

DIVISION OF
SCHOOL & DISTRICT
EFFECTIVENESS
ADVANCING LEADERSHIP | TRANSFORMING SCHOOLS

Summer Planning and Processes

Principal-to-Principal Webinar Series
June 8, 2016

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Purpose:

To support educational leaders in their school improvement efforts and to address the expressed needs of principals in Georgia.

Principals from throughout the state will share how they have effectively implemented the best practices related to each topic.

Future Principal-to-Principal Topics:

Please email Andrea Cruz at acruz@doe.k12.ga.us with suggestions for webinar topics that will support your continuous improvement efforts.

Georgia School Performance Standards:

<http://www.gadoe.org/School-Improvement/School-Improvement-Services/Documents/School%20and%20District%20Effectiveness/GA%20School%20Performance%20Standards.pdf>

SDE Professional Learning:

<http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/Professional-Learning.aspx>

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Agenda

- Introduction
- Purpose
- Summer Calendar
- Summer Planning & Processes
- Time Management
- Closing

Purpose

Activating Question:

Why is it necessary to consider the calendar and time management during the summer?

Purpose

Planning and organization are essential elements of effective school leadership which includes a focus on forward thinking for continuous school improvement.

Continuous Improvement Process

Throughout the school year, a principal keeps the "accelerator down" to keep moving forward.



Continuous Improvement Process

There is no "neutral gear" for a principal when it comes to school planning and work.



Continuous Improvement Process

A principal is always in "high gear" with the "accelerator" on the floor board! This is true even during the summer!



Continuous Improvement Process

*A principal should always maintain a focus on **instructional leadership**. By doing some of this planning and work during the summer, it provides the principal opportunity to begin the new school year with solid footing in this role.*

Process

- Plan a Summer Schedule with a Timeline
- Be Intentional in Your Planning
- Make a Checklist
- Delegate Appropriate Responsibilities
- Don't "Reinvent the Wheel"
- Make Notes for Next Summer
- Keep your Foot on the Accelerator!

What Does a Principal Do During the Summer?

7 Major Categories of the Work

- Personnel
- Facilities
- Fiscal Management
- District & School Meetings and Plans
- Communications
- Time Away
- Pre-Planning & First Day of School



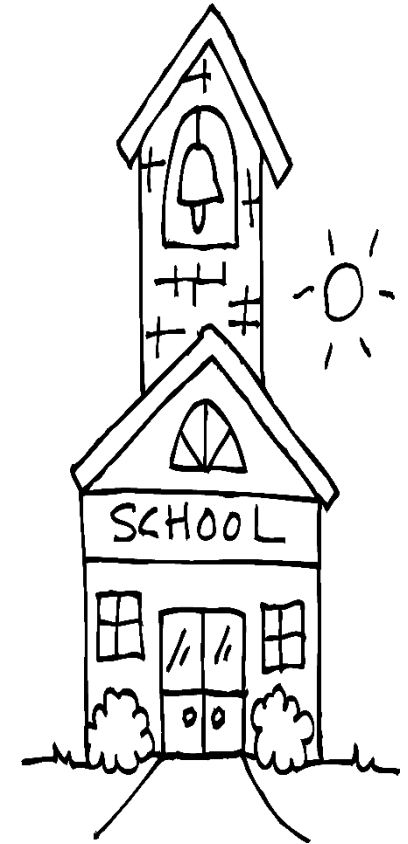
Personnel

- Coordinate Schedules for Secretary, Bookkeeper, and Athletic Director (or any other summer staff)
- Interviews
- Hiring
- Mentor Assignments
- Induction Plan
- Staff Assignments (changes)
- TKES – Update Rosters & Privileges



Facilities

- Building Maintenance, i.e., Painting, Waxing Floors, Landscaping
- Forward Maintenance Requests to Custodial Team
- Coordinate Summer School/Programs with Building Maintenance Schedule
- Evaluate Bus Drop Off, Parent Pick Up, & Parking Needs
- Check for Technology Needs, i.e., Infrastructure, Computer/Printer Repair or Replacement, Inventory Security Video Cameras
- Arrange for Teacher Moves, Furniture Moves, and Reorganization Needs
- Ensure Custodial Orders are Completed, i.e., Tissue, Paper Towels, Hand Sanitizer



Fiscal Management

- Attend to End of Fiscal Year with Bookkeeper
- Prioritize Textbook Orders
- Prioritize Orders for Instructional Materials
- Arrange for Orders for Teacher Supplies
- Ensure Paper is Ordered and Arrives Prior to Pre-Planning
- Review Fundraisers (Approval and Progress)



District & School Meeting and Plans

- Attend Retreat/Advance for District Initiatives
- Schedule/Attend Cluster Meetings
- Develop schedules: academics, lunch, bell, duty rosters, etc.
- Schedule School Leadership Team Meeting(s)
 - ✓ Revise & Update School Improvement Plan
 - ✓ Revise & Update School Safety Plan
 - ✓ Revise & Update Title Plans (I, II, III)



Communications

- Update Website
 - Update Principal's Page
 - Summer Schedule
 - Summer Reading List
 - Letter – "Parents Right to Know"
- School Sign Messages
- Student Registration
- Open House Schedule (Teachers & Staff, Bus Routes)
- Student Business Days (Schedule Changes, Parking, Lockers, Year Books, Pictures)
- Handbooks: Student and Teacher
- Welcome Back to School Letter (Teachers & Staff)



Time Away

- Professional Learning
- Conferences
- GHSA Dead Week (July 3rd – 9th)
- District Meetings
- Cluster Meetings
- Vacation



Pre-Planning & First Day of School

- Schedule & Plan Student Business Days (High School)
- Prepare Pre-Planning Agenda
(Attach to Welcome Back Letter)
- Schedule Open House (Teachers & Bus Routes)
- Prepare 1st Day of School Information Packets
- Identify "First Day/Week of School" Procedures

First Day of School !!!

Process

- Plan a Summer Schedule with a Timeline
- Be Intentional in Your Planning
- Make Notes for Next Summer
- **Be prepared to be an instructional leader on the first day of school!**

Questions & Answers



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