

The Principal's Calendar

Helping school leaders stay focused on what matters.



AWSA

2023-2024

Association of Wisconsin
School Administrators

www.awsa.org

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Suggestions?

At AWSA, we are always looking for ways to improve. If you have any suggestions for how we can make *The Principal’s Calendar* better, please email them to AWSA Executive Director Jim Lynch at jimlynch@awsa.org.

Introduction

The purpose of *The Principal's Calendar* is to help you stay focused, organized, and growing - critical attributes of any school leader. *The Principal's Calendar* provides you with monthly lists of important responsibilities and legal requirements. In addition, it offers dates to remember (some just for fun), critical professional development opportunities, and quarterly bits of Practical Wisdom that offer timely advice from your peers on key topics.

While *The Principal's Calendar* is fairly comprehensive, it is not exhaustive. Also, the calendar is not delineated by grade level but provides responsibilities for each. You are encouraged to edit and customize it to meet your specific needs. Please do not hesitate to reach out to anyone at AWSA if you have questions regarding the content of *The Principal's Calendar* or if we can serve you with other needs.

Pro Tip – Plan to Plan

“Plan to Plan” may come across like a vicious cycle. However, creating space in our calendar for reflection, planning, and thinking is necessary for us to identify ways to get better, manage activities and tasks in the present, and vision cast for the future. Dr. John Maxwell writes poignantly about this in his book [*Thinking for a Change: 11 Ways Highly Successful People Approach Life and Work*](#). For us to improve as leaders, stay on top of our work, and move our organizations forward, we can use these strategies to help “Plan to Plan”:

- Block out a day or two every summer to get out of the office (by yourself) and map out the year ahead. For your planning, include your professional development goals, your school's strategic plan, and tasks to be completed each month. For tasks to be done, this calendar could prove useful as a starting point.
- Every month, designate time to plan the following month.
- Early in the week (or at the end of the prior week), plan the week ahead.
- Every morning, give yourself 15 to 20 minutes to think through what you would like to get accomplished that day.
- Every evening, give yourself 15 to 20 minutes to reflect on your day, identify what went well, recognize where you can improve, and take note of a good starting point for tomorrow.

None of what is shared above is rocket science. But these strategies will benefit you by helping you be intentional with how you approach your work.

2023

2024

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The Principal's Calendar Explained

Delineated by month, *The Principal's Calendar* is broken into several sections to provide you not only key responsibilities and legal requirements but other information you will find relevant, useful, and maybe even fun.

Dates to Remember

From legal holidays to those which may bring some enjoyment to your day (i.e., Talk Like a Pirate Day), look here for important information for your calendar.

Local Dates to Remember

Use this area to record important dates relevant to your school and/or district.

Responsibilities

These tasks offer you a comprehensive list of work you should consider throughout the year. To help with your organization, the tasks are broken into categories including: Personal Development/Evaluation; Teacher Development/Evaluation; Assessment; School Improvement; Review/Identify; Plan/Prepare; Communicate; Meet/Hold/Conduct; & Co-Curricular/Student Activities. While every category will not have a task assigned every month, the categories are still listed as a reminder to you that they may still require your attention, depending on your context. If text is underlined, it is hyperlinked to additional information intended to benefit you. There are a number of **monthly recurring tasks** that are important to remember. They are delineated on the next two pages.

Professional Learning Opportunities & Resources

AWSA offers a wide range of professional development and resources, some of which you may not be aware. Look here for ways AWSA works to serve you and your students.

Responsibilities - Monthly Recurring Tasks

Personal Development/Evaluation

- Connect (be present) with loved ones (spouse, partner, children, parents, siblings, friends, etc.) (daily).
- Identify time for personal, professional reading and reflection (daily).
- Identify time for exercise (four times a week).
- Schedule time with a trusted colleague and/or mentor.
- Identify time to review your personal finances and long-term fiscal goals.
- Review progress toward personal, professional goals and objectives. Collect artifacts for evaluation.
- Organize calendar, office, and desk.

Teacher Development/Evaluation

- Write personal notes of encouragement to staff.
- Write and deliver birthday cards to staff.
- Conduct scheduled formal and informal teacher observations and classroom walk-throughs.

Assessment

- Review state assessment calendar and check-in with the DPI ACT or SAT updates.

School Improvement

- Review progress toward district and building SIP goals and objectives.
- Assist staff with interpreting student achievement and progress data.

Review/Identify

- Identify struggling students and monitor progress.
- Review student attendance. Identify students with frequent absences and communicate with parents about the effect of missing school too often.
- Review building budget.
- Review any grants secured.
- Review your school's website and social media accounts to ensure they are current.

Plan/Prepare

- Plan next month's "to dos."
- Prepare report/materials for District Level Meetings.
- Prepare for IEP meetings.
- Prepare for the next month's staff meeting/PD opportunity.

Communicate

- Connect with staff members you have delegated tasks/projects to.
- Write and deliver birthday cards to students.
- Communicate vital attitudes and behaviors of success to staff, students, and parents.

Responsibilities - Monthly Recurring Tasks

- Communicate with parents if their child has exceeded district limit on the number of acceptable absences. Provide medical excuse requirements and potential harm to academic performance.
- Communicate with parents on exceptional work of children.

Meet/Hold/Conduct

- Meet with administrative leadership team (weekly).
- Meet with student leaders/advisors.
- Conduct monthly staff meeting/PD opportunity.
- Meet with department heads/teacher leaders.
- Meet with Special Education Director.
- Meet with office staff.
- Meet with counselors, social workers, nurse, etc.
- Meet with support staff.
- Meet with maintenance staff.
- Meet with food service staff.
- Meet with parent and community organizations.
- Meet with key community leaders.

Co-Curricular/Student Activities

- Check student eligibility (weekly).
- Meet and greet parents and students at student activities. Consider attending on nights when multiple events happen simultaneously for maximum exposure and relationship-building.
- Remember to take pictures for your social media networks, website, and hallway bulletin boards.

