

1976

An Analysis of a Principal's Professional Activities, Second Semester, 1975-76

Jerry R. Clemens

Eastern Illinois University

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AN ANALYSIS OF A PRINCIPAL'S PROFESSIONAL ACTIVITIES

SECOND SEMESTER, 1975-76

(TITLE)

BY

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B.S. in Ed., Southern Illinois University, 1965
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FIELD STUDY

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PREFACE

"An Analysis of a Principal's Activities" results from a desire to improve this principal's use of the time available for his use during the school day. This need to make the best use of time becomes increasingly important when one considers the widening array of responsibilities which face the building administrator in today's schools. The need for careful ordering of priorities has never been greater. An objective look at the situation as it is was in order.

The first step in this study was to establish a list of those categories of activity which were considered important in the area of principal responsibility. Ten such categories were developed:

1. Instructional Supervision, Teachers
2. Instructional Supervision, Classrooms
3. Public Relations, Students
4. Public Relations, Parents
5. Building Supervision
6. Committee Meetings
7. Supervisory Activities
8. Conferring and Outside Contacts
9. Closing Activities
10. Interviewing Personnel

Following the establishment of those areas to be studied, it became necessary to develop a method for recording data. The use of a daily log was chosen for this purpose. Clearly, this log could not contain every minute detail of the principal's daily activity. The volume of such a document would make it unrealistic. Only those occurrences which were considered of some substance or which required five minutes or more were recorded.

The "Log", Appendix K page forty through eighty, represents ninety days in the professional life of this principal and is included only as supporting material for the statistical data presented. It contains only such detail as needed to facilitate categorization. Each entry was reduced to minutes consumed and this figure was then entered under the appropriate category. A total number of minutes was calculated on a daily basis for each of the ten categories and these totals were combined to arrive at an overall total length in minutes for each day of the semester. Each of these was then converted into percentages. It is the percentage which allows the final analysis.

Appendixes A-F, pages twenty-eight through thirty-three, provide statistical tables for each of the six months. Appendix G on page thirty-three provides a composite table of average percentages for the semester.

Appendixes H and I, pages thirty-four and thirty-seven respectively, indicate the tally count of varying

percentages which were obtained from the statistical calculations. These are presented in rank order from high to low, organized independently for each month and separated into the ten categories. Appendix I provides insight into the average length of the principal's work day. It is included in order to substantiate the complexity of the position.

Also used to illustrate the nature of the principalship is the Mt.Vernon City Schools, District 80, Principal's Job Description. This is found as Appendix J on pages thirty-eight and thirty-nine. This document adequately describes the responsibilities which are assumed by the principal when he signs a contract.

The final chapter presents a list of recommendations and findings. The recommendations should help anyone else who undertakes a similiar task. The findings are presented numerically, with no effort to place these into a priority listing. It is hoped the reader will want to place his own value to each.

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PREFACE

"An Analysis of a Principal's Activities" results from a desire to improve this principal's use of the time available for his use during the school day. This need to make the best use of time becomes increasingly important when one considers the widening array of responsibilities which face the building administrator in today's schools. The need for careful ordering of priorities has never been greater. An objective look at the situation as it is was in order.

The first step in this study was to establish a list of those categories of activity which were considered important in the area of principal responsibility. Ten such categories were developed:

1. Instructional Supervision, Teachers
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7. Supervisory Activities
8. Conferring and Outside Contacts
9. Closing Activities
10. Interviewing Personnel

CHAPTER I

BACKGROUND INFORMATION

The elementary school building principal does not function in a vacuum. He is of substantial influence upon, and is influenced by, the environment of the school. To what extent this is true, is rarely definable. Only the passage of time and observable results can provide this definition. The following material is presented in order to provide the reader with some understanding of this principal's environment.

THE SCHOOL

Horace Mann School is one of seven attendance centers of the Mt. Vernon City Schools, District 80. Six of these are kindergarten through grade six. The seventh is a grade seven and eight junior high school. Mann is one of the former. Each center is located in a geographically definable area within the city. Mann is considered the South-Central. Each center is a community walk-in school. Only in the area of special education is transportation provided.

Average daily enrollment of the school is 296. This number was augmented Monday, January 23, 1976, by twenty-three Edison third graders. Friday, January 19, Edison School

was heavily damaged by fire. Students from this building were reassigned throughout the system on a room available basis. This process was implemented over a frenetic weekend of planning and preparation. The net result was zero loss of student class time, but considerable loss of sleep for administrators. The zero loss of class time attests to the stability and strength of the administrative structure of the district. Decisions were made and actions taken in a smooth manner and with minimum disruption. Monday morning was very nearly school as usual in District 80.

CERTIFIED STAFF

Mann School has a most desirably balanced certified staff, in that the age range is from sixty-two years young to twenty-three years old. The experience range is equally balanced with a high of forty years to a low of two years. There are no first year teachers, although four of the faculty have only two years experience.

The staff consists of the principal, fourteen classroom teachers, two special education and one special reading teachers. Four itinerant, certified teachers work with certain students within the building. These are speech therapist, instrumental band, string instrument and school nurse. Each of these is immediately responsible to the principal.

NON-CERTIFICATED STAFF

Non-certificated staff consists of one full time and

two half-time teacher aides, one library clerk, one full-time and one half-time custodians, the equivalent of two and one half cooks, and the principal's secretary.

District wide employees with which the principal functions in a supervisory capacity consist of the maintenance supervisor and his crew, cafeteria supervisor, and the library supervisor. Each of these functions independently of the principal, but is under his supervision in matters directly related to the operation of his building.

THE PROGRAM

Philosophically, the faculty has made excellent progress to cooperatively plan for the educational program of students. They have embraced team teaching and open space to the extent possible in a building originally constructed in 1914.

Non-load bearing walls have been removed to provide two, double classroom size open areas. Two teachers function in each of these as teams. This has permitted increased flexibility in both grouping and scheduling. Additional open space will involve load bearing walls. Naturally, the increased costs involved have caused some hesitation to proceed.

Cooperative grouping does occur around walls and across corridors. This occurs on both the primary and intermediate floors. As a result of these cooperative efforts, the staff has developed an esprit' de corps.

THE COMMUNITY

Mann's community is composed primarily of low-middle income families. This is a working man's school. There is a concentration of low income and welfare. The school has the highest district number of children who qualify for federal compensatory funds under Title I and frequent contact is had with the Public Aid office. There is a somewhat smaller group of high-middle income patrons.

The majority of parents expect a disciplined, basically traditional program. They accept innovations hesitantly, but support the school in general. They are slow to volunteer and reluctant to register complaint. The attitude seems to be that the school is expected to do the right thing and their children come to school with the same expectation.

Both parents are employed in many of the homes. Broken homes do exist in significant numbers and welfare cases are the same. There is a Black student population of approximately eleven per cent. This relates to seventeen per cent for the district as a whole.

SPECIAL EDUCATION

Special education students assigned to the learning disabilities and behaviorally disordered class through the Jefferson-Franklin Counties Special Education Cooperative come to Mann from other District 80 and Jefferson County

schools. They are transported by the Dyel Transportation Service through a contract with the district. These students are mainstreamed into the regular program where possible on the basis of ability to handle the material and behavior.

DISTRICT ADMINISTRATION

District 80 is governed by a seven member board of education elected by voters of the district. They have enjoyed a high level of esteem from both the administrative team and staff. The board functions as a policy setting body and watchdog of expenditures. Their working relationship with the superintendent is one of mutual respect.

The present superintendent has held his position four years and has enjoyed remarkable success. He came up through the ranks and possesses a canny understanding of the district.

Seven principals assume a large share of responsibility for the implementation of board policy, as well as a unique autonomy within their respective buildings and for administration of their respective programs.

The assistant to the superintendent functions as director of federal programs and curriculum coordinator, but he does not hold a direct line administrative position.

There is a great deal of interaction among principals and they have been known to pull together when the need arises. Basal curriculum and an uncommonly similar

approach to potentially difficult situations are undoubtedly the two most obvious similarities shared by the seven.

PERSONALLY SPEAKING

This principal has enjoyed six years with District 80, the past four of which have been spent as the Horace Mann principal. Prior to coming with the district, six years were spent serving as superintendent in three separate Jefferson County schools. The years before that as teacher and coach.

The year under consideration marks the end of eighteen years in education. It should be noted that the principalship of Horace Mann ranks as number one of all positions held over the years.

CHAPTER II

THE FINDINGS

This chapter presents the rationale for having categorized data from the log in the manner chosen. Also presented is each of the categories with the percentages which resulted from the process. This principal's biases and reference points will become evident as rationale is presented.

Categorizing the data from the log into the ten categories proved a most interesting task, but one that was also patently frustrating. Evaluative judgements were required for practically every entry. Many entries contain elements suitable for more than one category. Because of the necessity for this judgmental decision, the statistical analysis could have been altered to have developed a preconceived concept of the desired final outcome. This tampering with the statistics did not consciously occur. Bias is involved, but only as the natural result of this principal's individual approach to the subject and of his insight into the incidents as they transpired. This principal is certain that to start anew and recategorize each entry would certainly modify the statistical results. To what extent this might happen is best left to conjecture.

In this principal's thinking the supervisory function overlaps categories continually. The Log normally contains substantial contacts only, with minimal time limited to approximately five minute time blocks. This proved most practical, as the sheer volume of shorter contact would make the recording of data far too extensive for the purpose here. Many recorded activities were interrupted by these lesser contacts. As the intent of maintaining the Log and for analyzing its content is to gain insight into the percentage of time spent in each of the categories, it would seem that the need does not exist for exhaustive documentation of the daily "on your feet" plying of the trade.

INSTRUCTIONAL SUPERVISION, TEACHERS

Table 1 on page 9 indicates only 7.3 per cent of this principal's semester was spent in the area of Instructional Supervision of teachers. This figure represents an average for the six months contained in the semester. It should be noted that the month of June is really only four days. One of those days was worked as an extra day, simply to catch up. Two other days were unusual in that they were a teacher workshop day and the final day of attendance, which did not have any substantial student attendance. If one drops the month of June from the semester average the result is 7.68 per cent for the five remaining months.

First round non-tenure teacher evaluations were completed prior to Christmas, 1975. The months of January and

February fell in the interim period between these and second round non-tenure and yearly tenure evaluations. The months of March and April were the high points of evaluation visitations, observations and discussions.

