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|  | **Staff Meetings**  | **Friday Focus** | **Walk-Through Focus** | **APPR** | **Climate & Culture** | **Communication** | **Building Safety** | **Character Education** |  |
| **September** | * Opening Day (3rd): Welcome new staff, APPR highlights, handbook, etc.
* 17th: APPR
 | * (9/6) *Classroom Management 101*
* *(9/13) What makes a good teacher?*
* *(9/20) 10 Things I Wish I Knew My First Year of Teaching*
* *(9/27) Humor: Why we love children!*
 | **Week of 9/3**: Get in all classrooms, welcome students **Week of 9/9**: Get in all classrooms, are rooms are ready for Open House?**Week of 9/16**: Get in all classrooms**Week of 9/23**: Special Area Focus**Week of 9/30**: Intermediate | * Walkthroughs as noted under Supervision and Instruction
* Grade level team meetings
* SLOs and LATs submitted by 9/28
* Begin mini-observations if possible
 | * Toast New Year at faculty meeting
* Send out blue notes to staff attending Ice Cream Social
* Recognize special efforts via blue notes
* Provide refreshments for staff after Curriculum Night
 | * Summer newsletter to staff (August)
* Welcome Back Letter to Families
* Blog/e-newsletter
* Letter to peanut-free rooms
 | * Distribute peanut/nut letters to classrooms with food allergic students on Day 1
* Make sure nurse meets with all teachers concerning Emergency Care Plans
* Safety Patrol Planning
* Jog-a-thon
 | September Attribute, Trait, or Theme:**Responsibility**Kick-Off Assembly: 4th GradeFront Bulletin Board: GretchenB-Day Bulletin Board: Lisa and Liz  | **September** |
| **October** | * 8th: United Way, Safety Plan Review, BEDS
 | * *(10/4) Focus on having a great weekend!*
* *(10/11)* *Wait Time*
* *(10/18) Formative Assessment*
* *(10/25) 26 Questions Every Student Should Be Able to Answer*
 | **Week of 10/7**: Primary Wing Focus **Week of 10/14**: Special Area Focus**Week of 10/21**: Intermediate Wing Focus**Week of 10/28**: Primary Wing Focus | * Standard I Form due Oct. 15th
* LAT and SLO submitted by October 15th, approved by October 31st
* Finish 1st round of minis
* Begin formal observations: Jones, Smith, Adams
 | * Thank teachers for joining PTA and thank those that attend the October meeting
* Recognize special efforts via blue notes (teachers working with problematic students, Character Ed. help)
* Wellness Week
 | * Weekly Blog
* Reminder about allergies, costumes, parade
 | * Review Safety Plan with Grade level chairs and staff, finish drills
* Reminders about allergies with holiday parties and clothing
* CODE 10/17
* Safety Patrol begins!
 | October Attribute, Trait, or Theme:**Respect**Assembly: 4th GradeFront Bulletin Board: LisaB-day Bulletin Board:  | **October** |
| **November** | * Parent conferences, collaboration (PLCs Part 1)
 | * *(11/1) Student Engagement*
* *(11/8)Making your Classroom More Student-Centered*
* *(11/15) Framing the Learning*
* *(11/22)Parent Conferences*
 | **Week of 11/4**: Special Area Focus-AM**Week of 11/11**: Intermediate Wing-AM **Week of 11/18**: Primary Wing Focus-AM**Week of 11/25**: Parent Conferences, ½ days | * Standard 1 Form Scored by Thanksgiving
* Continue observations: Jones, Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew, Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew,
 | * PARP/Reading Celebration
* Recognize special efforts via blue notes (those attending PTA, helping on picture day, PARP, etc.)
* Write thank you notes to all staff prior to Thanksgiving
 | * Weekly Blog
* Reminder about days off and half-day (11:30 dismissal)
* Thank volunteers for being guest readers
 | * Safety Plans Due 11/1
 | November Attribute, Trait, or Theme:**Thankfulness**Assembly: 3rd GradeFront Bulletin Board: Colleen S. B-day Bulletin Board: Megan & GretchenSalvation Army Food Drive | **November** |
| **December** | * 10th: PLCs, Part II – sharing team norms, what’s going well, positive messages to staff
 | * *(12/6)Classroom Interior Design*
* *(12/13)Keeping Students Productively Engaged Before the Holidays*
* *(12/20)10 Gifts to Give a Child This Holiday Season*
 | **Week of 12/2**: Special Area Focus**Week of 12/9**: Intermediate Wing Focus**Week of 12/16**: Primary Wing Focus | * Finish 1st round of observations: Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew,
* Do more minis if possible
 | * Recognize special efforts via blue notes (concerts, Azadeh, AIS, Tim)
* Staff party
* Personal notes and staff breakfast
 | * Weekly Blog
* Reminder about days off and holiday parties
* Math Night
 | * Reminders about allergies with holiday parties
* CODE 12/12
 | December Attribute, Trait, or Theme:**Compassion and Caring**Assembly: 2nd GradeFront Bulletin Board: 2nd GradeB-day Bulletin Board: LibraryCommunity Giving | **December** |