July 2023

Dates to Remember		
Jul 1	Sat	New Fiscal Year
Jul 4	Tue	Independence Day (Federal holiday; legal school holiday)
Jul 17	Mon	World Emoji Day
Jul 19	Wed	Al-Hijra (begins at sundown on previous day)
Jul 21	Fri	National Junk Food Day

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<p><u>Personal Development/Evaluation</u></p> <ul style="list-style-type: none">• Take some time for YOU! Get a least two consecutive weeks out of the office to recharge, spend time with family, and do something you enjoy.• Review certification information from DPI to ensure certificate and professional development requirements are current.
<p><u>Teacher Development/Evaluation</u></p> <ul style="list-style-type: none">• Finalize teacher in-service days/professional development for next school year.• Review teacher’s contract.• Review state statute for any changes related to teacher evaluation.• Determine a teacher evaluation schedule to begin the process based on the contract and recent changes in legislation.• Create an evaluation procedure sheet outlining the evaluation process.
<p><u>Assessment</u></p> <ul style="list-style-type: none">• Prepare assessment calendar for next school year.
<p><u>School Improvement</u></p> <ul style="list-style-type: none">• Develop final report/presentation of progress on school improvement plan.• Continue development of school improvement goals and objectives for next school year.
<p><u>Review/Identify</u></p> <ul style="list-style-type: none">• Review master schedule to ensure class sizes are balanced and classroom occupancy is appropriate. Ensure classrooms have adequate number of desks.• Review master schedule to ensure collaboration time for staff and intervention time for students.

Responsibilities

- Review the master schedule and notify staff of any changes in classroom or teaching assignments. Ensure in compliance with your employee handbook/collective bargaining agreement.
- Review purchase orders to make sure materials are present or scheduled for back-to-school delivery.
- Verify that student and staff handbooks and planners are printed and ready for distribution. Create a master list of any changes to distribute at the first staff meeting. Review and include your code of conduct and any other contracts for parents. It is in the school's best interest to have students sign for receipt of the Student Code of Conduct, Acceptable Use Policy, Academic Integrity Agreements, etc.

Plan/Prepare

- Hire staff.
- Finalize class lists.
- Plan and schedule your new teacher orientation. Assign mentors and include them in the in-service.
- Schedule time to meet with other new staff members (i.e., custodians, secretaries, kitchen staff, etc.). Ensure everyone feels like a welcome part of the staff.
- Plan first faculty meeting of the year. Build in team-building time as well as professional development. Set the tone to focus on instructional and academic issues.
- Plan beginning-of-the-year days.
- Plan student registration/pictures. Include protocol to distribute textbooks and devices.
- Plan for first week of student attendance, including opening assemblies and parent nights.
- Plan and strategize with your administrative assistant. Create documents, weekly communication, and meeting templates to be used throughout the year. Create yearly checklist/ "To Dos" with individual responsibilities identified. Identify operating procedures for answering calls, messages, visitors, etc.
- Plan meetings with your key players (i.e., administrative team) to occur every Monday morning.
- Plan substitute teacher orientation.
- Organize and set dates for all building-level advisory committees (parent, department, etc.).
- Create "chain-of-command" when you are out of the building.
- Update general building forms.

Communicate

- Change your building phone message to include summer office hours and/or summer school contact information. Ensure information is posted on the school's website and social media channels.
- Inform parents of registration information, student medical/vaccination requirements, and the school calendar.
- Inform staff of beginning-of-the-year schedule (professional development days, faculty meetings, opening student assemblies, and parent nights).

Responsibilities

- Evaluate your current communication tools: parent newsletters, staff weekly bulletin, school website, Facebook, Twitter, etc. Determine if there is a need to create new communication tools? (Be sure to have parent sign-off for pictures in handbook.)
- Send staff a welcome back letter.

Meet/Hold/Conduct

- Meet with leadership team for annual team building and goal setting.
- Conduct facilities walk-through with maintenance staff to ascertain readiness and identify final needs. Review checklists/ "To Dos" for the year.
- Meet with food service staff to discuss upcoming year.
- Meet with transportation staff to discuss upcoming year. Review student discipline procedures.

Co-Curricular/Student Activities

- Ensure athletic/activities director has prepared the coaches' handbook.
- Ensure athletic/activities director has verified fall schedules/contracts with opponents and officials.

Professional Learning Opportunities & Resources

- Are you considering a career in educational leadership or know a promising colleague who may be? Then be sure to sign up for the AWSA's [Aspiring Administrator Program](#) to start you down the path. Learn to reflect deeply on your *why* as a leader, prepare for the job search process, and develop your 100-day transition plan to start your first leadership position well.
- Are you a new educational leader? If so, kick-start your career with AWSA's [Launching Academy](#) (formerly NBAA). This yearlong training provides you tools and strategies to not only survive but also thrive in your first year.
- Have you been an educational leader for a few years and in need of a boost? If so, the [Building Academy](#) (formerly BEL) is for you. The goal of the Building Academy is to help experienced administrators running a school to become learning leaders who are developing a learning organization that serves all students well. Additionally, attention is given to the leaders' personal wellness, so they remain fit and effectively balance personal and professional responsibilities.
- AWSA provides multiple channels for you to stay informed and connected to your peers. Please be sure to visit the [AWSA's website](#) often, read AWSA's bi-monthly newsletter (The Update Bulletin), become a fan of the [AWSA on Facebook](#), follow the [AWSA on Twitter](#), and participate in conversations on the [AWSA Forums](#) to shape best practices.
- The AWSA 2023-24 [Professional Learning Catalog](#) is available online with all our conferences, academies, and other offerings for the 2023-24 school year.
- *By the way, have you renewed your membership for next school year? If not, visit www.awsa.org today!*

Practical Wisdom: Starting a New School Year

The start of a new school year is filled with excitement, anxiety, hopes, and fears. What challenges you will face and how you'll overcome them is a mystery. To help you start the year off in the best way possible, we have compiled tips and ideas from your fellow administrators on how to succeed at the start of a new school year.



First Staff/Faculty Meeting

“One of the things that I have always found helpful at the first Faculty and Staff Meeting is to review some of the wins or accomplishments of the prior year, especially in relation to our strategic plan. Then set the goals for the year ahead and identify the strategies and resources that will be in place to help achieve them.”

“For the past two school years, I have made my actual meeting short and focused on setting the broad vision for the year. I have removed all the boring minutia (all those things that need to be said, but puts everyone to sleep) and put all of that into a set of Google Slide Shows and Forms that the teachers are to complete on their own and send me proof of completion before the students arrive. I have chosen to empower them to be professionals whom I can trust to be accountable for doing what they ask students to do all the time.”

