|  |  |
| --- | --- |
| Date Completed | Task to Be Done |
|  | **MAY** |
|  | Finalize Staff Evaluations |
|  | Schedule Meetings with Faculty and Staff to Review Evaluations |
|  | Conduct Meetings with Faculty and Staff to Review Assessments |
|  | Issue Next Year’s School Calendar |
|  | Review Summer Facility Needs |
|  | Begin Class Lists for Fall |
|  | Finalize Summer Plans for Staff |
|  | Review Closing Procedures (activities, records, etc.) |
|  | Review Teacher Checkout List |
|  | Determine Student Summer Needs – Summer Reading Projects/ Tutoring |
|  | Meet with Committees – Focus on How to Improve the Committee’s Effectiveness |
|  | Finalize Next Year’s Staffing – Identify Needs and Openings |
|  | Plan Last Staff Meeting |
|  | **JUNE** |
|  | Prepare a List of Facility Repairs Needed |
|  | Plan a Walk Through with Maintenance Supervisor to Plan Facility Repairs and Timeline |
|  | Meet with Teachers to Complete Checkout List |
|  | CUM Folders for Each Child Have Been Updated and Filed |
|  | CUM Folders for Non-returning Students Have Been Archived |
|  | Review Teacher Inventory for Classroom Supplies and Textbooks |
|  | Order Instructional Materials, Supplies, and Equipment |
|  | Review Technology Plan and Needs |
|  | Conduct Exit Interviews with Faculty and Staff |
|  | Conduct Exit Interviews with Parents of Students Who are Not Returning |
|  | Prepare or Request Records Documents for Transferring Students |
|  | Write Thank You Letters to Significant Volunteers/ Staff Members |
|  | **JULY** |
|  | Revise Student Directory |
|  | Execute Contracts for New/Continuing Teachers |
|  | Oversee Fall Schedule Development |
|  | Review and Check Summer Maintenance |
|  | Begin Faculty Duty Schedules |
|  | Review and Revise Principals Planning Calendar |
|  | Orient New Teachers and Other Staff Members |
|  |  |