TABLE 1

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
INSTRUCTIONAL SUPERVISION, TEACHERS
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest * Percentage |
|---------------------|-----------------------|-----------------------|------------------------|
| January | 7.5 | 20.0 | 3.0 |
| February | 4.6 | 11.0 | 3.0 |
| March | 10.3 | 29.0 | 3.0 |
| April | 9.5 | 29.0 | 4.0 |
| May | 6.5 | 22.0 | 2.0 |
| June | 3.6 | 12.0** | 12.0** |
| Semester Average | 7.3 | 22.0 | 3.0 |

January and February would seem low to this observer if it were not for the fire which destroyed the Edison School and created an unusual strain on the circumstances. The drop in February corresponds with a rise in the area of Public Relations, Students (see Table 3, page). March and April went up because of the need to complete all eval-

* Zero percentages not considered.
** Not used for Semester Average.

uations. A second cause for the increase would be the need to concentrate efforts for the end of the year. These activities revolved around determining successful completion of established objectives for the year.

Appendix H, pages thirty-four through thirty-six, indicates twenty-seven days in which ten per cent or more of the principal's time went to teacher supervision. This appendix also shows that zero per cent appears eighteen times during the semester. Percentages are ranked from high to low and separated into category and month for easy interpretation.

May eighteen, see Appendix E page thirty-two, indicates twenty-one per cent of the day devoted to teacher supervision. This was a nine hour, twenty minute day. Twenty-one per cent of this time amounts to two hours.

Finally, the obviously low semester average of only seven and three-tenths per cent results from placing only evaluation or teaching improvement activity under "Teachers" when categorizing. This eliminated the type of contact which involved student observation as the primary aim, but which also involved teacher contact. These latter contacts do play a part in evaluation, but were not logged to "Teachers". This time was recorded under "Student", which is covered later in this paper.

INSTRUCTIONAL SUPERVISION, CLASSROOMS

Classroom supervision undoubtedly was the victim of the judgement discussed earlier. Without a doubt the semester average of 7.6 per cent as shown in Table 2 below, is in line with the average for teacher supervision. These two areas are closely related. Classrooms should probably have some close observation during the ensuing semesters.

TABLE 2

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
INSTRUCTIONAL SUPERVISION, CLASSROOMS
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|------------------|--------------------|--------------------|-------------------|
| January | 6.3 | 29.0 | 2.0 |
| February | 8.5 | 30.0 | 5.0 |
| March | 14.1 | 26.0 | 3.0 |
| April | 6.0 | 35.0 | 3.0 |
| May | 6.0 | 51.0 | 2.0 |
| June | 0.0 | 0.0 | 0.0 |
| Semester Average | 7.6 | 34.2 | 3.0 |

An interesting play on statistics may be accomplished by eliminating the waste land of June from the semester average. This alteration of the facts would result in 8.2 per cent of

the semester being devoted to classrooms. This would seem to be a significant increase.

By combining teachers and classrooms into one category under the general heading of Instructional Supervision, 14.9 per cent (15.5 if June is ignored) of the semester can be accounted for. This may be considered a respectable per cent.

PUBLIC RELATIONS, STUDENTS

This category is one which received a substantial share of attention during the semester. Table 3, on this page, indicates 24.5 per cent of the principal's time devoted to students.

TABLE 3

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME

PUBLIC RELATIONS, STUDENTS

SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|------------------|--------------------|--------------------|-------------------|
| January | 23.1 | 36.0 | 11.0 |
| February | 28.7 | 57.0 | 13.0 |
| March | 22.3 | 11.0 | 9.0 |
| April | 22.3 | 67.0 | 3.0 |
| May | 31.7 | 71.0 | 4.0 |
| June | 9.0 | 30.0 | 4.0 |
| Semester Average | 25.4 | 48.5 | 8.0 |

School doors do not open each day to provide jobs for people only. Table 3 on the previous page shows 24.5 per cent of the semester devoted to students. Possibly this percentage seems high, but in light of this principal's conviction that schools are for kids, it seems to be in line.

A substantial time block each morning when possible was devoted to the breakfast "crowd" and to students waiting to enter the building for classes. This "physical presence" philosophy was cultivated to its fullest. The elementary school principal is obligated to getting to know his students if he expects to adequately supervise their education.

Highest percentages occur during the months of April and May - June. Interestingly the days with lowest percentages also fall in the same months. This is natural. As the school year draws to a close, the principal's tasks become more varied and demand a more concentrated effort. Students deserved the time and they got what they deserved.

PUBLIC RELATIONS, PARENTS

"Students" outranked "Public Relations, Parents" at nearly a four to one ratio. The semester average for students is 24.5 per cent, while the same average for parents is only 6.8 per cent. See Table 4, page 14. This may seem disproportionate. However, entries which undoubtedly contained elements appropriate to "Parents" went to other categories because of the overriding concern and bias of this principal.

Parents did not get much attention. Possibly, they

should get more. Percentages ranged the gamut from a high of 30 per cent to a low of 1 per cent. Zero per cent occurs on twenty-nine of the ninety days. Thirty-three additional days were under 10 per cent. (See Appendix A through F, pages 28 through 33 .)

TABLE 4

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
PUBLIC RELATIONS, PARENTS
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|---------------------|-----------------------|-----------------------|----------------------|
| January | 11.8 | 19.0 | 1.0 |
| February | 4.2 | 14.0 | 1.0 |
| March | 5.2 | 30.0 | 2.0 |
| April | 6.4 | 28.0 | 4.0 |
| May | 6.8 | 22.0 | 3.0 |
| June | 4.2 | 12.0 | 2.0 |
| Semester Average | 6.4 | 20.8 | 2.2 |

Either the parents of Mann are satisfied or they avoid contact with the principal. Some clarification is in order. Primary dismissals at three o'clock and intermediate dismissals thirty minutes later generally involve the principal on the street in front of or in the area of the building. Hardly ever does this activity not include speaking to parents and in general these minutes are recorded to the student category. The point here is that the area of Public

Relations taken as a whole averages 31.8 per cent of the semester. The natural conclusion would be that Public Relations is an important priority concern of this principal. This is as it should be. Today's principal must be aware of an increasingly complex array of both external and internal pressures as he approaches public relations activities. He must come to view "problems" as "opportunities" and endeavor to keep the situation well in perspective. Those minutes devoted here can have immeasurable influence on his entire program, as well as his professional career. No principal can afford to spend too little time with public relations.

BUILDING SUPERVISION

Table 5 on page 16 indicates a semester average of only 4.0 per cent spent in the area of building supervision. This is somewhat misleading, as Appendix H, page 34, indicates one day in March and another in June as having 24 per cent and 23 per cent respectively. When one considers these as high and then realizes that forty-seven days were recorded to zero percentages, it becomes clear that very little time went to building supervision.

Obviously four per cent is not completely accurate. There proved to be no practical way to record the countless verbal, memo, work order and telephone contacts made in the area of building supervision. Practically every day involved many such contacts. Given the quality of custodial and maintenance service enjoyed by District 80, this percentage

may stand as is. Emergencies cannot be ignored. They must receive attention as they occur. This category, in general, was reserved for personal contact with the custodian, the kitchen personnel and the maintenance staff. These contacts were those directly involved with the immediate needs of the physical plant.

TABLE 5

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
BUILDING SUPERVISION
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|------------------|--------------------|--------------------|-------------------|
| January | 7.5 | 17.0 | 2.0 |
| February | 2.0 | 11.0 | 1.0 |
| March | 6.2 | 24.0 | 3.0 |
| April | 1.9 | 13.0 | 3.0 |
| May | 1.3 | 7.0 | 1.0 |
| June | 4.5 | 23.0 | 0.0 |
| Semester Average | 3.3 | 15.8 | 2.0* |

The reader will note that the semester average under the lowest percentage column does not reflect the zero percentage for the month of June. This was thought to provide a more representative figure.

COMMITTEE MEETINGS

The following committees consumed a semester average of 11.2 per cent of the principal's time: handwriting, Bicentennial, Title IX, student records, health insurance, Parent Teacher Organization, Home Room Mothers, Title I, City School's Book Fair. Table 6 on this page indicates the highest monthly average fell in April, with 18.4 per cent of the available time going to committees. This is reasonable as the approaching end of school necessitates an intensification of effort. January was a slack month, with only 0.9 per cent.

TABLE 6

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
COMMITTEE MEETINGS
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|------------------|--------------------|--------------------|-------------------|
| January | 0.9 | 3.0 | 1.0 |
| February | 11.8 | 63.0 | 2.0 |
| March | 11.2 | 43.0 | 2.0 |
| April | 19.7 | 47.0 | 9.0 |
| May | 12.9 | 32.0 | 3.0 |
| June | 14.2 | 59.0 | 8.0 |
| Semester Average | 12.2 | 41.2 | 4.2 |

Assignments for committee work came all too frequently. It has been said that an institution's first official act when undertaking a task is to form a committee. This must be true. What better way to make use of the investment in expertise and energy of a capable faculty?

At the time, the details seemed oppressive. In retrospect, their necessity is understandable. Unfortunately, no provision was made for logging the countless hours of "off-the-job" study and preparation which had to go into each committee assignment.

SUPERVISORY ACTIVITIES

Supervisory activities as a term signifies the very nature of the principalship. This category could have received practically all recorded time. Granted, the pure definition of supervision does not encompass all inherent activities. Supervision is generally accepted as working only with adults for the improvement of instruction. Since District 80 rewards its principals in a most agreeable manner and chooses to call them supervising principals, this one will continue to perform as such. The Mt. Vernon City School's Principal's Job Description is contained in Appendix J, page .

Friday evening, January 23, District 80 lost the use of one attendance center. Edison School was destroyed by fire. An inordinate strain was subsequently placed upon the entire administrative structure of the district. One principal suddenly had no teachers, students or building to

supervise. Bussing became a fact of life in the district. Desegregation happened overnight. Edison, being 60 per cent Black, had been the primary agent in causing the district to be cited for non-conformance with desegregation guidelines.