“I also used to run a long, talk-filled day one faculty meeting, but I have put most of those points into a document that can be read separately and save the items that might need more discussion for the meeting time. The documents and process get tweaked each year.”

Onboarding New Staff

“I have an FAQ document that I made years ago for new hires. It covers all types of little things like who to call for what, when to do this, when to do that, what if I'm running late, etc. Saves me and the new hire tons of time and he/she can read it on their own and ask specific questions later.”

“Introduce new staff. Don't make the rookies give an impromptu speech. I had to do that, and it was brutal. Do the talking for them and let them know prior to the meeting that this will take place. This eases them into the pool, and they can network and catch up after the meeting. Those people are usually surrounded after the meeting by my more approachable teachers who want to help the rookies.”

General Advice

“Reach out to parents by email, Facebook, or Twitter to let them know how excited and read you and your staff are for the return of their students.”

“Plan a parent meeting for those who will be new to the school along with the parents of the students transitioning in. Be sure to include communication between school/home, code of conduct, athletics, and parent involvement opportunities.”

“Read, review, and use the AWSA Principal's Calendar. This is a FANTASTIC resource for new and experienced principals.”

“Stay connected. Join the AWSA Forums at the beginning of the year and attend the Grade Level Conventions. Networking with fellow professionals keeps you current and helps your sanity - we're not alone in this difficult field.”

“We have a day one checklist for teachers for the first day of student attendance. This way they can see all the tasks we want them to complete with the kids on the first day and can plan accordingly for completing both their own activities and the ones we assign.”

August 2023

Dates to Remember		
Aug 4	Fri	Chocolate Chip Cookie Day
Aug 7	Mon	Purple Heart Day
Aug 26	Sat	Women's Equality Day

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<p><u>Personal Development/Evaluation</u></p> <ul style="list-style-type: none">• Set personal, professional goals aligned to school and district goals.• By the first day of school, obtain and review the administrative evaluation tool for the year.
<p><u>Teacher Development/Evaluation</u></p> <ul style="list-style-type: none">• Review district evaluation policy and procedures with staff.• Distribute documentation on evaluation timelines.• Assure that staff members have a copy of their specific evaluation instrument.
<p><u>Assessment</u></p>
<p><u>School Improvement</u></p> <ul style="list-style-type: none">• Continue development of school improvement goals and objectives for next school year. Consider state student achievement data from the previous school year.
<p><u>Review/Identify</u></p> <ul style="list-style-type: none">• Review school website to ensure annual calendar and staff information is current.• Review school safety plans with staff. Ensure all emergency systems are in order.• Review budget needs and expenditures.• Review first day procedures with transportation, first day count, etc.• Ensure all teaching credentials are registered.• Review policy for building use by outside agencies.• Check for any last-minute additions to student handbooks required by new laws.• Review enrollment for any necessary staffing changes.

Responsibilities

Plan/Prepare

- Plan a parent meeting for those who will be new to the school along with the parents/guardians of the students transitioning in. Be sure to include communication between school/home, code of conduct, athletics/activities, and parent involvement opportunities.
- Prepare school opening inspirational remarks for staff. Be prepared to reaffirm the shared vision for the school.
- Prepare announcements that need to be made to open the day. Provide reminders for staff regarding forms that may need to be distributed and collected from the students.
- Leave a note and a small gift (piece of candy, etc.) in the staff mailboxes for their arrival on the first day. The note can be a preprinted cardstock bookmark with a welcome and reminders.
- Greet families and students as they arrive to get their schedules. Make sure school counselors provide “buddies/student mentors” to new students.
- Visit all classrooms to connect, offer encouragement, and provide assistance. Give particular attention and time to new teachers.
- Prepare and distribute student accommodations (IEPs, 504, etc.) as well as allergy and medication lists for teachers and other appropriate staff.
- Establish dates for fire, disaster, and emergency drills. Communicate to staff and parents/guardians.
- Develop staff emergency telephone list and/or group text (staff only).
- Prepare a substitute teacher availability list. Have teachers prepare substitute folders and emergency lesson plans.
- Prepare for Open House/Back to School Night.
- Prepare for fall field trips. Obtain District/School Board approval if necessary.
- On the first day of school, be in the cafeteria and have extra support staff on hand to provide students with direction regarding the food lines and behavior expectations during the lunch hours.
- Plan assemblies and special events (i.e., Homecoming, dances, etc.).

Communicate

- Post all programs, performances, meetings, and athletic events on the district calendar.
- Promote your free and reduced lunch program and encourage all that are eligible to participate.
- Post laminated directional signs in hallways and classrooms to make it easy for new students to find their way. Post important pieces of information on colored paper around the school (i.e., the bell schedule on yellow, the lunch schedule on blue, homeroom lists on green, etc.).
- Send a parent letter, email, social media, or website message the first week with a welcome and any important dates/reminders for the first week of school. Emphasize immunization exclusion information.
- Assure that all parents/guardians and students receive the student handbook.
- Distribute staff handbooks to appropriate staff members. Review key provisions with appropriate staff members.

Responsibilities

Meet/Hold/Conduct

- Schedule meetings (principal/staff) with all key groups to discuss concerns, needs, and goals for the year.
- Conduct required staff state-mandated trainings
- Conduct new staff orientation.
- Conduct new student orientation.
- Conduct substitute teacher orientation.
- Conduct opening day student assembly to reaffirm expectations, vision, etc.
- Meet with school counselors to review policies for college visits, standardized testing, identifying students who are not on track, providing scholarship information, social-emotional support, etc.
- Conduct Open House/Back to School Night.

Co-Curricular/Student Activities

- Ensure facilities are reserved and ready for concerts and other extra-curricular activities.
- Prepare fall event coverage schedule including sports, fine arts, etc.
- Meet with key school committees, coaches, and team members to finalize plans for the upcoming school year.
- Meet with all fall extra-curricular participants and parents/guardians to review rules and code of conduct.
- Ensure all fall sports activity forms and fees are sent.
- Ensure athletic/activities director and coaches have completed all required training (concussion, etc.).
- Finalize all fall athletic/fine arts transportation schedules.
- Schedule fall activities photos.

