

CYCLES OF SUCCESS

SUPERINTENDENT'S ANNUAL CALENDAR

July through June

The Superintendent's Annual Calendar is a strategic tool for planning, action, and reflection. It serves as a tickler for the many, once a year task the superintendent should remember. It is an excellent accountability tool, for the self and when necessary to remind/monitor others. For the less organized individual it is a necessity.

The annual calendar is superintendent and district specific. It should be reviewed and updated every few days, as often as necessary, to increase its value in the coming year, and future years.

This general calendar is the result of review and suggestion by several experienced superintendents. Please customize it for your professional use, as you deem necessary.

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Program Administrator
10/1/2001

JULY

- a. Set up blank district PR activities calendar, by month, for district (newspaper, calendar, and building press releases)
- b. Clean and reorganize the safe
 - records to storage, destroy aged out records
- c. Set up teacher orientation program, agenda, letter
- d. Make annual administrative appointment - letters
- e. Letters of thanks to all people and organization who contributed awards and scholarships to graduation
- f. Request to the rescue squad for coverage at home football games
- g. Report on Board member terms

AUGUST

- a. Set up noon Bar-B-Q for summer staff (and new staff orientation)
- b. Orientation for new teachers and teaching assistants
- c. Set first day staff agenda with administrators
- d. Arrange for Board President to address staff on first day
- e. Fall building inspection (principal/nurse/custodian)
- f. Schedule all fire and emergency drills for the year
- remind principals of the need for window exit drills
- g. Review Organizational Goals with the administrators
- h. Put notice of free and reduced price lunches in the newspaper (letters to major area employers)
- i. Write and send letter of "welcome back from vacation" to teachers and other 10-month staff
- j. To local newspapers and radio stations - date school opens and lunch menus
- k. Schedule bus drills for the year
- l. Set teacher and student day (times) for each building
- m. Letter of thanks to maintenance and cleaning staff for summer work
- n. Make sure school tax notice is printed by September 1
- o. Annual Financial Report published in the official newspaper
- p. ST-3 completed and forwarded to the State
- q. Set up staff telephone directory
- r. Pictures of Board Officers for district newsletter and yearbook
- s. Salary letters to staff
- t. Set up for first-day photo I.D. for new staff
- u. Memos to each staff group, re: reorientation to evaluation programs
- v. Discuss bus accident policy with bus drivers at their orientation
- w. Establish administrator goals for the year

SEPTEMBER

- a. Determine emergency procedures for closing school
- b. Establish emergency telephone list and codes for closing school
- c. Schedule all regular meetings of the Curriculum Council and Advisory Council
- d. Review procedures for principal monthly meetings with bus drivers
- e. Set up first series of meetings with staff
- f. SBM-14 (Transportation to State) by 9/30
- g. Revise "Appointment Date by Tenure Area" list
- h. Check for the attendance of any non-resident students
- i. Run required bus drills in first 5 days - set other drill dates
- j. Set up chain of command for when Superintendent is out of the district
- k. Set up emergency call chains for Board, Administrators and Supervisors
- l. Deliver new staff telephone directory to staff in first week of school
- m. Update the district newsletter mailing list to reach all new superintendents, new board presidents and parents of non-resident tuition students
- n. Notify parents about supervision at football games, re: elementary students, accompanied and supervised -middle school, behave or asked to leave
- o. Letter to staff thanking them for a smooth start to the school year
- p. Plan "open house" for parents of kindergarten students
- q. Notice of accumulated sick days total to staff
- r. District Treasurer meet with petty cash custodians
- s. Contact parents with children on home instruction
- t. Letter to all probationary certified staff reminding them of the number of graduate hours completed and needed for permanent certification
- u. Reminder to public 1) Board Policy on no smoking on school property; 2) Rights of non-custodial parents
- v. Annual opening day discussion reminders and legal notices to staff
 - Evaluation Procedure (Reorientation)
 - Drug Free Workplace
 - Records Retention
 - Code of Ethics
- w. Set up "Snow Day Warning" network, as a back-up to the Director of Transportation system
- x. Arrange for "surprise" walk-through fire inspection

OCTOBER

- a. Set up meeting with all "up and coming" administrators
- b. Develop budget calendar for the year
- c. Schedule fire extinguisher training for staff
- d. Business administrators meeting with extraclassroom activity advisors regarding the handling of funds in compliance with New York State law
- e. November newsletter - profile on new board members
- f. November newsletter - emergency school closing information
- g. Copy of emergency school closing information to all staff
- h. Remind principals to get teacher evaluations underway, and not to put anything in the Comprehensive Evaluation relative to "tenure" recommendations"
- i. Prepare Capital Improvement and Maintenance Long Range Plan
- j. List of gifted children from principals (as a result of screening)