TABLE 7

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
SUPERVISORY ACTIVITIES
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|---------------------|-----------------------|-----------------------|----------------------|
| January | 40.1 | 58.0 | 14.0 |
| February | 36.4 | 55.0 | 11.0 |
| March | 25.8 | 73.0 | 3.0 |
| April | 29.4 | 75.0 | 5.0 |
| May | 29.9 | 73.0 | 6.0 |
| June | 26.5 | 45.0 | 16.0 |
| Semester Average | 30.5 | 63.2 | 9.2 |

Table 7 above indicates a semester average of 30.5 per cent. March through May have percentages ranging right around seventy-five or three fourths of some days spent in the area of supervisory activity. This reflects many meetings of the principals' group.

Supervisory activities appears to have served as a convenient catch all. District 80 principals are charged with "much" supervision. They stand accountable for events in their buildings, are expected to perform civic functions

and are called upon for constructive involvement in district operation at all levels. The principal cannot avoid participation in policy making decisions. The very nature of the superintendent and the board of education makes a sounding board of the principal and utilizes his expertise at every turn. With this membership on the administrative team, the principal must accept his share of responsibility for outcomes. What could be more natural? This position and attendant faith is one this principal definitely appreciates. With this rationale, the semester average of 30.5 percent does not appear out of line.

CONFERENCES AND OUTSIDE CONTACTS

As table 8 on page twenty-one indicates, Conferences and Outside Contacts consumed only 4.2 per cent on the average for the semester. The problem with this category was that many conferences were of the nature more appropriately recorded to another area. Parent conferences did not go to conferences, they went to parents. Special education staffings went either to students, if they involved enrolled pupils, or to supervision, if they involved pupils enrolled elsewhere.

Table 8 also indicates a monthly average fluctuation from 3.6 per cent to 6.7 per cent. The nature of the principal's position places him in the path of outside contacts. Many of these are short, thus missing the five minute criteria adopted for recording in the log. Telephone contacts would

constitute the bulk of such outside contacts. Usually, the outsider is aware of his intrusion, but often gentle persuasion is necessary to keep the contact short. In certain instances, the outside contact is of such importance as to outweigh other considerations and might warrant longer contact.

TABLE 8

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME
CONFERENCES AND OUTSIDE CONTACTS
SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|---------------------|-----------------------|-----------------------|----------------------|
| January | 6.7 | 16.0 | 1.0 |
| February | 4.1 | 21.0 | 1.0 |
| March | 4.2 | 20.0 | 2.0 |
| April | 4.1 | 34.0 | 3.0 |
| May | 3.6 | 32.0 | 2.0 |
| Semester Average | 4.5 | 24.6 | 1.8 |

The reader's attention is called to the fact that Table 8 does not reflect the month of June. This is the result of there being no entries recorded to this category for this month. In order to avoid distorting the result, the month was omitted.

At best, conferences is a hazy term. Meetings, staffings and discussions might be appropriate. In general, this category received log time for outside contacts more than for conferences. The Association for Supervision and Curriculum

Development National Conference in Miami Beach was not recorded. Had it been, this category would have a more impressive semester average.

CLOSING ACTIVITIES

Closing Activities proved to be a category which did not lend itself to analysis over the length of a semester. Table 9 below shows recorded time only for the month of May and the three days in June.

TABLE 9

AVERAGE PERCENTAGE OF PRINCIPAL'S TIME

CLOSING ACTIVITIES

SECOND SEMESTER, 1976

| Month | Average Percentage | Highest Percentage | Lowest Percentage |
|-------|--------------------|--------------------|-------------------|
| May | 0.6 | 12.0 | 12.0* |
| June | 38.0 | 80.0 | 23.0 |

No semester average was computed simply because it would have yielded no significant figure. Appendix E on page records only one day, May 18, with 10 per cent. This day is surrounded with the eighteen zero days for the rest of the month. The entire month of June, with the exception of the "rest" day worked, had substantial percentages devoted to this category. Twenty-three, forty-five and eighty per cent were recorded for the three days. This kind of concentrated activity does not provide data suitable for accurate averages.

The entire week of June 7 through 11 was devoted almost exclusively to closing activities, however since this was the week following the final day of student attendance, no record was made in the log. Many activities which might well be considered closing activity were conducted during this week. Their inclusion into the log would have swelled its percentages.

Many activities which could be considered appropriate to this category were logged under other headings. Those familiar with school supervision, know that a large part of the final weeks of school is concerned with closing. Nothing is more satisfying than the feeling of closing with all objectives achieved and every goal reached. Someday this principal may know this feeling. A fellow principal said of this semester that school was not closed, it just stopped. He may well have been right. This principal found himself wondering where the time had gone and trying to adjust his thinking down to something akin to normalcy. This school year will go down in history as the year of the "fire" and the year of desegregation. It was a great year. Like all great years, it is better remembered, than lived.

INTERVIEWING PERSONNEL

This category hardly registered. The reader is referred to Appendix E, page 32. The daily percentages and minutes for May 18 and May 28 constitute the total time spent interviewing personnel for the semester under study.

This dearth of interviews resulted from the sheer needlessness of conducting them. No positions were open and the district had no anticipated need to fill any. The two which were held during the month of May were in anticipation of the resignation of the library clerk. She did resign, but not until after June 4. This position was filled later, and not with one of the individuals interviewed previously.

SUMMARY

Ranked in order of highest semester average to lowest, the categories are as follows:

| | |
|--|------|
| 1. Supervisory Activities | 30.5 |
| 2. Public Relations, Students | 25.4 |
| 3. Committee Meetings | 12.2 |
| 4. Instructional Supervision, Classrooms | 7.6 |
| 5. Instructional Supervision, Teachers | 7.3 |
| 6. Public Relations, Parents | 6.4 |
| 7. Conferences/Outside Contacts | 4.5 |
| 8. Building Supervision | 3.3 |
| 9. Closing Activities | 1.6 |
| 10. Interviewing Personnel | 0.2 |

This listing merely provides the reader with a quick look at the way it was. It does not necessarily reflect this principal's preferences. The matter of preference will be taken under consideration in the next chapter, "Recommendations and Findings".

CHAPTER III

RECOMMENDATIONS AND FINDINGS

The following recommendations are offered to the reader, not as a rule and guide for the conduct of an analysis of a principal's daily activities, but as suggestions which might make such a task simpler and somewhat easier.

RECOMMENDATIONS

1. Do not fall behind in recording data.
2. Carry a note pad for "instant" recall.
3. Include only "necessary" data.
4. Choose categories carefully. Avoid "duds".
5. Categorize frequently.
6. Use a manageable time span. One which will provide coverage, but not drag on.
7. Be prepared for surprises.
8. Know your "priorities" and plan for adjusting activities accordingly.

The eight recommendations provided above reflect the experience gained from having maintained a daily log for a semester. Ninety days is a long time. There is certainly ample sampling of activity and possibly the results have more validity because of this time. Adjustments will occur.

FINDINGS

Page twenty-four, the last page of the previous chapter, presented the reader with a listing of percentages for each category's semester average. These were arranged from high to low. This listing does not reflect any attempt to present this principal's priorities.

The listing of findings which follows does represent this principal's priorities, biases and values.

LIST OF FINDINGS

1. There is no "right" or "wrong" percentage.
2. Categorizing data is too subjective.
3. Bias will alter the final outcome.
4. "Supervisory Activities" is a nebulous term. More specificity was needed.
5. Closing Activities is not a category which would be chosen again.
6. Interviewing Personnel would have fared better a few years ago.
7. Approximately 32 per cent of time went to Public Relations. This is as it should be.
8. Instructional Supervision will need careful study for the 1976-77 year.

9. Parents should receive more attention.
10. Committee meetings absorbed too much time during this semester.
11. Too much space was devoted in this paper to background information and to presenting a point of view.
12. This semester was full and prospects are good that the following ones will be equally so.
13. Desegregation problems can be tough to handle.
14. Losing a school to fire is not pleasant. The loss is devastating.
15. It is comforting to be considered part of an administrative team.
16. The constant striving for excellence in the school is a worthwhile activity.
17. Objectives are necessary before one can satisfactorially judge progress.
18. Maintenance of a daily log is difficult, but the record it provides can be put to good use in reordering priorities for future administrative behavior.

APPENDIX A

DAILY MINUTES & PERCENTAGES, JANUARY, 1976

| date | Instructional Supervision | | Public Relations | | Parents | Building Supervision | Committee Meetings | Supervisory Activities | Conferences and Contacts | Closing Activities | Interviewing Personnel | Totals | |
|-------------|---------------------------|-------------|------------------|-----------|-----------|----------------------|--------------------|------------------------|--------------------------|--------------------|------------------------|-----------|-----|
| | Teachers | Class-rooms | Students | Students | | | | | | | | | |
| | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | |
| | 25 | 0 | 175 | 70 | 35 | 15 | 165 | 10 | 0 | 0 | 0 | 495 | |
| 1/19 | 5 | 0 | 35 | 14 | 7 | 3 | 33 | 2 | 0 | 0 | 0 | 99 | |
| 1/20 | 100 | 65 | 120 | 15 | 25 | 0 | 180 | 5 | 0 | 0 | 0 | 510 | |
| | 20 | 13 | 24 | 3 | 5 | 0 | 36 | 1 | 0 | 0 | 0 | 102 | |
| 1/21 | 30 | 10 | 90 | 35 | 40 | 5 | 140 | 65 | 16 | 0 | 0 | 415 | |
| | 6 | 2 | 21 | 7 | 8 | 1 | 42 | 16 | 0 | 0 | 0 | 103 | |
| 1/22 | 55 | 40 | 105 | 110 | 30 | 0 | 135 | 25 | 5 | 0 | 0 | 500 | |
| | 11 | 8 | 21 | 22 | 6 | 0 | 27 | 5 | 0 | 0 | 0 | 100 | |
| 1/23 | 30 | 0 | 90 | 145 | 10 | 0 | 210 | 20 | 4 | 0 | 0 | 505 | |
| | 6 | 0 | 18 | 29 | 2 | 0 | 42 | 4 | 0 | 0 | 0 | 101 | |
| 1/24 | Saturday of Edison Fire* | | | | | | 330 | 100 | | | | | 330 |
| | | | | | | | 300 | | | | | 300 | |
| 1/25 | Sunday of Edison Fire | | | | | | 100 | 100 | | | | | 100 |
| | 60 | 30 | 120 | 35 | 90 | 10 | 135 | 60 | 0 | 0 | 0 | 540 | |
| 1/26 | 11 | 6 | 22 | 7 | 17 | 2 | 25 | 11 | 0 | 0 | 0 | 101 | |
| | 40 | 110 | 135 | 5 | 35 | 0 | 60 | 0 | 0 | 0 | 0 | 385 | |
| 1/27 | 10 | 29 | 26 | 1 | 8 | 0 | 14 | 0 | 0 | 0 | 0 | 98 | |
| | 15 | 20 | 80 | 130 | 55 | 15 | 115 | 60 | 0 | 0 | 0 | 490 | |
| 1/28 | 3 | 4 | 16 | 26 | 11 | 3 | 23 | 12 | 0 | 0 | 0 | 98 | |
| | 20 | 40 | 135 | 45 | 45 | 0 | 155 | 50 | 0 | 0 | 0 | 490 | |
| 1/29 | 4 | 8 | 27 | 9 | 9 | 0 | 31 | 10 | 0 | 0 | 0 | 98 | |
| | 30 | 25 | 45 | 0 | 40 | 0 | 245 | 70 | 0 | 0 | 0 | 455 | |
| 1/30 | 7 | 6 | 11 | 0 | 3 | 0 | 58 | 16 | 0 | 0 | 0 | 101 | |
| | 405 | 340 | 1095 | 590 | 405 | 45 | 2170 | 365 | 0 | 0 | 0 | 5415 | |
| nthly. ave. | 7.5 | 6.3 | 23.1 | 11.8 | 7.5 | 0.9 | 40.1 | 6.7 | 0 | 0 | 0 | 103.9 | |

