrestling tournaments
  - Spring sports begin
- ❑ College planning for seniors
- ❑ College planning for juniors
- ❑ Fine arts special events

## April

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
  - Finish evaluations
  - Begin summer planning
  - Establish vacation days for staff
- ❑ School improvement activities
- ❑ Instructional program planning for next year continued
  - Scheduling
  - School calendar
  - Student pre-registration
  - Orientation for new students
  - Pre-school screenings
  - Continue updates to faculty and student handbooks
- ❑ Personnel planning continues (hiring)
- ❑ Budget review
  - Budgeting for next year
- ❑ Committee meetings
- ❑ Fire/tornado drills
- ❑ Continue end-of-the-year planning
- ❑ Notify parents of students to be retained
- ❑ Summer school recommendations
- ❑ Mid-term progress reports
- ❑ Get diplomas to Board and Superintendent to sign
- ❑ Second bus evacuation drill
- ❑ State testing
- ❑ Daylight savings time begins

### **High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ High school – spring sports
- ❑ School dance
- ❑ Prom check to make sure things are progressing
- ❑ IESA
  - Volleyball and wrestling tournaments
  - Spring sports begin
- ❑ College planning for seniors
- ❑ College planning for juniors
- ❑ Fine arts special events
- ❑ Scholastic bowl seed meeting and regionals
- ❑ ACT test date
- ❑ PSAE-juniors

**May**

- ❑ Faculty meeting
- ❑ Board meeting
- ❑ PTA meeting
- ❑ IEPs
- ❑ Prep and complete all evaluation duties
- ❑ Supervise or arrange supervision for all extra-curriculars
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ School improvement activities
- ❑ Instructional program planning for next year continued
  - Scheduling
  - Review student placements for next year
  - Schedules to teachers and students
  - School calendar
  - Student pre-registration
  - Orientation for new students
  - Pre-school screenings
  - Continue updates to faculty and student handbooks
  - Order textbooks
- ❑ Personnel planning continues (hiring)
- ❑ Budget review
  - Budgeting for next year
  - Review requisitions, begin ordering supplies
- ❑ Committee meetings
- ❑ Fire/tornado drills – make sure all completed
- ❑ Student retention conferences held
- ❑ Teacher appreciation week
- ❑ ISBE grant reviews
- ❑ End-of-the-year
  - Special events – award nights
  - Graduation
  - Final exam schedules
  - Last day of school
  - Report card distribution
  - Final reports to district office

**High School & Junior High/Middle School**

- ❑ Eligibility
- ❑ Extra-curricular drug testing
- ❑ High school
  - Boys' and girls' state track meet
  - State music contest
  - Scholastic bowl sectional and state
  - Sports banquets
- ❑ Prom
- ❑ IESA –spring sports tournaments
- ❑ College planning for seniors
- ❑ College planning for juniors
- ❑ Fine arts special events
- ❑ PSAE make-ups

## June

- ❑ Board meeting
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ Personnel hiring
- ❑ End of the year wrap up completed
- ❑ Finalize handbook changes – faculty and student handbooks
- ❑ Summer camps finalized and approved by board
  - Develop supervision plans for these programs
- ❑ Summer school begins
- ❑ Prepare materials for registration
- ❑ Prepare evaluations of Title I and gifted and give to superintendent
- ❑ Complete final work on school improvement plan
- ❑ Finalize any summer work being paid with grant money
- ❑ Last day of summer school, check grades
- ❑ Update Administrators' Academy program and enroll in session if needed to keep certification updated
- ❑ Finish up any work with guidance counselor on scheduling, etc.
- ❑ Finish ordering

### **High School and Junior High**

- ❑ IESA membership deadlines
- ❑ Non-eligibility lists for fall
- ❑ Check summer driver's education program
- ❑ Schedule summer practices, weight lifting, etc.
- ❑ Schedule physicals for fall sports

## July

- ❑ VACATION
- ❑ Board meeting
- ❑ Monthly meetings: Maintenance staff, office staff, etc.
- ❑ Finish personnel hiring
- ❑ Advertise registration dates; finish preparation of all materials
- ❑ New staff orientation planning
- ❑ Prepare for teacher in-service
- ❑ All handbooks (faculty and student) copied and ready for distribution
- ❑ Summer maintenance update
- ❑ Get driver's education car contract prepared
- ❑ Order materials for new staff
- ❑ Write up personal continuing education plan
- ❑ Supervise or arrange supervision for all summer activities scheduled