NOVEMBER

- a. Letter of thanks for the use of the location for tax collection
- b. Check to see that the required fire drills for fall will be completed December 1
- c. Letter of thanks to the rescue squad for coverage at the football games
- d. Box ad to thank the rescue squad for coverage at the football games
- e. October newsletter - notify parents of emergency closing procedures
- f. Have the appropriate building principal visit the parents of any children on home instruction.
- g. Schedule regular meetings of the Superintendent, Board President and Union President
- h. Remind principals of first probationary teacher observation by December 1

DECEMBER

- a. Check octane in contractor supplied gasoline
- b. January newsletter - pictures of all board members
- c. Readjust parking lot lights for winter hours 6:00 A.M.- 7:30 P.M.
- d. Remind administrators to do mid-year evaluation of their goals
- e. Prepare Community Relations Long Range Plan
- f. Arrange for "surprise" walk through fire inspection

JANUARY

- a. Discussion of retirement banquet with the association and board
- b. Spring building inspection (principal, nurse, custodian)
- c. Remind high school principal to prepare Interscholastic Athletics report and Long Range Plan, for the March board meeting

FEBRUARY

- a. Review of graduation ceremony with high school principal - start speeches
- b. Notify private schools of the application requirements for transportation (State Law S3635) -Put information in newsletter
- c. Start negotiation with physician, auditor, and lawyer for next year's budget
- d. Reminder to high school principal to schedule all student events prior to June 1 in preparation for final exams
- e. Start review of evaluation system for classified staff
- f. Arrange for auditor - Annual / Cafeteria Fund / Federal Fund
- g. Check date of third required bus drill
- h. Put the application for transportation to non-public schools in March newsletter
- i. Put the filing date for board member election in March newsletter
- j. Principal and instructional leaders complete mid-year evaluation of Annual Comprehensive Unit Plans
- k. Remind teachers of the Summer Professional Study Program requests (March 1)
- l. Meet with all institutional leaders, on an individual basis, to discuss curriculum and budget
- m. Order plaques for all retirees
- n. Revise brochures for the teacher hiring season
- o. Plan annual retirement/recognition banquet with teachers' association
- p. Mid-year reminder to principals and staff of records retention requirements
- q. Remind principals to complete required evaluations on probationary staff prior to the established dates

MARCH

- a. Establish end-of-year calendar and procedures for grades K-12
- b. Check octane in contractor supplied gasoline
- c. Thank you letter to town and village crews for snow removal efforts throughout winter
- d. Put the notice of application and procedures for transportation to non-public schools in newsletter
- e. Put filing date for board member election in newsletter
- f. Start scheduling annual review of handicapped students
- g. Order recognition plaques for retiring board members and staff
- h. Update "Profile of the School District" for budget vote
- i. Review Summer Professional Study program applications
- j. Attend Kindergarten Orientation Program
- k. Plan "Grandparents Day" program
- l. Move teachers between buildings for next year
- m. Have the appropriate building principal visit the parents of children on home instruction
- n. Readjust parking lot lights for spring, off in the A.M.
- o. Letter of thanks to the police - thanks for safety and traffic control
- p. Send recall letters to eligible teachers (7 year rule)
- q. Prepare literature packages for all Board candidates

APRIL

- a. Advertise for summer student cleaners
- b. Start end-of-year evaluation of all classified staff
- c. Notify any teachers that are not being asked back
- d. Regular meeting of the Superintendent, Board President and Union President
- e. Notice to instructional leaders of any cuts in budget

MAY

- a. Prepare notices to teachers of next year's assignments (by June 1)
- b. Board reorganization meeting preparation:
 - bid auditor
 - quote school attorney, physician, etc.
- c. Prepare letters of return to appropriate staff and substitutes
- d. Notice to all principals that all purchase orders must be mailed by July 1
- e. Materials from staff for annual garage sale
- f. Principals prepare list of priority maintenance and repair requests for the summer
- g. Work at Kindergarten Registration
- h. June newsletter - picture of retiring board members
- i. Check with chairpersons of the committees on special education (CSE and CPSE), on next year's membership, IHO's and surrogate parents
- j. Remind principals to complete evaluation of instructional unit educational goals for the past year
- k. Mail salary letters to summer driver education teachers
- l. Mail letters of interest to all teachers on leave, relative to their plans on returning
- m. Arrange for "surprise" walk through fire drill.

JUNE

- a. Ask board president for a letter of reference for the superintendent's placement file
- b. Summer building inspection (principal, nurse, custodian) (End-of-year classroom survey - by teacher)
- c. Board letter of thanks to COH and CPSE members
- d. Send out end-of-year staff letters of thanks
- e. SBM-1 to State (30 days after budget approval)
- f. Send letters of thanks to the media for their help
- g. Legal ad on the reorganization meeting
- h. Letters of thanks to the Board for a good year
- i. Collect policy books and District Information Books from Board, Instructional Leaders and Administrators for updates and edits
- j. Have teachers' sign-off for Instruction Records Retention compliance