Professional Learning Opportunities & Resources

- The AWSA [Professional Learning Catalog](#) is available online with all our conferences, academies, and other offerings for the 2023-24 school year.
- Need a learning management system? Need high-quality, asynchronous professional development content already populated in that learning management system? Need the ability to author your own professional development content in that learning management system? Need the ability to connect and collaborate with other educators across the state and country? If you answered “yes” to each of those questions, the Ed Leaders Network is available and ready to meet your needs. Learn more by visiting www.edleadersnetwork.org.
- Looking for an innovative new way to truly customize your professional learning? Consider earning a micro-credential which allows you to utilize your existing knowledge and experience, along with provided learning resources, to earn a digital badge that demonstrates your mastery of a specific leadership skill. Learn more about [microcredentials here](#).
- Recently, AWSA and School Perceptions formed a partnership to bring you the School Leadership Planning Tool. Perfect for building leadership teams such as administrators, teacher leaders, and other folks, this tool helps you create an environment where students can thrive. Check out [this flier](#) to learn more about the School Leadership Planning Tool.
- As a service to our Members, AWSA brings you [the Marshall Memo](#) each week. The Memo is designed to keep principals and others very well-informed on current research and best practices in the field. Some Marshall Memo items reaffirm what practitioners are already doing well; some might boost an idea higher up the "to-do" list; and some are genuinely new and thought-provoking. Reading the Marshall Memo provides top-notch professional development and keeps educators on the cutting edge.
- [The MAIN Idea](#) creates an 8-page summary of a current education book that AWSA will send to members each month. This summary contains the core ideas of the book and organizes those ideas with enough accompanying details and examples, so you can have a working knowledge of its content. At the end, The MAIN Idea includes a full page of suggestions for ways to use the ideas in the book for professional development of your staff.

September 2023

Dates to Remember		
Sept 4	Mon	Labor Day
Sept 6	Wed	Krishna Janmashtami Begins (Major Hindu holiday; may impact student attendance)
Sept 10	Sun	Grandparent's Day
Sept 11	Mon	Patriot Day
Sept 15	Fri	Rosh Hashanah Begins
Sept 21	Thurs	International Peace Day
Sept 22	Fri	Native American Day
Sept 24	Sun	Yom Kippur Begins

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<p><u>Personal Development/Evaluation</u></p> <ul style="list-style-type: none"> Register for AWSA Grade Level Conference & reserve hotel room. Meet with evaluator by October 1st to set student growth goals and targets.
<p><u>Teacher Development/Evaluation</u></p> <ul style="list-style-type: none"> Begin the teacher observation process with the establishment of growth or improvement plans and pre-observation conferences.
<p><u>Assessment</u></p> <ul style="list-style-type: none"> Conduct first quarter benchmark assessment.
<p><u>School Improvement</u></p> <ul style="list-style-type: none"> Finalize School Improvement Plan.
<p><u>Review/Identify</u></p>
<p><u>Plan/Prepare</u></p> <ul style="list-style-type: none"> Prepare for parent/teacher conferences.
<p><u>Communicate</u></p> <ul style="list-style-type: none"> Communicate the results of first quarter benchmark assessment with students and parents.

Responsibilities

- Send notices for students who have yet to pay fees.
- Send notices for students who have yet to turn in physicals and/or receive required vaccinations.

Meet/Hold/Conduct

- Conduct hearing and vision screenings.
- Conduct student picture day.

Co-Curricular/Student Activities

- Plan for fall sports awards ceremonies.
- Prepare for any Fall Season Post-Season Tourneys you may be hosting.

Professional Learning Opportunities & Resources

- Do you need the encouragement of a coach? AWSA has been providing coaching services to new administrators and we are now extending this option to veteran administrators as well. The cost is \$1,500 per year and requests will be honored on a first-come, first-served basis. If you are interested in working with a coach this year, please complete AWSA's online form and we will follow up with you. [Learn more.](#)

Practical Wisdom: Social Media for the School Leader



You and your school are being talked about on social media. You can't stop that from happening. What you can do is impact the narrative.

"We don't have a choice on whether we DO social media, the question is how well we DO it." Erik Qualman.

0 21 t_l, 57 0 104 tli



Hey school leaders, how are you using social media?



0 252 t_l, 1.2K 2.8K

I develop a supportive group on Twitter to follow and read articles or books they recommend. I also retweet my teachers so I'm supportive of their classrooms.

0 28 t_l, 89 549 tli

Social media helps keep up with professional development, learning sound practices from other leaders and networking with other schools. It has been a great connection between schools to keep us up to date on student learning strategies, community connections and teacher/admin professional learning networks. It has been a great way to celebrate our schools as well.

Q 14 t_l, 672 1.3K tli

I approach social media posts on my professional accounts just as I would sending an email to any of my superiors and ask myself, "what would they think if they read this?" I primarily use posts to promote positivity via images and words, or to seek new ideas for teaching and learning. The negativity or complaining is best kept to private conversations.

0 21 t_l, 57 104 tli

We use Facebook to share positive pictures and information with our community. The community feels like it knows what is going on with the school. This all has a positive impact on me as the leader of the school.

0 28 t_l, 89 549 tli

Tips and Tricks for you

Use pictures or even better, video, to get more traction from your social media posts.

Mobile video consumption rises by 100% every year and by 2022, online videos will make up more than 82% of all consumer Internet traffic. (Cisco)

Viewers retain 95% of a message when they watch it in a video, compared to 10% when reading it in text. (Insivia)

YouTube is the second most popular website after Google. (Alexa)

According to Twitter, Tweets with photos receive an average 35% boost in Retweets. Social Media Strategist Jeff Bullas reports that Facebook posts with photos receive an average 37% increase in engagement.

Top Social Media Platforms

Facebook - 2.45 billion Active Users

Instagram - 1 billion Active Users

Snapchat - 360 million Active Users

Twitter - 330 million Active Users



October 2023

Dates to Remember			Local Dates to Remember
Oct 1	Sun	National Principals Month Begins	Use this area to record important dates relevant to your school and/or district.
Oct 6	Fri	World Smile Day	
Oct 9	Mon	Indigenous People Day	
Oct 11	Wed	Elementary Principals Convention Begins	
Oct 16	Mon	Boss's Day	
Oct 28	Sat	Make a Difference Day	
Oct 31	Tue	Halloween	

Responsibilities

Personal Development/Evaluation

- If needed, register for AWSA Grade Level Conference & reserve hotel room.

Teacher Development/Evaluation

- Appraise professional development provided for staff to-date and revise/expand plans as analysis indicates.

Assessment

School Improvement

- Have district/school board approve School Improvement Plan (if approval needed).

