

Prepare for Month-By-Month Tasks

The following is a list of monthly tasks taken from an experienced Christian school administrator's tickler file system. Reviewing these tasks as a first-year school will offer an idea of what to expect during a typical school year. Established schools can review these tasks for ideas that would enhance their present programs. For more information on having a successful Christian school, see *Christian Schools: How to Get a School Going and Keep it Growing* by Dennis Demuth. For more information see www.DELpublications.com.

September

- Schedule first meeting of clubs.
- Sponsor a social for workers in other departments of the church that use the same classrooms, such as Sunday School, Youth, etc.
- Readjust schedules of individuals where needed.
- Plan first open house, use Back-to-School as theme.
- Make late registration assignments.
- Begin sale of student and family activity passes.
- Meet with all class activity and club sponsors.
- Order needed books and equipment (due to additional enrollment).
- Schedule fire drills—no less than one per quarter.
- Write letter of instruction to parents concerning the use of the *Student Study and Assignment Notebook*.
- Plan the Fall Spiritual Emphasis Week for early October.
- Plan pep assemblies.
- Begin planning for Spring Missions Week.
- Begin signing up students for annual Christian school competition.
- Post national ACT and SAT test dates.
- Submit yearly fund-raising strategies to finance board for approval.
- Appoint parents to School Improvement Task Force.
- Review and evaluate transcripts of grades and other data received through the mail about new students.
- Check on status of school newspaper.
- Meet with home schoolers association officers.

October

- Plan Spirit Week.
- Plan Columbus Day recognition.
- Evaluate the effectiveness of discipline policies.
- Schedule class visitations.

- Conduct student government elections.
- Enroll students in community Science Fair to be held in February.
- Review ACT/SAT test dates with students.
- Begin planning for Christian School Conference completion.
- Submit accreditation report.
- Meet with School Improvement Task Force.
- Secure commencement speaker.
- Improve the exit time for fire drills.
- Schedule Christmas outreach programs to shopping centers, children's homes, nursing homes, etc.
- Publish school student directory as fund-raiser.
- Order achievement tests.
- Make arrangements for participation in state spelling bee.

November

- Review report card failures with students and factors relating to underachievement.
- Begin budget for next year.
- Prepare article for New Year's edition of local newspaper.
- Plan proper recognition of Veteran's Day.
- Prepare for National Education Week (Christian).
- Remember Thanksgiving recess.
- Plan P.T.F. for middle of November.
- Begin definite plans for Christmas program.
- Start Christmas songs no later than November 7th.
- Conduct first formal teacher appraisals.
- Publish quarter-finals schedule.
- Arrange for the taking of school pictures.

December

- Plan the Adopt-A-Family program that collects food for needy families.
- Present Christmas program.
- Re-affirm snow call-list.
- Use Christmas art from the classrooms for local newspaper release.
- Schedule Christmas caroling at shopping centers, children's homes, nursing homes, etc.
- Establish uniform policy with regard to homework during Christmas break.
- Plan personal work for December vacation recess.
- Get teachers' holiday addresses and phone numbers.
- Prepare vacation schedules for office staff.
- Plan music for spring music festival.
- Meet with School Improvement Task Force.

- Plan program for P.T.F.
- Publish honor roll.
- Check on status of yearbook.

January

- Send sales tax rebate letter to parents encouraging them to donate their rebate to the school for science equipment.
- Hand out college scholarship applications.
- Evaluate effectiveness of Christian school in all areas.
- Work with faculty in the planning of subject offerings for the next school year.
- Prepare first outline of needed expenditures for next year.
- Review ACT/SAT tests dates.
- Publish finals schedule.
- Check on systematic progress through the texts to determine whether or not teachers are on target.
- Start list of new personnel needs.
- Plan changes for second semester.
- Gear up for second semester enrollment.
- Conduct second semester student survey; meet with all students who indicate they will not be returning.
- Plan college seminar.
- Develop a school theme for the next school year.
- Begin plans for eighth grade Wilderness Adventure.
- Plan exciting activity to overcome February blahs, such as student and staff socials (Valentine theme).
- Conduct administrative appraisal.
- Organize prom planning committee.

February

- Plan recognition of Lincoln's and Washington's birthdays.
- Prepare budget for the following school year in detail.
- Arrange for preparation of new student handbook.
- Begin plans for Easter program.
- Submit names for community-sponsored engineering day.
- Submit computer grant.
- Begin plans for summer school.
- Visit college campuses to interview prospective staff for upcoming school year.
- Conduct Science Fair.
- Begin plans for high school commencement.

