



FREE BUILD THE ENGINE RESOURCE

Leadership Milestone Calendar

A one-page calendar for the major leadership moments across the school year

How to use this calendar

Scan each month before planning leadership meetings, walkthroughs, family communication, data cycles, and staff support. Add local district dates, testing windows, board deadlines, and school events.

July - Finalize school priorities - Confirm staffing and roles - Build master calendar - Set leadership meeting rhythm - Audit core school systems - Prepare family welcome message	August - Launch staff culture - Teach routines and expectations - Open family communication rhythm - Protect first walkthrough focus - Check enrollment and attendance - Coach first-week implementation	September - Review first 20-day evidence - Tighten attendance and behavior systems - Coach lesson clarity - Set first short-cycle goal - Launch PLC/data expectations - Identify students needing support	October - Analyze early academic data - Adjust intervention groups - Monitor culture routines - Calibrate walkthrough look-fors - Review family contact patterns - Celebrate early wins
November - Prepare conference messages - Review subgroup trends - Coach feedback consistency - Plan holiday attendance support - Check staff support needs - Update short-cycle evidence	December - Check midyear culture data - Reset routines before break - Plan January re-entry - Review intervention progress - Confirm testing/data windows - Recognize staff and student growth	January - Relaunch expectations - Review midyear data - Update short-cycle priorities - Coach deans and teacher leaders - Refresh family communication - Revisit attendance action plan	February - Monitor intervention impact - Strengthen family touchpoints - Plan testing readiness - Protect walkthrough rhythm - Review behavior trend locations - Prepare spring staffing conversations
March - Tighten instruction before testing - Review attendance patterns - Plan spring staffing needs - Monitor student support plans - Celebrate growth evidence - Prepare transition supports	April - Execute testing systems - Support staff stamina - Monitor behavior and culture - Begin end-of-year planning - Check retention and hiring needs - Protect student belonging routines	May - Close academic gaps - Plan transitions and celebrations - Review system wins and misses - Prepare summer communication - Finalize placement information - Capture lessons learned	June - Reflect on annual results - Identify next-year priorities - Archive tools and trackers - Plan leadership development - Draft July launch calendar - Thank families, staff, and partners

Quarter	Leadership Question
Q1: Launch	Are expectations clear, routines taught, and leadership priorities visible?
Q2: Tighten	Which systems need coaching, monitoring, or simplification before midyear?
Q3: Accelerate	What data shows whether instruction, culture, and interventions are improving?
Q4: Sustain	What must be celebrated, documented, and improved before next year?