Review/Identify

- Review students' first quarter grades to ensure appropriate class placement.

Plan/Prepare

- Finalize preparations for parent/teacher conferences.
- Ensure teachers finalize and submit 1st quarter grades.
- Begin planning instructional program for next school year. Identify curricular changes, staffing needs, and necessary resources.
- Prepare for Veteran's Day Assembly (if that applies).

Communicate

- Communicate with students, staff, and parents/guardians about test preparation.

Responsibilities

- Communicate with parents/guardians the process for accessing their student's 1st quarter grades.

Meet/Hold/Conduct

- Conduct parent/teacher conferences.

Co-Curricular/Student Activities

- Prepare for fall college athletic signing.
- Ensure facilities are reserved and ready for winter concerts and other extra-curricular activities.
- Prepare winter event coverage schedule including sports, fine arts, etc.
- Meet with all winter extra-curricular participants and parents to review rules and code of conduct.
- Ensure all winter sports and activity forms and fees are sent.
- Ensure athletic director and coaches have completed all required training (concussion, etc.).
- Ensure athletic director has verified winter schedules/contracts with opponents and officials.
- Finalize all winter athletic/fine arts transportation schedules.
- Schedule winter activities' photos.

Professional Learning Opportunities & Resources

- Need the encouragement of a colleague? Join them at the AWSA Grade Level Conventions. Take time to learn, recharge, and enjoy fellowship with friends who know what you are dealing with. More importantly, take time for you. It is not too late! [Register now!](#)
- [The Principal Leadership Awards](#), facilitated by AWSA and the Herb Kohl Foundation, provides you the opportunity to recognize the outstanding efforts of your colleagues. The 12 public school Kohl Leadership Award recipients and the 12 schools of those principals will each receive \$6,000 grants from the Herb Kohl Educational Foundation and will be recognized at a spring banquet. The Wisconsin elementary and secondary Principal of the Year will be selected from the Leadership award recipients.

Practical Wisdom: Think **Self-Management** Not **Time Management**

By Dr. PJ Caposey

What we blame as a lack of time is usually poor decision-making. Thus, the issue normally identified as poor time management is also misleading. The issue is not how we manage our time; it is how we manage ourselves.

Simple solutions and quick fixes may work for a time, but often fail for the same reasons we abandoned New Year diets - they do not change the underlying mindset responsible for trait we want to change. Here is what you can do to begin making the change TODAY.



Be Honest with Yourself

Are you working toward the life you have imagined? When we are grinding as hard as we can at what we are most passionate about it seems that everything that needs to get done gets done. Work of passion and purpose ignites us, and we seldom struggle completing this work.

Be Honest with the Ones You Love

Most likely you have assigned yourself tasks, responsibilities, and most importantly GUILT in areas that nobody else has. This guilt pulls in multiple directions, kills your joy, and creates a logjam of priorities that need not exist. Ask those people you love the most what they need from you. Most likely it is less than you imagine.

Remember Everything is a Choice

Transform your thinking of "I have to" into "I get to." It makes an immediate difference. This mindset allows you to take back ownership of your time. You will never be able to truly manage yourself without believing you own your time.

Eat the Big Frog First

The email that is sitting in your inbox for the third straight day - return it. You know the one. The one that you have drafted six responses to and spent at least 90 minutes thinking about it. That one. Return it.

Toss it | Tell It | Teach It | Today or Tomorrow

This is a process that you can invoke for everything that comes across your desk, through your email, or that is placed on your to-do list.

The first thing you should ask yourself is do I absolutely have to do this. If the answer is no, toss it. In the words of Greg McKeown is it possible for you to 'Do Less, Better.' When people first implement this technique, they do not throw many things away. After all, old habits are hard to break.

If you do not toss it, ask yourself if you can tell somebody else or something else to do it, tell it. THIS IS NOT DELEGATION. This is automation. Can you give to a program or to a person and never have to think about or worry about this again? If you cannot toss it or tell it, then figure out if you can teach it. At first, this will take more time than just doing it ourselves but will save time in the long run. If after going through these steps the work is still on your desk, do it if necessary. If not, wait until tomorrow. But if you wait, send the task through the same cycle again. You will be amazed at how many things will cycle through for four or five days when you realize you never really needed to do the work in the first place.

November 2023

Dates to Remember		
Nov 1	Wed	All Saint's Day
Nov 11	Sat	Veteran's Day
Nov 23	Thurs	Thanksgiving Day

Local Dates to Remember

Use this area to record important dates relevant to your school and/or district.

Responsibilities
<u>Personal Development/Evaluation</u>
<u>Teacher Development/Evaluation</u> <ul style="list-style-type: none">Assess completion of classroom evaluations and walk-throughs.Prepare for second semester teacher in-service/professional development.
<u>Assessment</u> <ul style="list-style-type: none">Conduct second quarter benchmark assessment.
<u>School Improvement Review/Identify</u> <ul style="list-style-type: none">Review your district's policies regarding holiday in-classroom activities, programs, and displays.Review inclement weather procedures.
<u>Plan/Prepare</u> <ul style="list-style-type: none">Develop semester exam schedule.Plan instructional program for next school year. Identify curricular changes, staffing needs, and necessary resources.Prepare for facilities work to be conducted over the holidays.
<u>Communicate</u> <ul style="list-style-type: none">Communicate the results of second quarter benchmark assessment with students and parents/guardian.Share district policies regarding holiday in-classroom activities, programs, and displays.
<u>Meet/Hold/Conduct</u> <ul style="list-style-type: none">Conduct Veterans Day Assembly.
<u>Co-Curricular/Student Activities</u> <ul style="list-style-type: none">Prepare for any holiday tourneys you may be hosting.