*Tabulations for the weekend of the Edison fire were not figured into the totals for the month. All tabulations were rounded to the nearest percentage.

APPENDIX B

DAILY MINUTES & PERCENTAGES, FEBRUARY, 1976

| date | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Outside Contacts | Closing Activities | Interviewing Personnel | Daily Totals |
|------|---------------------------|-----------------------------|---------------------------|-------------------------|----------------------|--------------------|------------------------|--------------------------------|--------------------|------------------------|--------------|
| | Tchrs. min. %age | Class-rooms min. %age | Stu-dents min. %age | Parents min. %age | | | | | | | |
| 2/2 | 40 8 | 90 18 | 85 17 | 35 7 | 30 6 | 105 25 | 90 18 | 0 0 | 0 0 | 0 0 | 475 99 |
| 2/3 | 20 9 | 0 0 | 175 35 | 25 5 | 35 7 | 15 3 | 160 32 | 40 8 | 0 0 | 0 0 | 470 99 |
| 2/4 | 20 4 | 40 7 | 120 21 | 75 13 | 20 4 | 0 0 | 200 35 | 95 16 | 0 0 | 0 0 | 570 101 |
| 2/5 | 25 5 | 60 11 | 110 21 | 75 14 | 0 0 | 0 0 | 215 41 | 45 9 | 0 0 | 0 0 | 530 101 |
| 2/6 | 40 9 | 60 14 | 85 19 | 60 14 | 5 1 | 0 0 | 140 32 | 45 10 | 0 0 | 0 0 | 435 99 |
| 2/9 | 0 0 | 120 30 | 105 26 | 0 0 | 0 0 | 130 33 | 45 11 | 0 0 | 0 0 | 0 0 | 400 100 |
| 2/10 | 15 3 | 0 0 | 200 40 | 0 0 | 0 0 | 120 24 | 145 29 | 15 3 | 0 0 | 0 0 | 495 99 |
| 2/11 | 0 0 | 0 0 | 190 38 | 0 0 | 0 0 | 60 12 | 245 49 | 0 0 | 0 0 | 0 0 | 495 99 |
| 2/13 | 30 6 | 0 0 | 285 57 | 0 0 | 0 0 | 0 0 | 75 15 | 105 21 | 0 0 | 0 0 | 405 99 |
| 2/16 | 0 0 | 40 9 | 60 14 | 0 0 | 0 0 | 275 63 | 60 14 | 0 0 | 0 0 | 0 0 | 435 100 |
| 2/17 | 30 6 | 45 9 | 120 22 | 20 4 | 45 9 | 0 0 | 280 52 | 0 0 | 0 0 | 0 0 | 540 102 |
| 2/18 | 0 0 | 0 0 | 75 13 | 20 4 | 0 0 | 165 30 | 280 50 | 20 4 | 0 0 | 0 0 | 560 101 |
| 2/19 | 55 9 | 105 16 | 150 23 | 10 2 | 0 0 | 10 2 | 335 50 | 0 0 | 0 0 | 0 0 | 665 102 |

| | | | | | | | | | | | | | | | | | | | |
|----------|-----|----|-----|----|------|----|-----|---|-----|----|------|----|------|----|-----|---|---|---|-------|
| 2/20 | 0 | 0 | 60 | 13 | 140 | 29 | 30 | 7 | 0 | 0 | 45 | 9 | 205 | 43 | 0 | 0 | 0 | 0 | 480 |
| 2/23 | 60 | 11 | 55 | 10 | 125 | 24 | 40 | 7 | 0 | 0 | 105 | 20 | 120 | 26 | 5 | 1 | 0 | 0 | 510 |
| 2/24 | 55 | 9 | 65 | 11 | 170 | 30 | 5 | 1 | 15 | 3 | 60 | 10 | 225 | 38 | 0 | 0 | 0 | 0 | 595 |
| 2/25 | 0 | 0 | 0 | 0 | 210 | 36 | 0 | 0 | 0 | 0 | 75 | 13 | 305 | 52 | 0 | 0 | 0 | 0 | 590 |
| 2/26 | 30 | 5 | 60 | 10 | 165 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 345 | 55 | 30 | 5 | 0 | 0 | 630 |
| 2/27 | 30 | 5 | 30 | 5 | 240 | 54 | 5 | 1 | 50 | 11 | 0 | 0 | 110 | 24 | 0 | 0 | 0 | 0 | 465 |
| February | 450 | | 830 | | 2810 | | 400 | | 200 | | 1165 | | 3580 | | 400 | | 0 | 0 | 9835 |
| Averages | 4.6 | | 8.5 | | 28.1 | | 4.1 | | 2.0 | | 11.8 | | 36.4 | | 4.1 | | 0 | 0 | 100.1 |

DAILY MINUTES & PERCENTAGES, MARCH, 1976

30

| date | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Outside Contacts | Closing Activities | Interviewing Personnel | Daily Totals | |
|----------|------------------------------|------------|------------------|-----------|----------------------|--------------------|------------------------|--------------------------------|--------------------|------------------------|--------------|----|
| | Teachers | Classrooms | Students | Parents | | | | | | | | |
| | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | |
| 3/1 | 0 | 30 | 100 | 55 | 35 | 240 | 80 | 25 | 0 | 0 | 565 | |
| | 0 | 5 | 18 | 10 | 6 | 43 | 14 | 4 | 0 | 0 | 100 | |
| 3/2 | 105 | 50 | 170 | 0 | 0 | 30 | 70 | 0 | 0 | 0 | 425 | |
| | 25 | 12 | 40 | 0 | 0 | 7 | 17 | 0 | 0 | 0 | 101 | |
| 3/3 | 15 | 25 | 40 | 25 | 0 | 50 | 240 | 35 | 0 | 0 | 430 | |
| | 3 | 6 | 9 | 6 | 0 | 12 | 53 | 8 | 0 | 0 | 97 | |
| 3/4 | 30 | 135 | 115 | 0 | 30 | 90 | 110 | 0 | 0 | 0 | 510 | |
| | 6 | 26 | 23 | 0 | 6 | 18 | 21 | 0 | 0 | 0 | 100 | |
| 3/5 | Home sick. Arrange for subs. | | | | | | 30 | | | | | 30 |
| | | | | | | | 100 | | | | 100 | |
| 3/8 | 55 | 130 | 160 | 10 | 0 | 110 | 30 | 15 | 0 | 0 | 510 | |
| | 11 | 26 | 31 | 2 | 0 | 21 | 6 | 3 | 0 | 0 | 100 | |
| 3/9 | 50 | 50 | 175 | 30 | 25 | 0 | 100 | 0 | 0 | 0 | 430 | |
| | 12 | 12 | 41 | 7 | 6 | 0 | 23 | 0 | 0 | 0 | 101 | |
| 3/10 | 70 | 90 | 95 | 0 | 30 | 100 | 85 | 0 | 0 | 0 | 470 | |
| | 15 | 17 | 20 | 0 | 6 | 21 | 20 | 0 | 0 | 0 | 99 | |
| 3/11 | 45 | 15 | 110 | 155 | 120 | 20 | 15 | 30 | 0 | 0 | 510 | |
| | 9 | 3 | 21 | 30 | 24 | 4 | 3 | 6 | 0 | 0 | 100 | |
| 3/12 | 35 | 0 | 55 | 0 | 0 | 0 | 240 | 0 | 0 | 0 | 330 | |
| | 11 | 0 | 17 | 0 | 0 | 0 | 73 | 0 | 0 | 0 | 101 | |
| 3/18 | 30 | 30 | 100 | 30 | 15 | 0 | 275 | 120 | 0 | 0 | 600 | |
| | 5 | 5 | 17 | 5 | 3 | 0 | 46 | 20 | 0 | 0 | 101 | |
| 3/19 | 0 | 115 | 140 | 20 | 45 | 0 | 130 | 0 | 0 | 0 | 450 | |
| | 0 | 26 | 31 | 4 | 10 | 0 | 29 | 0 | 0 | 0 | 100 | |
| 3/29 | 140 | 75 | 45 | 0 | 90 | 60 | 65 | 0 | 0 | 0 | 475 | |
| | 29 | 16 | 9 | 0 | 18 | 13 | 14 | 0 | 0 | 0 | 99 | |
| 3/30 | 60 | 75 | 70 | 30 | 20 | 40 | 35 | 45 | 0 | 0 | 375 | |
| | 16 | 20 | 19 | 8 | 5 | 11 | 10 | 12 | 0 | 0 | 101 | |
| 3/31 | 45 | 110 | 70 | 0 | 0 | 0 | 200 | 10 | 0 | 0 | 435 | |
| | 10 | 25 | 16 | 0 | 0 | 0 | 46 | 2 | 0 | 0 | 99 | |
| March | 680 | 930 | 1505 | 355 | 410 | 740 | 1705 | 280 | 0 | 0 | 6605 | |
| Averages | 10.3 | 14.1 | 22.8 | 5.4 | 6.2 | 11.2 | 25.8 | 4.2 | 0 | 0 | 100.0 | |