March

- Begin re-enrollment for next year.
- Offer letters of intent to rehire teachers for next year.
- Hold math Olympics.
- Make final commencement arrangements.
- Order graduation announcements, caps and gowns.
- Order diplomas.
- Confirm graduation speaker.
- Prepare newspaper release about graduates.
- Announce college scholarship; obtain written acceptance.
- Conduct first open house.
- Prepare spring vacation schedules for office staff.
- Prepare faculty and students for a new appreciation of Easter.
- Plan announcements concerning summer school.
- Conduct eighth grade Wilderness Adventure.
- Prepare to schedule high school students for next year's courses.
- Check test supplies and orders for spring achievement testing.
- Conduct eighth grade Parent's Night to explain ninth grade program.
- Hold open house for public.
- Begin rehearsing choirs for end-of-year program.
- Plan Church/School Emphasis Day.
- Notify juniors of summer pictures; invite area photographer to conduct presentation.
- Hold student activity—Record Day.
- Conduct tuition cost assessment for coming year.
- Send out re-enrollment letters.

April

- Conduct open house.
- Prepare for giving of achievement tests.
- Conduct achievement testing.
- Review with staff, challenges of individual students pertaining to retention or repetition of specific subjects or grades. Develop change strategies.
- Schedule all-school picture day.
- Get lists from teachers of equipment they would like to have for next year.
- Check on delivery date for yearbook.
- Finalize yearbook distribution.
- Conduct Christian radio-sponsored school day.
- Conduct college presented Health Fair.
- Go on Senior mission's trip.

- Finalize next year's school calendar.
- Distribute end-of-year checklist.
- Complete new budget.

May and June

- Obtain summer school recommendations.
- Make curriculum and administrative changes.
- Remember Memorial Day.
- Hold awards assembly.
- Hold talent assemblies.
- Finalize Prom.
- Review athletic inventory.
- Post finals schedule.
- Develop summer Driver's Ed program.
- Request recommendations for class sponsors.
- Plan end-of-year teacher fellowship.
- Plan sports banquet.
- Hold report cards for past-due accounts.
- Process transcripts.
- Plan school picnic.
- Conduct New Horizons Day where elementary students visit a classroom in their next year grade level.
- Present Parent Action Team recommendations to school board.
- Register for PSAT.
- Renew subscriptions.
- Publish the new school theme for the next year.
- Distribute Yearbook.
- Take school choir or tour.
- Organize a school-wide clean-up day.
- Place textbook order for next year.
- Plan Fun Fair for September.
- Conduct graduation.

July

- Ensure that all high school diplomas are sent.
- Post achievement labels on curriculum files.
- Install a program clock. Connect to bell or buzzer system.
- Revise teacher handbook.
- Revise student/parent handbook.
- Repair/replace student desks.

- Order supplies, especially bulletin board paper.
- Test and interview new students.
- Present Christian school to churches and community .
- Schedule radio programs that put the school before Christian parents daily.
- File Form 5578 with the state.
- Review job descriptions.
- Mail monthly newsletter to all former, returning, and prospective students, with emphasis on enrollment and re-enrollment.
- Plan student/teacher orientation.
- Review student insurance policy.

August

- Conduct teacher orientation.
- Set up equipment for hot lunch program.
- Conduct faculty dinner.
- Interview new teachers.
- Make room assignments based on enrollment.
- Finalize cleaning of facility.
- Revise kindergarten handbook.
- Plan kindergarten registration.
- Plan 1-12th grade registration.
- Set bell schedule.
- Assign faculty unit leaders.
- Revise policies for books and supplies.
- Establish goals for the new school year.
- Review cafeteria plan and food service program.
- Send faculty letter—formal announcement of school opening.
- Plan orientation assemblies for new students.
- Finalize school calendar.
- Acquaint staff with supplies and library.
- Revise first-day procedures.
- @MIHD = Prepare for Weekly to Quarterly Tasks
- There are a number of tasks that occur on a weekly, monthly and quarterly basis. Consider the following:

Weekly

- Conduct Administrative Team meeting.
- Sign teacher substitute payments.
- Sign purchase orders.
- Review cash reports.

- Publish eligibility lists.

Monthly

- Inspect grounds and facility.
- Prepare School Board agenda.
- Hold Parent Action Team Meeting.
- Hold department head meeting.
- Meet with School Improvement Task Force.
- Send out tuition statements.
- Write special promotions for church bulletin inserts.
- Conduct fire drill.
- Produce school calendar.
- Produce school menu.
- Produce school newsletter.

Quarterly

- Establish test schedules.
- Publish honor roll lists.
- Conduct parent/teacher fellowships.
- Review past-due accounts.
- Evaluate quarterly testing results.
- Review quarter Administrative Team task assignments.
- Review high school student attendance.
- Approve quarterly student activities for each grade level.
- Audit student activity accounts.
- Send out special tuition letter.
- Hold parent-teacher conferences following each grading period.
- Clear out the "Lost but Found" collection