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THE FEBRUARY TOP 10

1. Instructional coherence, priority standards drive plans, and TBTs produce documented reteach and reassess moves.
2. Teacher evaluation momentum, observations, feedback, and follow-up coaching cycles are active and documented.
3. Attendance execution, weekly monitoring, family outreach, attendance letters, and barrier removal are consistent
4. Student records, integrity, cumulative files, discipline documentation, and confidentiality practices are audit-ready.
5. Special education integrity, services delivered as written, logs match minutes, progress monitoring is current.
6. MTSS fidelity, Tier 2 and Tier 3 rosters updated, interventions monitored, and exits are evidence-based.
7. School climate routines, SEL systems, behavior supports, and student support team actions are visible.
8. Safety discipline, safety team meets, drills are logged with after action corrections, risks close fast.

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LEADERSHIP CADENCE + PRIORITY GUARDRAILS

Principal and superintendent focus items. Assign owners, set dates, and file evidence.

BLT meeting, weekly operating system

- Set February 2 to 3 non-negotiables, publish priorities weekly.
- Review dashboards, attendance, behavior, walkthrough trends, MTSS fidelity, and safety actions.
- Remove barriers, coverage, schedules, materials, training, and time.

District or central office leadership sync

- Align February priorities across buildings, avoid initiative overload.
- Confirm support plan for principals, coverage, coaching, and escalation.
- Review compliance posture, audits, timelines, and risk areas.
- Review staffing, vacancies, and recruitment pipeline.

Principal weekly agenda, protect the essentials

- Schedule protected blocks for walkthroughs and coaching.
- Schedule student support meetings, attendance team, MTSS, and safety.
- Schedule evaluation conferences and follow-up cycles.
- Build a weekly evidence routine, and upload artifacts to one folder.

TBT or PLC meeting, weekly instructional engine

- Bring common assessment results tied to priority standards.
- Do item-level analysis, name misconceptions, decide reteach plan, grouping, and timeline.
- Plan re instruction, materials, small group moves, checks for understanding.

Curriculum pacing check, midyear alignment

- Confirm pacing against priority standards, adjust without panic.
- Identify upcoming standards that need pre-teaching or spiraling.
- Confirm required texts and materials are available and used.

Walkthroughs and coaching cycles

- Pick 1 to 2 February look fors tied to the priority standards.
- Short frequent walkthroughs, track trends, not anecdotes.
- Feedback model, continue, adjust, next action, by the teacher.
- Follow-up required, evidence of implementation within 7 days.
- Share one trend weekly, one win, one focus, one next step.

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INSTRUCTION, TEAMS, AND COACHING

Principal and superintendent focus items. Assign owners, set dates, and file evidence.

Instructional rounds, leadership calibration

- Do a short learning walk with leaders, focus on the same look fors.
- Calibrate evidence collection, reduce opinion language.
- Name 1 building-wide strength and 1 growth focus.
- Plan a micro PD response and a follow-up monitoring plan.
- Document the cycle, keep it simple, and repeatable.

Tier 1 classroom routines, February reset

- Reteach expectations and procedures where drift occurs.
- Confirm engagement routines, checks for understanding, and pacing.
- Confirm small group structures and independence routines.
- Ensure classroom management aligns with building-wide expectations.

Teacher evaluations, February expectations

- Complete remaining Round 1 observations if any are incomplete. Maintain informal cycles, walkthrough, feedback, follow up.
- Conferences occur on time, documentation is complete, and next steps are clear.
- Calibrate evaluators, evidence vs opinion, and rubric language alignment.

Coaching and support plans

- Identify staff needing targeted support early; do not wait for spring.
- Use coaching cycles, goal, strategy, practice, evidence, and next step.
- Pair with mentor or peer observation when helpful, track follow-up.
- Document support, protect fairness and clarity.

Midyear staff goal check in

- Review individual goals or growth plans, update evidence.
- Connect goals to student learning, not just activities.
- Identify 1 next action for the next 2 weeks, schedule follow-up.
- Celebrate progress and remove barriers.
- Document the conversation and next checkpoint date.

Common assessments and data cycles

- Confirm common assessments are scheduled and protected.
- Ensure assessments measure priority standards and match rigor.
- Train staff on item analysis and reteach planning.
- Use data meetings to decide actions, not just review scores.

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