APPENDIX D

DAILY MINUTES & PERCENTAGES, APRIL, 1976

| date | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Contacts | Closing Activities | Interviewing Personnel | Daily Totals |
|------|---------------------------|------------|------------------|-----------|----------------------|--------------------|------------------------|------------------------|--------------------|------------------------|--------------|
| | Teachers | Classrooms | Student | Parents | | | | | | | |
| | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age |
| 4/1 | 60 | 100 | 145 | 35 | 0 | 45 | 90 | 25 | 0 | 0 | 500 |
| 4/2 | 160 | 0 | 190 | 105 | 0 | 0 | 90 | 0 | 0 | 0 | 545 |
| 4/5 | 25 | 15 | 100 | 50 | 40 | 110 | 120 | 15 | 0 | 0 | 475 |
| 4/6 | 70 | 0 | 10 | 0 | 0 | 0 | 240 | 0 | 0 | 0 | 320 |
| 4/7 | 70 | 0 | 80 | 40 | 0 | 105 | 35 | 120 | 0 | 0 | 450 |
| 4/8 | 80 | 20 | 20 | 150 | 15 | 70 | 180 | 0 | 0 | 0 | 535 |
| 4/9 | 60 | 40 | 240 | 0 | 30 | 160 | 30 | 0 | 0 | 0 | 560 |
| 4/12 | 65 | 145 | 35 | 0 | 0 | 155 | 75 | 25 | 0 | 0 | 500 |
| 4/13 | 30 | 0 | 145 | 55 | 0 | 90 | 95 | 0 | 0 | 0 | 415 |
| 4/14 | 30 | 45 | 115 | 0 | 45 | 0 | 90 | 30 | 0 | 0 | 355 |
| 4/15 | Two county institute day. | | | | | 120 | 120 | | | | 240 |
| 4/20 | 0 | 0 | 170 | 0 | 0 | 130 | 115 | 0 | 0 | 0 | 415 |
| 4/21 | 45 | 0 | 110 | 0 | 0 | 80 | 170 | 0 | 0 | 0 | 405 |
| 4/22 | 30 | 20 | 0 | 0 | 0 | 120 | 60 | 120 | 0 | 0 | 350 |
| | 9 | 6 | 0 | 0 | 0 | 34 | 17 | 34 | 0 | 0 | 100 |

| | | | | | | | | | | | | | | | | | | | | |
|----------|-----|----|-----|----|------|----|-----|----|-----|---|------|----|------|----|-----|---|---|---|------|-----|
| 4/23 | 50 | 11 | 0 | 0 | 320 | 67 | 40 | 8 | 20 | 4 | 0 | 0 | 45 | 10 | 0 | 0 | 0 | 0 | 475 | 100 |
| 4/26 | 40 | 8 | 0 | 0 | 90 | 18 | 0 | 0 | 0 | 0 | 120 | 24 | 250 | 50 | 0 | 0 | 0 | 0 | 500 | 100 |
| 4/27 | 0 | 0 | 0 | 0 | 20 | 6 | 0 | 0 | 20 | 6 | 50 | 16 | 220 | 71 | 0 | 0 | 0 | 0 | 310 | 99 |
| 4/28 | 20 | 4 | 0 | 0 | 100 | 22 | 20 | 4 | 0 | 0 | 220 | 47 | 105 | 23 | 0 | 0 | 0 | 0 | 465 | 100 |
| 4/29 | 0 | 0 | 0 | 0 | 45 | 8 | 125 | 22 | 0 | 0 | 160 | 28 | 245 | 43 | 0 | 0 | 0 | 0 | 465 | 101 |
| 4/30 | 0 | 0 | 140 | 35 | 30 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 210 | 52 | 25 | 6 | 0 | 0 | 405 | 100 |
| April | 835 | | 525 | | 1965 | | 620 | | 170 | | 1735 | | 2585 | | 360 | | 0 | 0 | 8795 | |
| Averages | 9.5 | | 6.0 | | 22.3 | | 7.1 | | 1.9 | | 19.7 | | 29.4 | | 4.1 | | 0 | 0 | 100 | |

APPENDIX E

DAILY MINUTES & PERCENTAGES, MAY, 1976

| date | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Outside Contacts | Closing Activities | Interviewing Personnel | Daily Totals |
|------|---------------------------|-------------|------------------|-----------|----------------------|--------------------|------------------------|--------------------------------|--------------------|------------------------|--------------|
| | Teach-ers | Class-rooms | Stu-dents | Parents | | | | | | | |
| | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age |
| 5/3 | 0 | 0 | 315 | 60 | 0 | 60 | 35 | 0 | 0 | 0 | 470 |
| 5/4 | 40 | 70 | 145 | 50 | 0 | 60 | 75 | 0 | 0 | 0 | 440 |
| 5/5 | 0 | 20 | 90 | 15 | 30 | 0 | 150 | 140 | 0 | 0 | 445 |
| 5/6 | 15 | 25 | 195 | 140 | 0 | 210 | 80 | 0 | 0 | 0 | 665 |
| 5/7 | 50 | 0 | 70 | 15 | 20 | 50 | 350 | 0 | 0 | 0 | 555 |
| 5/10 | 20 | 0 | 90 | 75 | 20 | 130 | 100 | 0 | 0 | 0 | 435 |
| 5/11 | 50 | 10 | 135 | 20 | 25 | 0 | 270 | 0 | 0 | 0 | 510 |
| 5/12 | 40 | 25 | 70 | 40 | 0 | 120 | 205 | 0 | 0 | 0 | 500 |
| 5/13 | 30 | 10 | 275 | 0 | 0 | 135 | 215 | 0 | 0 | 0 | 665 |
| 5/14 | 20 | 30 | 165 | 0 | 0 | 50 | 170 | 65 | 0 | 0 | 500 |
| 5/15 | 0 | 0 | 85 | 0 | 5 | 20 | 290 | 0 | 0 | 0 | 400 |
| 5/18 | 120 | 20 | 85 | 30 | 0 | 0 | 235 | 0 | 0 | 70 | 560 |
| 5/19 | 50 | 255 | 65 | 0 | 0 | 60 | 75 | 0 | 0 | 0 | 505 |
| 5/20 | 120 | 0 | 105 | 135 | 0 | 170 | 70 | 15 | 0 | 0 | 615 |
| 5/20 | 19 | 0 | 17 | 22 | 0 | 28 | 11 | 2 | 0 | 0 | 99 |

| | Sixth grade | | | trip to New Harmony, Indiana. | | | | | | | | | | 540 | | | |
|----------|-------------|-----|------|-------------------------------|-----|------|------|-----|-----|-----|-------|---|---|-----|---|---|-------|
| 5/21 | | | 100 | | | | | | | | | | | | | | 100 |
| | 0 | 40 | 160 | 35 | 15 | 15 | 165 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 455 |
| 5/24 | 0 | 9 | 35 | 8 | 3 | 3 | 36 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 99 |
| | 60 | 80 | 95 | 25 | 20 | 30 | 145 | 0 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 515 |
| 5/25 | 12 | 16 | 18 | 5 | 4 | 6 | 28 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 101 |
| | 20 | 0 | 340 | 30 | 0 | 35 | 30 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 480 |
| 5/26 | 4 | 0 | 71 | 6 | 0 | 7 | 6 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 99 |
| | 0 | 25 | 120 | 30 | 0 | 90 | 140 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 465 |
| 5/27 | 0 | 5 | 26 | 6 | 0 | 20 | 30 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
| | 30 | 0 | 120 | 0 | 0 | 90 | 220 | 40 | 0 | 25 | 4 | 0 | 0 | 0 | 0 | 0 | 525 |
| 5/28 | 5 | 0 | 23 | 0 | 0 | 17 | 42 | 8 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 99 |
| May | 665 | 610 | 3265 | 700 | 135 | 1325 | 3020 | 370 | 60 | 95 | 10245 | 0 | 0 | 0 | 0 | 0 | 10245 |
| Averages | 6.5 | 6.0 | 31.9 | 6.8 | 1.3 | 12.9 | 29.9 | 3.6 | 0.6 | 0.9 | 1004 | | | | | | 1004 |

DAILY MINUTES & PERCENTAGES, JUNE, 1976

| date | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Outside Contacts | Closing Activities | Interviewing Personnel | Daily Totals |
|----------|---------------------------|-------------|------------------|-----------|----------------------|--------------------|------------------------|--------------------------------|--------------------|------------------------|--------------|
| | Teachers | Class-rooms | Students | Parents | | | | | | | |
| | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age | min. %age |
| 6/1 | 0 | 0 | 135 | 10 | 23 | 59 | 18 | 0 | 105 | 0 | 100 |
| 6/2 | 60 | 0 | 30 | 2 | 0 | 0 | 45 | 0 | 23 | 0 | 100 |
| 6/3 | 12 | 0 | 0 | 12 | 0 | 8 | 23 | 0 | 45 | 0 | 100 |
| 6/4 | 0 | 0 | 4 | 0 | 0 | 0 | 16 | 0 | 80 | 0 | 100 |
| June | 60 | 0 | 150 | 70 | 75 | 235 | 440 | 0 | 630 | 0 | 1660 |
| Averages | 3.6 | 0 | 9.0 | 4.2 | 4.5 | 14.2 | 26.5 | 0 | 38 | 0 | 100 |

