“Be a yardstick of quality. Some people aren’t used to an environment where excellence is expected.”

Steve Jobs

☐ **Testing:** Testing is coming to a close, but there are still a few tests to be aware of such as IReady Reading May 1-19 for K-5, I-Ready Math April 30- May 11 for K-5, PERT Math May 1-18 for grades 9-12 students who have taken the ALG 1 EOC and not passed and Final Exam dates are set by the school.

☐ **Evaluations:** Time to take care of yourself!!! Your final LEAD’s documentation is due at your May Leads Meeting.

☐ **May Recognition Dates:**
  - May 8th is National Teacher Appreciation Day!!
  - May 28th is Memorial Day

☐ **'National Day' Calendar:** May 9th is National Bike to School Day!! May 5th is Cinco de Mayo. It's important to make note of noteworthy national days and it can be fun to celebrate unusual or lesser known national days. Click [http://www.nationaldaycalendar.com/may/](http://www.nationaldaycalendar.com/may/) for the May edition of the National Day calendar.

☐ **Awards Programs:** Continue to follow up on the end-of-year student recognition programs: awards, qualifying recipients, speaker, presenters, program and schedule. Collaborate with everyone involved in the planning for an update report.

☐ **Communicate with Senior Parents or Next Level Class Parents:** Recheck to make sure that a list of all senior events have been sent to the parents and students such as: Honor Nights, NHS Ceremonies, Award Banquets, Cap and Gown Distribution, Baccalaureate, Graduation Location and Times, Yearbook Distribution and Senior Exams. Getting this information out to parents clearly and early will be very helpful to them and is great service and PR on your part.
☐ **Commencement:** Follow up with you commencement committee to see that all details are being handled.

☐ **Summer School:** Start now preparing for summer school and follow the district procedures.

☐ **Master Schedule:** Time to review the progress made towards next year’s master schedule. Have a meeting with all responsible members to assure that your needs and vision are being met.

☐ **Budget:** Meet with your budgeting committee to make sure required purchases are aligned with student learning outcomes that are driven by the Florida Core Standards.

☐ **Handbooks:** Time to develop a committee to review your handbooks for next year. These must be completed before the close of the year so that you can order and get them back by the start of the new school year.

☐ **Textbooks:** Have your AP report on the progress of textbook collection and new textbook adoption.

☐ **Supplies:** Check to see that paper orders; and general classroom and office supplies have been ordered for next year.

☐ **Monthly Meetings:** Here are two items you should consider adding to your staff meeting agenda this month.

  - **Staff Meeting Icebreaker of the Month:** Divide the staff into groups of 5 to 10 members. Have each member tell the other members of at least one talent they possess. This part of the activity should take no more than 3 minutes. Next have the group select a member to demonstrate their talent to everyone. Limit this to no more than 2 minutes. This is a great team builder and allows your staff to get to know each other deeper.

  - **New Teacher Meeting Topics of the Month and Mentor Teacher Checklist:** Email the mentor checklist to your mentor teachers each month to encourage conversation with experienced teacher mentees. Monthly suggestions are listed in the Teacher Induction Resource Guide.

☐ **Cleaning Schedule:** Have the custodian create a summer cleaning schedule. Consider custodial vacations and events happening at the school. Allow days at the end of summer for teachers to move into their classrooms.