| **January** | * 14th: Administering LATS
 | * *(1/3) Classroom Culture for Learning*
* *(1/10)Wait Time*
* *(1/17)Keys to Teaching Students to Ask Questions*
* *(1/24) Stay Warm!*
* *(1/31)Banish the Mid-year Blahs!*
 | **Week of 1/6**: Special Area Focus-AM**Week of 1/13**: Intermediate Wing**Week of 1/20**: Primary Wing Focus**Week of 1/27**: Special Area Focus | * Observations: (Unannounced): Fischer, Mitchell, Jackson, McAndrew,
* Write mid-year evaluation on Auge and Rose
* Minis: Fischer, Mitchell, Jackson, McAndrew,
* Grade level team meetings
 | * Recognize special efforts via blue notes
 | * Weekly Blog
 | * Review Safety Plan for Workshop Day
* AED/CPR Training on Workshop Day, Mandatory Reporter Training
* CODE 1/30
 | January Attribute, Trait, or Theme:**Perseverance**Assembly: 5th GradeFront Bulletin Board: TBDB-day Bulletin Board: TBD | **January** |
|  | **Staff Meetings**  | **Friday Focus** | **Walk-Through Focus** | **Supervision & Instruction** | **Climate & Culture** | **Communication** | **Building Safety** | **Character Education** |  |
| **February** | * 11th: RtI and PLCs
 | * *(2/7) Report Cards*
* *(2/14) Focus on having a great break!*
* *(2/28) Garrison Keillor quote*
 | **Week of 2/3**: Intermediate Wing Focus**Week of 2/10**: Primary Wing Focus**Week of 2/24:** Special Area Focus | * Data from LATs submitted to me by February 10th
* Required observations scored and completed by February 15th
* Scores shared by March 1st
 | * Recognize Special Efforts via blue notes
 | * Weekly Blog
* Reminder about days off
* Reminder about holiday parties, specifically Valentine’s treats
 | * Send reminders prior to Valentine’s Day parties regarding food allergies
 | February Attribute, Trait, or Theme:**Honesty & Trust**Assembly: 1st GradeFront Bulletin Board: TBDB-day Bulletin Board: Colleen S. | **February** |
| **March** | * 11th: Proctor Training
 | * *(3/7) None*
* *(3/14) None*
* *(3/21) 20 Signs You’re Actually Making a Difference*
* *(3/28)*
 | **Week of 3/3**: Intermediate Wing Focus**Week of 3/10**: Primary Wing Focus**Week of 3/17**: Special Area Focus**Week of 3/24**: Intermediate Wing Focus | * Minis if requested or necessary
* Begin non-teaching evaluations (send out TA evaluations)
 | * Recognize special efforts via blue notes
* “I’m Lucky to Know . . .”
 | * Weekly Blog
 | * CODE 3/13
 | March Attribute, Trait, or Theme:**Patience & Acceptance**Assembly: TBDFront Bulletin Board: TBDB-day Bulletin Board: Colleen S. | **March** |
| **April** | * 15th: 25 year recognition, technology sharing
 | * *(4/4) None*
* *(4/11) 7 Questions to Ask Before Assigning Homework*
 | **Week of 3/31**: Primary Wing Focus**Week of 4/7**: Special Area Focus **Week of 4/14**: Intermediate Wing Focus**Week of 4/28**: Primary Wing Focus  | * Binders submitted by 4/1, scored by 4/30
* Begin teaching assistant evaluations
 | * Recognize special efforts via blue notes
* “You’re a good egg” notes
 | * Weekly Blog
* Reminder about importance of eating and attendance for state tests
* Placement letter (bold important information)
 | * 4 Drills after April 1st
* Playground Safety
* Lockdown by 5/1
 | April Attribute, Trait, or Theme:**Citizenship**Assembly: KindergartenFront Bulletin Board: TBDB-day Bulletin Board: Colleen & Jen | **April** |
| **May** | * 13th: Collegial Circle sharing, placement
 | * *(5/2) Engaging Students to the End*
* *(5/9)Open House*
* *(5/16)End-of-Year*
* *(5/23)None*
* *(5/30)None*
 | **Week of 5/5**: Special Area Focus **Week of 5/12**: Intermediate Wing Focus**Week of 5/19**: Primary Wing Focus**Week of 5/26**: Special Area Focus | * Custodial, nurse, and secretarial evaluations
* Complete all evaluations
 | * Recognize special efforts via blue notes
* Open House May 14th
 | * Weekly Blog
 | * Finish Drills if necessary
 | May Attribute, Trait, or Theme:**Kindness & Courtesy**Assembly: Leah & Maggie M.Front Bulletin Board: TBDB-day Bulletin Board: Jenn, Laura, Kelly | **May** |
| **June** | * 10th: Reflecting on the year, setting goals for next year
 | * *(6/6)None*
* *(6/13)None*
* *(6/20)Thank you!*
 | **Week of 6/4**: Intermediate Wing Focus**Week of 6/11**: Primary Wing Focus**Week of 6/18**: Special Area Focus | * Principal evaluation
* Available scores provided to teachers.
 | * Recognize special efforts via blue notes
* Volunteer Recognition – “Lemonade Serenade” 6/5
* Field Day
* Piano Recital
* Flag Day Parade – invite Legion this year
 | * Weekly Blog
 | * End of year party reminders
 | June Attribute, Trait, or Theme:**Cooperation**Assembly: TBDFront Bulletin Board: TBDB-day Bulletin Board: Leah & Maggie M. | **June** |