APPENDIX G

COMPOSITE OF MONTHLY AVERAGES

| Month | Instructional Supervision | | Public Relations | | Building Supervision | Committee Meetings | Supervisory Activities | Conferences & Outside Contacts | Closing Activities | Interviewing Personnel | Daily Totals |
|----------|---------------------------|-------------|------------------|----------|----------------------|--------------------|------------------------|--------------------------------|--------------------|------------------------|--------------|
| | Teachers | Class-rooms | Students | Parents | | | | | | | |
| | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age | Min %age |
| January | 405 | 340 | 1095 | 590 | 405 | 45 | 2170 | 365 | 0 | 0 | 5415 |
| February | 450 | 830 | 2810 | 400 | 200 | 1165 | 3580 | 400 | 0 | 0 | 9835 |
| March | 680 | 930 | 1505 | 355 | 410 | 740 | 1705 | 280 | 0 | 0 | 6605 |
| April | 835 | 525 | 1965 | 620 | 170 | 1735 | 2585 | 360 | 0 | 0 | 8795 |
| May | 665 | 610 | 3265 | 700 | 135 | 1325 | 3060 | 370 | 60 | 95 | 10285 |
| June | 60 | 0 | 150 | 70 | 75 | 235 | 440 | 0 | 630 | 0 | 1660 |
| June | 3.6 | 0 | 9.0 | 4.2 | 4.5 | 14.2 | 26.5 | 0 | 38.0 | 0 | 100.0 |
| Semester | 3095 | 3235 | 10790 | 2735 | 1395 | 5245 | 13540 | 1775 | 690 | 95 | 42595 |
| Averages | 7.3 | 7.6 | 25.4 | 6.4 | 3.3 | 12.2 | 30.5 | 4.5 | 1.6 | 0.2 | 99.0 |

APPENDIX H

TALLY OF DAILY PERCENTAGES IN DESCENDING ORDER

| January | February | March | April | May | June |
|---|----------|----------|-----------|-----------|-----------|
| 1. Instructional Supervision, Teachers | | | | | |
| 20% - 1 | 11% - 1 | 29% - 1 | 29% - 1 | 21% - 1 | 12% - 1 |
| 11% - 11 | 9% - 11 | 25% - 1 | 22% - 1 | 19% - 1 | 4% - 1 |
| 10% - 1 | 11 | 16% - 1 | 16% - 1 | 12% - 1 | 0% - 11 |
| 7% - 1 | 8% - 1 | 15% - 1 | 15% - 1 | 10% - 11 | |
| 6% - 11 | 6% - 11 | 12% - 1 | 13% - 1 | 9% - 11 | |
| 5% - 1 | 5% - 111 | 11% - 11 | 12% - 1 | 8% - 1 | |
| 4% - 1 | 4% - 1 | 10% - 1 | 11% - 111 | 5% - 111 | |
| 3% - 1 | 3% - 1 | 9% - 1 | 9% - 1 | 4% - 1 | |
| | 0% - 111 | 6% - 1 | 8% - 11 | 2% - 1 | |
| | 111 | 5% - 1 | 6% - 1 | 0% - 111 | |
| | | 3% - 1 | 5% - 1 | | 111 |
| | | 0% - 1 | 4% - 1 | | |
| | | | 0% - 1111 | | |
| 2. Instructional Supervision, Classrooms | | | | | |
| 29% - 1 | 30% - 1 | 26% - 11 | 35% - 1 | 51% - 1 | 0% - 1111 |
| 13% - 1 | 18% - 1 | 25% - 1 | 29% - 1 | 16% - 11 | |
| 8% - 11 | 16% - 1 | 20% - 1 | 20% - 1 | 9% - 1 | |
| 6% - 11 | 14% - 1 | 17% - 1 | 13% - 1 | 6% - 1 | |
| 4% - 1 | 13% - 1 | 16% - 1 | 7% - 1 | 5% - 111 | |
| 2% - 1 | 11% - 11 | 12% - 11 | 6% - 1 | 4% - 11 | |
| 0% - 11 | 10% - 11 | 6% - 1 | 4% - 1 | 2% - 11 | |
| | 9% - 11 | 5% - 11 | 3% - 1 | 0% - 1111 | |
| | 7% - 1 | 3% - 1 | 0% - 1111 | | 111 |
| | 5% - 1 | 0% - 1 | | 111 | 111 |
| | 0% - 111 | | | 111 | |
| | 111 | | | | |
| 3. Public Relations, Students | | | | | |
| 36% - 1 | 57% - 1 | 41% - 1 | 67% - 1 | 71% - 1 | 30% - 1 |
| 35% - 1 | 54% - 1 | 40% - 1 | 43% - 1 | 67% - 1 | 4% - 1 |
| 27% - 1 | 40% - 1 | 31% - 1 | 41% - 1 | 41% - 1 | 0% - 11 |
| 24% - 1 | 38% - 1 | 23% - 1 | 36% - 1 | 35% - 1 | |
| 22% - 1 | 36% - 1 | 21% - 1 | 35% - 1 | 33% - 1 | |
| 21% - 11 | 35% - 1 | 20% - 1 | 32% - 1 | 29% - 1 | |
| 18% - 1 | 30% - 1 | 19% - 1 | 29% - 1 | 26% - 11 | |
| 16% - 1 | 29% - 1 | 18% - 1 | 27% - 1 | 23% - 1 | |
| 11% - 1 | 26% - 11 | 17% - 11 | 22% - 1 | 21% - 11 | |
| | 24% - 1 | 16% - 1 | 21% - 1 | 20% - 1 | |
| | 23% - 1 | 9% - 11 | 18% - 11 | 18% - 1 | |
| | 22% - 1 | | 8% - 1 | 17% - 1 | |
| | 21% - 11 | | 7% - 11 | 15% - 1 | |
| | 19% - 1 | | 6% - 1 | 14% - 1 | |
| | 17% - 1 | | 4% - 1 | 13% - 11 | |
| | 14% - 1 | | 3% - 1 | | |
| | 13% - 1 | | | | |

| January | February | March | April | May | June |
|---------|----------|-------|-------|-----|------|
|---------|----------|-------|-------|-----|------|

4. Public Relations, Parents

| | | | | | | | | | | | |
|-----|------|-----|--------|-----|--------|-----|------|-----|-------|-----|------|
| 29% | - 1 | 14% | - 11 | 30% | - 1 | 28% | - 1 | 22% | - 1 | 12% | - 1 |
| 26% | - 1 | 13% | - 1 | 10% | - 1 | 22% | - 1 | 21% | - 1 | 2% | - 1 |
| 22% | - 1 | 7% | - 11 | 8% | - 1 | 19% | - 1 | 17% | - 1 | 0% | - 11 |
| 14% | - 1 | 2% | - 1 | 7% | - 1 | 13% | - 1 | 13% | - 1 | | |
| 9% | - 1 | 1% | - 11 | 6% | - 1 | 11% | - 11 | 11% | - 1 | | |
| 7% | - 11 | 0% | - 1111 | 5% | - 11 | 9% | - 1 | 8% | - 11 | | |
| 3% | - 1 | | 111 | 2% | - 1 | 8% | - 1 | 6% | - 11 | | |
| 1% | - 1 | | | 0% | - 1111 | 7% | - 1 | 5% | - 11 | | |
| 0% | - 1 | | | | 111 | 4% | - 1 | 4% | - 1 | | |
| | | | | | | 0% | - 11 | 3% | - 11 | | |
| | | | | | | | 11 | 0% | - 111 | | |
| | | | | | | | | | 11 | | |

5. Building Supervision

| | | | | | | | | | | | |
|-----|------|-----|-------|-----|--------|-----|-------|----|-------|-----|-------|
| 17% | - 1 | 11% | - 1 | 24% | - 1 | 13% | - 1 | 7% | - 1 | 23% | - 1 |
| 11% | - 1 | 9% | - 11 | 18% | - 1 | 8% | - 1 | 5% | - 1 | 0% | - 111 |
| 9% | - 1 | 7% | - 1 | 7% | - 1 | 6% | - 1 | 4% | - 11 | | |
| 8% | - 11 | 6% | - 1 | 6% | - 1111 | 5% | - 1 | 3% | - 1 | | |
| 7% | - 1 | 4% | - 1 | 5% | - 1 | 4% | - 1 | 1% | - 1 | | |
| 6% | - 1 | 3% | - 1 | 3% | - 1 | 3% | - 1 | 0% | - 111 | | |
| 5% | - 1 | 1% | - 1 | 0% | - 111 | 0% | - 111 | | 111 | | |
| 3% | - 1 | 0% | - 111 | | 111 | | 111 | | 111 | | |
| | | | 111 | | | | 111 | | 111 | | |
| | | | 111 | | | | 111 | | 111 | | |
| | | | 111 | | | | 11 | | 11 | | |

6. Committee Meetings

| | | | | | | | | | | | |
|----|-------|-----|--------|-----|------|-----|-------|-----|-------|-----|------|
| 3% | - 1 | 63% | - 1 | 43% | - 1 | 47% | - 1 | 32% | - 1 | 59% | - 1 |
| 2% | - 1 | 33% | - 1 | 21% | - 11 | 34% | - 1 | 30% | - 1 | 8% | - 1 |
| 1% | - 1 | 30% | - 1 | 18% | - 1 | 31% | - 11 | 28% | - 1 | 0% | - 11 |
| 0% | - 111 | 25% | - 1 | 13% | - 1 | 29% | - 1 | 24% | - 1 | | |
| | 111 | 24% | - 1 | 12% | - 1 | 28% | - 1 | 20% | - 11 | | |
| | 1 | 20% | - 1 | 11% | - 1 | 24% | - 1 | 17% | - 1 | | |
| | | 13% | - 1 | 7% | - 1 | 23% | - 11 | 14% | - 1 | | |
| | | 12% | - 1 | 4% | - 1 | 22% | - 1 | 13% | - 1 | | |
| | | 10% | - 1 | 0% | - 11 | 20% | - 1 | 12% | - 1 | | |
| | | 9% | - 1 | | 11 | 16% | - 1 | 10% | - 1 | | |
| | | 3% | - 1 | | | 13% | - 1 | 9% | - 1 | | |
| | | 2% | - 1 | | | 9% | - 1 | 7% | - 1 | | |
| | | 0% | - 1111 | | | 0% | - 111 | 6% | - 1 | | |
| | | | 111 | | | | 11 | 5% | - 1 | | |
| | | | | | | | | 3% | - 1 | | |
| | | | | | | | | 0% | - 111 | | |

| January | February | March | April | May | June |
|---------|----------|-------|-------|-----|------|
|---------|----------|-------|-------|-----|------|

