



The End of the School Year is in Sight

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Yes, the end of the school year is in sight. Teachers are worried about finishing the curriculum, checking in books, taking posters off the walls, entering grades, and all of their other year-end tasks. Administrators are ticking items off of their unique building goal lists and sending out reminders and final instructions for the last days of school, all the while contemplating their summer worklists. In anticipation of the end of the year, we experience a seemingly abrupt conclusion followed by a collective sigh. Afterward, the thoughts of “Oh, no, we forgot...” settle into our minds.

Let’s start now to check off the tasks and items that are complete or need follow-up.

We can then take time to reflect and celebrate the positive accomplishments that we might otherwise overlook in a rush to the end. The provided checklists are republished to serve as a guide to districtwide and classroom reflection and to remind us of all the tasks that require completion or monitoring to start the next year.

Governance – Curriculum Council Checklist		
✓	Task	Notes
	Curriculum documents slated for draft implementation are scheduled for completion, review, and interim approval.	
	Curriculum documents validated and revised through implementation data are completed and scheduled for CCC and school board approval.	
	An audit for effectiveness of working groups has been completed, evaluated, and priorities for improvement established.	
	The end-of-year summary of activities report is prepared for communication to the school board, district as a whole and community.	
	A schedule of work for next year has been completed and shared with participants.	
	The district mission, mastery definition, curriculum policy and regulations, and grading decisions have been reviewed and possibly revised based on discussion and feedback.	
	CCC and SAC memberships are updated for the next school year.	

Curriculum – Subject Area Committees (SAC) Checklist		
✓	Task	Notes
	Curriculum documents are completed for implementation next year.	
	Validated curriculum documents are stored securely, shared with teachers, and given public access.	
	Resources have been identified and requested.	
	Professional development needs have been shared with CCC for planning.	
	Both schedule of work activities and tasks to be completed for next year have been shared with teachers.	
	Validated curriculum documents are now considered to be final, and are recorded and carefully stored.	

Instruction – Teacher and Building Principal Checklist		
✓	Task	Notes
	Instructional planning evidence (from IPRs) is completed according to CCC guidelines and available within the district.	
	Resource recommendations are complete.	
	Professional development has been requested, if necessary.	
	Curriculum validation feedback has been provided to the SAC.	
	Plan time for pacing guide review or completion has been established.	

Assessment – District Office and Building Principal Checklist		
✓	Task	Notes
	Common assessments are complete and ready for validation by teachers.	
	Validated common assessments are stored securely and will be shared with teachers according to CCC guidelines.	
	Validated common assessment scores have been collected, reviewed, and stored for use in discussions and decisions by instructional teams.	
	All feedback for assessment validation has been provided to the appropriate SAC.	