Professional Learning Opportunities & Resources

- Have a legal concern with a parent or your contract? If so, call AWSA's retained attorney Malina Piontek for issues related to students, teachers, and your employment. If you need private counsel, you may be eligible to be reimbursed for the first \$500 of your legal expenses.
- AWSA members have free access to a crisis communications advisor and a library of communications related resources. Visit AWSA's [Communications Support](#) webpage to review these tools and resources.
- Registration is open for the Aspiring Superintendent Program. This program represents the commitment of AWSA and WASDA to invite and nurture the development of future school district leaders in Wisconsin. This effort will result in an ever-growing, high-quality pool of prepared candidates for district administrator positions to ensure that the condition of our profession will continue to improve as we meet the challenges of the future. [Learn more.](#)

December 2023

Dates to Remember		
Dec 4	Mon	SLATE Convention Begins
Dec 7	Thurs	Pearl Harbor Day
Dec 7	Thurs	Chanukah
Dec 25	Mon	Christmas
Dec 26	Tue	Kwanzaa
Dec 27	Wed	National Fruitcake Day
Dec 31	Sun	New Year's Eve

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<u>Personal Development/Evaluation</u>
<u>Teacher Development/Evaluation</u> <ul style="list-style-type: none">Identify teachers at-risk of termination for professional growth planning and additional support.
<u>Assessment</u>
<u>School Improvement Review/Identify</u> <ul style="list-style-type: none">Review second semester schedule to ensure class sizes are balanced and classroom occupancy is appropriate. Ensure classrooms have adequate number of desks.
<u>Plan/Prepare</u> <ul style="list-style-type: none">Plan mid-year student recognition program. Review qualifications and involve staff in selecting recipients.Work with staff to offer after-school opportunities for students to get tutoring and study assistance for finals.Prepare second semester schedules for distribution.Prepare for course request meetings with classes.Prepare for incoming freshman night.Ensure appropriate winter break office coverage for mail, phone messages, etc.Plan instructional program for next school year. Identify curricular changes, staffing needs, and necessary resources

Responsibilities

Communicate

- Communicate final exam expectations to students, parents/guardians, and staff regarding students who request to take exams early, exam review and preparation, exam dates/times, etc.
- Communicate winter break hours with teachers, students, parents/guardians, and community. Update school website with appropriate information.

Meet/Hold/Conduct

- Faculty holiday party.

Co-Curricular/Student Activities

- Plan for winter sports awards ceremonies.
- Ensure all activities are covered for the winter break.

Professional Learning Opportunities & Resources

- SAIL is designed to assist school and district leadership teams in creating a coherent and connected plan for transforming education at the local level within a complex environment, and in the process, instill confidence throughout the system for powerfully moving forward. [Learn more.](#)
- Considering a job change? The AWSA will review your cover letter and resume for enhancements and to ensure it follows best practices for administrative positions. Please contact Steve Schroeder at steve@awsa.org for assistance.
- Looking to retire at the end of the school year? If so, retired AWSA Members receive one-year complimentary retired membership with AWSA. You will retain many of the benefits that you have enjoyed as a regular member including daily education news, newsletters, and discounted member rates at our events. To find out more, email Coordinator of Operations, Robin Herring, at robinherring@awsa.org

January 2024

Dates to Remember		
Jan 1	Mon	New Year's Day (Federal holiday; legal school holiday)
Jan 5	Fri	National Bird Day
Jan 10	Wed	Houseplant Appreciation Day
Jan 15	Mon	Martin Luther King Jr. Day
Jan 25	Thurs	Opposite Day
Jan 24	Wed	Associate Principals Conference Begins

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<p><u>Personal Development/Evaluation</u></p> <ul style="list-style-type: none"> Review personal professional development progress. Review progress toward goals in your employment contract. Review progress toward student growth goals contained in the evaluation instrument. Complete evaluation self-assessment by February 1st.
<p><u>Teacher Development/Evaluation</u></p> <ul style="list-style-type: none"> Assess completion of classroom evaluations and walk-throughs.
<p><u>Assessment</u></p>
<p><u>School Improvement Review/Identify</u></p> <ul style="list-style-type: none"> Review students' first semester grades to ensure appropriate class placement, possible retention, etc.
<p><u>Plan/Prepare</u></p> <ul style="list-style-type: none"> Ensure teachers finalize and submit semester grades. Instructional planning for next school year continues. Post open teaching and other staff positions. Develop criteria to guide selection of new staff members. Ensure criteria follow district procedures and hiring guidelines. Prepare for spring field trips. Obtain District/Board approval if necessary.

Responsibilities

Communicate

- Provide procedures for parents/guardians to access their child's semester grades.
- Provide procedures for students and parents/guardians about student class scheduling process for next school year.

Meet/Hold/Conduct

- Meet with students and parents/guardians (if necessary) about scheduling next year's classes and student pre-registration.
- Course request meetings with classes.

Co-Curricular/Student Activities

- Prepare for any winter post season tourneys you may be hosting.

Professional Learning Opportunities & Resources

- Does your employment contract need some work? You may have your contract reviewed by AWSA Executive Director Jim Lynch (jimlynch@awsa.org) and discuss potential updates or revisions.
- Do you know someone who would make a good principal? The [Aspiring Workshop](#) (formerly Aspiring Administrators) is for outstanding educators whom we hope to attract to school administration. The Workshop's primary purpose is to connect teachers, whose career goals include seeking administrative positions, to currently practicing administrators through publications, in-service programs, attendance at WFEA-sponsored programs, AWSA meetings, etc. These opportunities will provide an excellent introduction to topics, issues, problems, and other facets of school administration.

February 2024

Dates to Remember		
Feb 1	Thurs	Black History Month Begins
Feb 2	Fri	Groundhog's Day
Feb 7	Wed	Middle & High School Principals Convention Begins
Feb 10	Sat	Chinese New Year
Feb 14	Wed	Valentine's Day
Feb 19	Mon	President's Day
Feb 20	Tue	Mardi Gras
Feb 21	Wed	Ash Wednesday

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<u>Personal Development/Evaluation</u> <ul style="list-style-type: none">• Prepare to review final summative evaluation with evaluator
<u>Teacher Development/Evaluation</u> <ul style="list-style-type: none">• Appraise staff development provided to-date and revise/expand plans as analysis indicates.• Complete all teacher and staff evaluations.• Prepare for anticipated RIF notices, non-renewals of probationary teachers, and dismissals of tenured teachers.
<u>Assessment</u> <ul style="list-style-type: none">• Conduct third quarter benchmark assessment.
<u>School Improvement</u>
<u>Review/Identify</u>
<u>Plan/Prepare</u> <ul style="list-style-type: none">• Instructional planning for next school year continues. Post open teaching and other staff positions. Hire staff.• Prepare for parent/guardian meetings with students who are transitioning school buildings.• Prepare for Kindergarten parent night and Kindergarten registration.• Begin planning for end-of year events: Graduation, Promotion, Academic Awards, Prom, Etc.

Responsibilities

- Begin budgeting for next school year by taking staff requests.