7. Supervisory Activities

| | | | | | |
|----------|----------|----------|----------|----------|---------|
| 58% - 1 | 55% - 1 | 73% - 1 | 75% - 1 | 73% - 1 | 45% - 1 |
| 42% - 11 | 52% - 11 | 53% - 1 | 71% - 1 | 63% - 1 | 23% - 1 |
| 36% - 1 | 50% - 11 | 46% - 11 | 52% - 1 | 53% - 1 | 18% - 1 |
| 33% - 1 | 49% - 1 | 29% - 1 | 43% - 1 | 42% - 11 | 16% - 1 |
| 31% - 1 | 43% - 1 | 23% - 1 | 42% - 1 | 41% - 1 | |
| 27% - 1 | 41% - 1 | 21% - 1 | 34% - 1 | 36% - 1 | |
| 25% - 1 | 38% - 1 | 20% - 1 | 28% - 1 | 34% - 11 | |
| 23% - 1 | 35% - 1 | 17% - 1 | 26% - 1 | 32% - 1 | |
| 14% - 1 | 32% - 11 | 14% - 11 | 25% - 1 | 30% - 1 | |
| | 29% - 1 | 10% - 1 | 23% - 11 | 28% - 1 | |
| | 26% - 1 | 6% - 1 | 18% - 1 | 23% - 1 | |
| | 24% - 1 | 3% - 1 | 17% - 11 | 17% - 1 | |
| | 18% - 1 | | 15% - 1 | 15% - 1 | |
| | 15% - 1 | | 10% - 1 | 12% - 1 | |
| | 14% - 1 | | 8% - 1 | 11% - 1 | |
| | 11% - 1 | | 5% - 1 | 8% - 1 | |
| | | | | 6% - 1 | |

8. Conferences and Outside Contacts

| | | | | | |
|----------|----------|----------|----------|----------|---------|
| 16% - 11 | 21% - 1 | 20% - 1 | 34% - 1 | 32% - 1 | 0% - 11 |
| 12% - 1 | 16% - 1 | 12% - 1 | 27% - 1 | 13% - 11 | 11 |
| 11% - 1 | 10% - 1 | 8% - 1 | 8% - 1 | 8% - 1 | |
| 10% - 1 | 9% - 1 | 6% - 1 | 6% - 1 | 5% - 11 | |
| 5% - 1 | 8% - 1 | 4% - 1 | 5% - 11 | 2% - 1 | |
| 4% - 1 | 5% - 1 | 3% - 1 | 3% - 1 | 0% - 111 | |
| 2% - 1 | 4% - 1 | 2% - 1 | 0% - 111 | 111 | |
| 1% - 1 | 3% - 1 | 0% - 111 | 111 | 111 | |
| 0% - 1 | 0% - 111 | 111 | 111 | 111 | |
| | 111 | 11 | 11 | | |
| | 11 | | | | |

9. Closing Activities

June*

| |
|---------|
| 80% - 1 |
| 45% - 1 |
| 23% - 1 |
| 12% - 1 |

10. Interviewing Personnel

May*

| |
|------------|
| 10% - 1 |
| 4% - 1 |
| 0% - 11111 |
| 11111 |
| 11111 |
| 111 |

*Only month with recorded activity during the semester.

APPENDIX I
 AMOUNT OF TIME SPENT ON THE JOB
 DURING THE SECOND SEMESTER

| month | days | total minutes | total hours | average hours | longest day | shortest day |
|--------------------|-------|--------------------|----------------|------------------|----------------|-----------------|
| January | 10* | 4785 55 | 79'45" | 7'59" | 9'0" | 6'25" |
| February | 19 | 9765 | 162'45" | 8'34" | 11'5" | 6'40" |
| March | 14** | 6605 | 108'35" | 7'45" | 10'0" | 5'30" |
| April | 19 | 8795 | 146'35" | 7'43" | 9'35" | 5'10" |
| May | 19*** | 9705 | 161'45" | 8'31" | 11'5" | 6'40" |
| June | 4**** | 1660 | 27'40" | 6'55" | 8'20" | 6'30" |
| Semester Totals | 85 | 41,315 | 687'5" | 7'56" | 9'09" | 6'09" |

- * Does not include the weekend of Edison fire.
- ** Does not include the sick day or spring vacation.
- *** Does not include sixth grade trip to New Harmony.
- **** The month of June had only three official work days. June 1 was a board declared rest day. It was worked in order to take care of needed details. If this day were deleted from the totals, the daily hours would average at seven hours, twenty-three minutes.

APPENDIX J

PRINCIPAL'S JOB DESCRIPTION

Qualifications: 1. A Master's Degree, with major in ed. ad.
2. A valid state certificate
3. At least four years experience
4. Such alternatives as the Board may accept.

Reports to: Superintendent

Supervises: 1. All staff members assigned to the school
2. Resource/service personnel while they are functioning within the school

Job Goal: To use leadership, supervision, and administrative skills so as to best promote the educational development of each student.

Performance Responsibilities:

1. Supervises the school's educational program.
2. Assumes responsibility for implementing and observing all Board policies, goals, priorities, state and federal regulations as they apply.
3. Assists in developing, revising and evaluating curriculum.
4. Assists in recruiting, screening, hiring, training, assigning and evaluating professional staff.
5. Assumes responsibility for safety and administration of the school plant.
6. Delegates authority to responsible personnel to assume responsibility for necessary operation of the school in the absence of the principal.
7. Maintains high standards of student conduct and enforces discipline as necessary affording due process.
8. Keeps abreast of trends, developments and research.
9. Maintains an awareness of factors outside the school which affect the school program.
10. Fosters good interpersonal relations among students and staff.

11. Promotes positive action toward realization of objectives through efficient procedures, extra-curricular programs, and the establishment of staff, student and community committees.
12. Exercises decisive leadership in crisis situations.
13. Recommends removal of teacher or other whose work is unsatisfactory according to established procedures.
14. Acts as liason between school and community. Interprets activities, encourages participation and makes recommendations.
15. Plans and supervises fire drills and other emergency preparedness programs.
16. Budgets school time and money for the efficient conduct of school instruction and business.
17. Assumes responsibility for accurate and punctual preparation of school reports required by central office and state and federal agencies.
18. Assumes responsibility for monitoring and supervising the expenditure of all school funds.
19. Maintains and controls the various local funds generated by student activities.
20. Cooperates with college and university officials regarding teacher training and preparation.
21. Conducts staff meetings to keep members informed of policy changes, new programs and other information that is pertinent.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Performs such other tasks as may from time to time be assigned by the superintendent.
24. Participates in principals' meetings and such other meetings as may be requested by the superintendent.
25. Assumes responsibility for the supervision and implementation of the school's athletic and other extra-curricular activities.

10:30 Mail. Request that I serve on North Central Assoc. visitation team. Send my reply. No.

10:40 Call home of first grader out of school repeatedly. Get lied to by older brother. Will need to get to bottom.

10:45 Central Office. Inter-school mail, communications, xerox.

11:30 Lunch with primary teachers and board member. Very pleasant. Concentrated on children and integration.

11:45 Cafeteria. Primary children. Stay through primary dismissal and incoming Intermediates.

12:20 Office. Catch up on central office communications.

12:35 Fill request for transfer of reading books.

12:45 Two teachers. Disturbed about B.D. student behavior during regular lunch periods. Will need to evaluate.

1:00 Conferred with second grade teacher about "stranger".

1:10 Spec. Ed. tchr. brings student to office. Cussing. Corporal Punishment.

1:30 Custodian. Leaking return pump in boiler room.

1:45 Call phone co. Information on "stranger" from phone number girl gave me. Phone not in service since 1969.

1:50 Call parents of girl to advise them of "friend". Father will pick girl up after school today.

2:00 Uptown to pay Sears for Cheerleader Outfits.

2:35 Supt. calls. Parent complaint. Contract math and lack of teacher empathy. Parent one of the dissidents. Frequent problems. Will follow up.

2:50 On the street for primary dismissal. "Stranger" avoids me when he sees me coming.

3:00 Talk with parents. One has been laid off, another is worried about progress of first grade girl.

3:15 Catch the "stranger" coming back. Corner him in yard "Did I do something wrong?" Harmless, tongue-tied. 20 years old. Will investigate story. He decided to walk the dog he has with him somewhere else in future.

3:30 Intermediate dismissal.

3:40 Authorize tchr. to leave early. Answer tchrs.' questions concerning stranger. Caution alertness and congratulate them for bringing the situation to my attention.

3:50 Certified aide on necessary schedule change. B.D. tchr. concerning change in students' lunch schedule.

4:00 Custodian. Job security if Edison closed for integration.

4:20 Talk with mother of second grader about "friend".

4:30 Lock up.

Tuesday

January 20, 1976

8:25 Street with children entering for breakfast. Stayed with them through time in cafeteria.

9:00 Pledge and opening exercises second grade.

9:10 Spec. Ed. driver. Behavior problem.
 9:25 Cafeteria. Dishwasher fumes. Call maintenance.
 9:50 Sp. ed. student. Mainstreaming schedule.
 10:00 Count & box reading books. Cent. office request.
 10:15 Take 4th grader home. Books at home for some time.
 Tchr. had finally complained. Why so long?
 10:45 Learning disabilities class. Observation.
 11:15 Eat lunch with secretary and library clerk.
 11:30 Primary lunch line.
 11:45 Lounge. Primary teachers. Conversation on Head
 Start and early child. info. from Champaign confer.
 12:20 Cafeteria. Observe intermediate dismissal.
 12:35 Student tchr. supervisor. Discuss schedules.
 12:50 Sixth grade. Film.
 1:15 Talk to sp. ed. students. Bus behavior.
 1:30 Early dismissal. Released time.
 1:40 Parent call. Bawled out for not notifying her of
 early dismissal. Kdgn. child had been absent and had
 missed the notice. Tchr. and I both failed to catch
 this. Apologized for the oversight.
 1:50 Sp. ed. driver. My talk didn't do much good.
 2:00 Tchr. aide. Schedule problems.
 2:15 Load books for cent. office. Move carts, also.
 2:30 Up date inventory. Include new a.v. carts.
 2:35 Call fellow prin. Mutual Bicentennial project. Read
 Educ. News.
 3:00 Tchr. magazine - "On the Reading Horizon".
 3:20 Fourth grade tchr. Just finished three conferences.
 Fifth grade tchr. Same. Second grade tchr. - one
 conference went badly. She is pretty upset.
 3:50 A.D.C. office. Request for information.
 4:00 Parent in another school. Wants to send son to my
 school. Trouble with other school's teacher. Refer
 him to other principal.
 4:10 First grade tchrs. Parent wants to retain girl. They
 don't. They work out their own problem while we talk.
 4:30 Lock up.