Communicate

- Communicate the results of second quarter benchmark assessment with students and parents.
- Communicate with parents/guardians about appropriate meetings to discuss transitions and registration for the next school year.
- Communicate with Kindergarten parents/guardians about parent night and Kindergarten registration.

Meet/Hold/Conduct

Co-Curricular/Student Activities

- Ensure facilities are reserved and ready for spring concerts and other extra-curricular activities.
- Prepare spring event coverage schedule including sports, fine arts, etc.
- Meet with all spring extra-curricular participants and parents/guardians to review rules and code of conduct.
- Ensure all spring sports and activity forms and fees are sent.
- Ensure athletic director and coaches have completed all required training (concussion, etc.).
- Ensure athletic director has verified spring schedules/contracts with opponents and officials.
- Finalize all spring athletic/fine arts transportation schedules.
- Schedule spring activities photos.

Professional Learning Opportunities & Resources

- Do you know someone who would make a good principal? The [Aspiring Workshop](#) (formerly Aspiring Administrators) is for outstanding educators whom we hope to attract to school administration. The Workshop's primary purpose is to connect teachers, whose career goals include seeking administrative positions, to currently practicing administrators through publications, in-service programs, attendance at WFEA-sponsored programs, AWSA meetings, etc. These opportunities will provide an excellent introduction to topics, issues, problems, and other facets of school administration.
- Did you miss one of AWSA's free webinar offerings from earlier in the year? The [AWSA Webinars Page](#) is where you can find recordings of past webinars available to the public.

Practical Wisdom: Maintaining Mental Health

Over the past several years school leaders have started to be concerned with students' mental health and well-being, and for good reason. But how often do school leaders overlook their own mental well-being? Below you'll find some quick tips to help you address your mental health.



Sleep

We've all heard the advice "get enough sleep." What happens when adults don't get the 7 to 8 hours of good sleep at night that experts recommend? "After 7 days of 6 hours of sleep your cognitive performance nosedives like a dart into the ground and it doesn't show any signs of leveling off," Matthew Walker, author of *Why We Sleep*, said in an interview. Lack of sleep has physical effects, too, causing your lungs to not be able to process oxygen as efficiently, and lactic acid build up quicker, making you sorer, faster. Here are 3 tips for better sleep from Mathew Walker.

Regularity | Got to bed around the same time and get up around the same time. This helps your body best regulate your sleep chemicals.

Light | In the hour before you go to bed, avoid screens. Screen time delays the release of the sleep chemical melatonin, making it harder to fall asleep and causing you to miss the deep REM sleep that we all need.

Keep it cool | Your brain needs to drop its temp by 2-3 degrees Fahrenheit for you to fall asleep. It may seem counter intuitive, but a warm bath or shower can actually help lower your core body temperature.

Community

There is a body of scientific work that suggests loneliness has a direct impact on our physical and meant well- being. "It's important to distinguish between being alone, and feel alone," said John Cacioppo, director of the Center for Cognitive and Social Neuroscience at the University of Chicago. "It's not whether you're with someone, it's whether you feel connected to them. "And social isolation can be a self-perpetuating condition. "Many of the people who end up lonely give off signals they want to be alone out of anxiety...Feeling left out has a huge effect on our psyche," psychiatrist Jacqueline Olds told the Washington Post.

Studies suggest that being lonely causes you to be sick more, and for those illnesses to feel worse. So, what can you do? Research is still being done on this, but here are some practical tips from psychiatrists and researchers.

Connect with your peers | AWSA offers online community in our AWSA Forums, and your local region often has socials and other opportunities to connect.

Volunteering in your community outside of the school | Volunteering is a great way to meet and connect with people with shared value.

Embrace a project | Getting immersed in something important to you - a creative project, a home project, or community project - can bring enjoyment into your life. It's hard to feel lonely when you are excited about what you are doing!

Mindfulness

Mindfulness is scientifically proven to reduce stress and increase focus. It is generally achieved through some form of meditation. If the "M" word scares you, please read on. Meditation is simply paying attention only to the present moment. It is not trying to relax or unwind. Instead, meditation is about developing a sense of being, not doing. This can be a challenge for administrators because it is about a willingness to practice meditation, particularly when one might have other reasons not to.

So where to start? There are smartphone apps to help you with mindful meditation. We specifically recommend Headspace for Educators, which is free for you! Learn more here <https://www.headspace.com>

March 2024

Dates to Remember		
Mar 8	Fri	International Women's Day
Mar 10	Sun	Daylight Savings Time Starts
Mar 10	Sun	Ramadan Begins
Mar 17	Sun	St. Patrick's Day
Mar 31	Sun	Easter Sunday

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities
<u>Personal Development/Evaluation</u>
<u>Teacher Development/Evaluation</u> <ul style="list-style-type: none">Finalize teacher summative evaluations.
<u>Assessment</u>
<u>School Improvement</u>
<u>Review/Identify</u> <ul style="list-style-type: none">Ensure budgeted funds are spent for the current school year.
<u>Plan/Prepare</u> <ul style="list-style-type: none">Instructional planning for next school year continues. Post open teaching and other staff positions. Hire staff.Ensure teachers finalize and submit 3rd quarter grades.Continue planning for end-of-year activities.Draft preliminary master schedule for next school year.Begin work on faculty and student handbooks for next school year.Finalize building budget for next school year and submit to Superintendent for approval.Begin planning for summer cleaning and maintenance.Begin planning for summer school.
<u>Communicate</u> <ul style="list-style-type: none">Communicate with parents/guardians the process for accessing their student's 3rd quarter grades.Communicate expectations for prom with students and parents/guardians.

Responsibilities

Meet/Hold/Conduct

- Conduct parent/guardian meetings with students who are transitioning school buildings.
- Conduct pre-school screenings.
- Conduct Kindergarten parent night and Kindergarten registration.

Co-Curricular/Student Activities

- Prepare for spring college athletic signing.

Professional Learning Opportunities & Resources

- There may be times when traveling to a workshop or conference doesn't fit your leadership or budget needs. That's why [AWSA staff](#) have developed half-day and full-day workshops to take to your school, district, athletic conference, or local principals' group. During these workshops you will work on developing, creating, analyzing, and sustaining leadership practices and systems in which teachers and students will be supported and successful. These workshops are interactive, informative, and go beyond "sit and get" by engaging AWSA members in the opportunities and challenges they are facing today, with results that will continue tomorrow and into the future.

April 2024

Dates to Remember		
Apr 1	Mon	April Fool's Day
Apr 6	Sat	National Student Athlete Day
Apr 22	Mon	Earth Day (US)
Apr 24	Wed	Administrative Professional's Day
Apr 26	Fri	Arbor Day

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities

Personal Development/Evaluation

Teacher Development/Evaluation

- Prepare for Teacher Appreciation Week.

Assessment

- Conduct third quarter benchmark assessment.

School Improvement

Review/Identify

- Work with counselors, department chairs, and your media specialist/librarian to place textbook orders and to identify books in need of rebinding to ensure arrival in time for summer registration.
- Instructional planning for next school year continues. Post open teaching and other staff positions. Hire staff.
- Continue planning for end-of-year activities.
- Finalize class schedule for next school year.
- Finalize work on faculty and student handbooks for next school year. Submit changes to the Superintendent and BOE for approval.
- Plan new student orientation for next school year.
- Build summer school program and ensure summer school dates and applications are available to students and parents in print and on website. Counselors should contact students directly who are behind in credits to ensure they are registering for summer school courses required for graduation.
- Develop year-end exam and AP exam schedule.
- Obtain supply requests from teachers, coaches, activity directors, etc.
- Prepare summer vacation calendar.

Responsibilities

Communicate

- Communicate the results of first quarter benchmark assessment with students and parents/guardians.
- Communicate year-end exam and AP exam schedule with teachers, students, and parents/guardians.
- Communicate with parents/guardians of students who are going to be retained or will not graduate.
- Communicate District calendar/attendance days for next school year with students and parents.

Meet/Hold/Conduct

- Conduct building walk-through with maintenance staff to identify maintenance needs to be addressed over the summer. Submit report to Superintendent.

Co-Curricular/Student Activities

- Prepare for any spring season post-season tournaments you may be hosting.
- Plan for spring sports awards ceremonies.

Professional Learning Opportunities & Resources

- Find the new AWSA 2024-25 Professional Learning Catalog at www.awsa.org to review our conferences, academies, and other offerings for the 2024-25 school year.

May/June 2024

Dates to Remember		
May 1	Wed	May Day
May 5	Sun	Cinco de Mayo
May 6	Mon	Teacher Appreciation Week Begins
May 7	Tue	Teacher Appreciation Day
May 12	Sun	Mother's Day
May 27	Mon	Memorial Day
June 4	Tue	National Cheese Day
June 14	Fri	Flag Day
June 16	Sun	Father's Day

Local Dates to Remember
Use this area to record important dates relevant to your school and/or district.

Responsibilities

Personal Development/Evaluation

- Prepare summer reading list.
- Register your Professional Educator License if applicable.

Staff Development/Evaluation

- Have certified staff print off and turn in current DPI information to ensure licensure and professional development is up to date (if applicable).
- Review staff evaluations to determine professional development needs for next school year.
- Prepare in-service days/staff professional development for next school year

Assessment

School Improvement

- Begin development of school improvement goals and objectives for next school year.

Review/Identify

- Review teacher websites. Make sure they are up to date with summer reading and preparation requirements (such as reading assignments for AP classes.)
- Review the school's website homepage to ensure summer office hours, the process for registering new students, the next year's school calendar, and other relevant information is up to date.

Responsibilities

Plan/Prepare

- Work with staff to offer after school opportunities for students to get tutoring and study assistance for finals.
- Instructional planning for next school year continues. Post open teaching and other staff positions. Hire staff.
- Finalize planning for end of year activities.
- Finalize summer school plans.
- Finalize summer cleaning and maintenance schedule.
- Ensure teachers finalize and submit end-of-year grades.
- Prepare and communicate end-of-year procedures for teachers and staff (i.e., last day of school, final reports due to office, classroom checklist, etc.)
- Order supplies and textbooks for next school year.
- Plan summer leadership retreat days.

Communicate

- Communicate final exam expectations to students, parents/guardians, and staff regarding students who request to take exams early, exam review and preparation, exam dates/times, etc.
- Communicate graduation and promotion ceremony expectations with parents/guardians.
- Provide procedures for parents/guardians to access their child's semester grades.
- Notify staff of dates/times that parts of the building may be inaccessible due to floor waxing, painting, etc.
- Notify staff of teaching assignments for the next school year.

Meet/Hold/Conduct

- Allow time for students to clean out their lockers prior to the last few weeks of school. Custodians should put trashcans in the locker bays and teachers can assist with supervision as students clean out their lockers.
- Meet with students graduating or going through promotion ceremonies to practice and review expectations.

Co-Curricular / Student Activities

- Meet with Athletic and Activities Directors concerning summer camps, no contact weeks, etc.
- Review athletic and activities websites to ensure all camp, tryout, and other relevant information is current. Include contact information for coaches and sponsors.

Professional Learning Opportunities & Resources

- The multiple change initiatives underway in education demand more time for learning leadership than ever before. How will you manage such leadership challenges? Where will you find the time? [Managing to Lead](#) is designed for an administrator and his/her administrative assistant to take TOGETHER. This has helped countless teams and schools take substantial “leaps forward” in their work and in their personal lives.
- Find the new AWSA 2024-25 Professional Learning Catalog at www.awsa.org to review our conferences, academies, and other offerings for the 2024-25 school year.
- Are you a new educational leader? If so, kick-start your career with AWSA’s [Launching Academy](#) (formerly NBAA). This yearlong training provides tools and strategies to not only survive but also thrive in your first year.
- Have you been an educational leader for a few years and in need of a boost? If so, the [Building Academy](#) (formerly BEL) is for you. The goal of the Building Academy is to help experienced administrators running a school to become learning leaders who are developing a learning organization that serves all students well. Additionally, attention is given to the leaders’ personal wellness, so they remain fit and effectively balance personal and professional responsibilities.
- AWSA provides multiple channels for you to stay informed and connected to your peers. Please be sure to visit the [AWSA's website often](#), read AWSA's bi-monthly newsletter ([The Update Bulletin](#)), become a fan of the [AWSA on Facebook](#), follow the [AWSA on Twitter](#), and participate in conversations on the AWSA Forums to shape best practices and encourage your colleagues.
- *By the way, have you renewed your membership for next school year? If not, visit www.awsa.org today!*

NOTES

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