Wednesday

January 21, 1976

8:00 Teacher. Discuss parent complaint. Conference Thurs.
 8:15 Custodian. Green thumb worker's schedule.
 8:30 Breakfast crowd.
 8:40 Parent call. Kdgn. boy slapped her daughter.
 8:50 Observing kids top floor before bell.
 9:00 Pledge - opening exercises with fourth grade.
 9:10 Call Cable T.V. Request repairman.
 9:15 McMillan Handwriting rep. calls. Committee needs.
 9:20 Call home of first grader again. Same run around.
 Will need to involve truant officer or myself.
 9:30 Fourth grade girl. She is not doing her work.
 Sharp, but disorganized.
 10:00 First grade pod. Deliver achievement tests & observe.
 10:30 Cafeteria. Check with cooks on dishwasher fumes.

10:40 Office. Mail. I.P.A. ballot, note to parent praising child on work following recent conference.
 11:00 Secretary - typing instructions on conference survey.
 11:15 Social worker with Comprehensive Services calls. Set up appointment to observe a student.
 11:20 Sixth grade tchr. with boy. Stealing & lying. Punish. Culmination of string of offenses.
 11:45 Leave for Lions Club.
 1:00 Meet with fellow principal. Problem with parent who called me. Tchr. caused. Advice, consolation flow.
 2:00 Central Office.
 2:30 Kdgn. boy who did the slapping. Talk only.
 3:00 Primary dismissal. Out front watching.
 3:20 District 80 general tchrs.' meeting Junior High. Superintendent explains desegregation problem.
 4:35 Maintenance supervisor. Explain wall problem.
 4:50 Go Home!

Thursday

January 22, 1976

8:30 Cafeteria. Breakfast crowd.
 8:50 Help substitute tchr. get started.
 9:00 Pledge with fourth grade.
 9:10 First grade pod. Alpha I, reading readiness, etc.
 9:40 Eye Gate salesman. Purchase set of filmstrips/cassette after conferring with tchrs at appropriate level.
 10:00 Buletin to parents. - Memo to tchrs. Same subject.
 10:40 Central office. Mineographing and communications.
 11:00 Lincoln principal. Talk over his activities on Jefferson County Board of Supervisors.
 11:45 Lunch with primary students. Stay through Intermediate.
 12:20 Lounge. Visit with intermediate tchrs. Discuss memo.
 12:30 Top floor. Observe intermediate behavior.
 1:10 T.V. repairmen finish new cable installation. Get briefed.
 1:30 Discuss re-recording regulations with library clerk. Will need to curtail use of video tape. Set appointment to go over Title IV order for tomorrow afternoon.
 1:45 Second grader wanting to go home sick. Convince him to stay. History of kidney trouble. Call mother.
 2:05 First grade tchr. Student tchr. assignments. Also, special education referrals.
 2:20 Distribute pay checks. Chat briefly with each tchr.
 2:50 B.D. tchr. to tell me about her "super" day. These are few and far between.
 3:00 Third grader's grandmother. Child had appendectomy.
 3:15 Third grade tchr. Child of hyper mother vomited during phys. ed. We'll probably have a problem! Mother calls while we are talking! Interesting conversation.
 3:30 Parent conference. They had called on superintendent. Goes amazingly well. Fiancee may be reasonable. Seems they may be arguing themselves over discipline for boy.

- 4:30 Catch up on the day's mail.
- 5:00 Lock up and go home!

Friday January 23, 1976

- 6:50 Sick teachers call. Takes several calls to find subs.
- 8:20 Conversation with tchrs. in front of office.
- 8:30 Breakfast crowd.
- 8:50 Work with custodian to get set for new window on 2nd floor. Maintenance supervisor on needs for new cable hookup.
- 9:00 Sixth grade tchr. Girl has run away from school. I arrive at her home same time as she. Talk with parents. Back to school. Child ends up being transferred.
- 10:30 Central office. Xeroxing and ass't. supt. on curriculum committees.
- 11:45 Lunch with primary tchrs.
- 12:10 Sixth grader. Parents in conference yesterday. Get some straightening out accomplished. May be hope!
- 12:30 Playground with intermediate students.
- 1:00 Call equipment supplier and arrange appointment.
- 1:10 Call SIU T.V. field representative. Re-recording rules?
- 1:20 Write letter to parents. Thank them for their concern in last evening's conference and for doing some good.
- 1:40 Library clerk. Go over Title IV order.
- 2:10 Supt. calls. Special Education bus contractor complaint. Student behavior getting bad. Had asked for help. I confer with E.D. tchr. assign her to ride bus and authorize earlier dismissal for this. Call contractor change schedule.
- 3:00 On the street for primary dismissal.
- 3:10 Return parent call. Wants her child allowed inside building early because of cold and their timing problems.
- 3:30 Intermediate dismissal. Watch them go home.
- 3:40 Sit in on part of parent conference. Congenial.
- 3:55 Call sp. ed. bus contractor. Invite him for coffee. Reschedule difficult group and explain tchr. will ride shotgun. Everything in good order.
- 5:00 Head for home!

Saturday January 24, 1976

- 7:00 Listen to newscast of Edison fire!
- 11:00 Edison school. Survey the scene.
- 11:20 Central office. Go over assignments. Superintendent, other principals, board, insurance people.
- 1:00 Edison School. Tour the building with board, etc.
- 3:45 School. Begin preparing for new class.
- 5:00 Go home.
- 7:00 School. Custodian going over & doing necessary.

Sunday January 25, 1976

2:00 Attend funeral of superintendent's mother-in-law.
 4:00 Moving furniture for incoming class. etc.
 5:30 Go home.
 7:00 Principal's meeting. Tied down details for housing
 210 Edison pupils. Some last minute changes. Go
 over last of the many things needing attention.
 9:30 Home calling tchrs. to forewarn them of Monday morn-
 ing.
 10:30 Wrapped it up. Monday is just around the corner!

Monday January 26, 1976

7:30 Custodian and I finish up in the room.
 7:45 Write letter to parents (Mann and Edison) information.
 Tchr. bulletin of details.
 8:00 Secretary. Go over details and things to be done.
 8:20 Sort textbooks for the new class.
 8:30 Mann breakfast crowd and bus of Edison students.
 9:00 Talk with the new class. Welcome. Information, etc.
 9:30 Library clerk on scheduling new class.
 9:50 Call Zaner Blosser representative. Schedule presenta-
 tion.
 10:00 Custodian. More furniture and equipment.
 10:20 Edison students in office for more orientation.
 10:30 Sixth grader. School work slipping. Tears.
 11:00 Central office with textbooks for other schools. etc.
 11:30 Cafeteria. Observe. New class can be accomodated!
 11:50 Office. Take calls. Catch up on mail, etc.
 12:30 Edison class. Observe. Talk with tchr. and kids.
 1:00 Speech tchr. Have to rehouse her. New class has her
 room.. Will move her to corner of library with dividers.
 1:20 Music tchr. Afternoon workshop today. Released time.
 1:30 Dismissal. Mann and bus for Edison. Goes smoothly.
 1:40 Wayne City Superintendent calls. Information on an
 ex-parent of mine. Causing him trouble.
 1:50 Upset parent calls. Today was report card day.
 2:00 Sixth grade tchr. Team progress.
 2:30 Secretary. General office procedures, problems.
 2:45 Maintenance supervisor. Detail needs for new class.
 2:55 Fourth grade tchr. Discuss parent conference just
 completed. I remind her she is in charge of her room.
 I may need to get involved with this parent and child.
 3:10 Edison school. Check on my new tchr's. salvaging
 progress.
 3:30 School. Custodian. Detail on moving speech furniture.
 3:45 Edison teacher brings car load of "junk" from old school.
 Help her unload and send her home. She is beat!
 4:00 Special ed. bus driver. Behavior problem improved.
 4:10 Walk through building. Check classrooms. Read a
 couple of lesson plan books. Take time to let adren-
 alin subside.
 4:30 Lock the door and head for home.

Tuesday

January 27, 1976

8:00 Office. Catch up time. Finances and accounts.
 8:30 Edison bus and breakfast crowd.
 9:00 Pledge with second grade. Observe opening and beginning of reading and independent activities.
 9:30 Go over communications on Edison classes from ass't. supt.
 10:00 Observe Third grade physical education class.
 10:40 Lunch with custodian. Go over details still needing attention.
 11:15 Fourth grader ill. No phone. Take him home.
 11:45 Primary lunch room behavior. Satisfactory! Stay through intermediate lunchline.
 12:20 Safety film with primary students.
 12:40 Intermediate playground time.
 1:00 Fifth grade class for attendance and T.V. science.
 1:25 Office. Call mother of boy who apparently had problem on way home yesterday. Both boys responsible.
 1:45 Kindergarten. Afternoon group during free play time.
 2:10 Second grade physical education class.
 2:30 Office. Try to catch up on mail, etc.
 3:00 Primary dismissal and Edison bus. Spend time talking with Edison tchr.
 3:30 Intermediate team. B.D. mainstreaming not working.
 3:50 B.D. tchr. Rearrange schedule to eliminate boy from upper floor classes.
 4:10 Leave for class at Charleston.
 9:30 Home early. Registration didn't take long.

Wednesday

January 28, 1976

&50 District library supervisor. Title IV order.
 8:00 Letter to handwriting committee.
 8:15 Cafeteria. Check with cooks on fumes and how things are going with the addition of 21 new students.
 8:30 Edison bus arrival and breakfast crowd.
 8:50 Edison class. Any problems? Pledge and opening.
 9:10 Parent in office. Doesn't want him kept after school. Interferes with scouts and father's schedule. She is not too pleased with my alternative.
 9:50 Title I tchr. with boy who says, "Teachers are supposed to be mean". Counseling session. Apparently successful.
 10:20 Custodian. Will build divider for speech in library.
 10:40 Equipment supplier. Purchase \$1,070.50 equipment from \$1,000 special fund. Other fund to absorb excess.
 11:15 Fellow principal calls. Will I sit in on conference with his parent wanting to come to my building? Yes.
 11:25 Primary lunch line.
 11:45 Leave for Lions Club.
 12:50 School. S.I.U. student tchr. supervisor. Visit on playground and stay there through intermediate time.

- 1:10 Jefferson County Comprehensive Services social worker. Confer about sixth grader. Mother is one mentioned earlier who had gone to superintendent. She had asked me to schedule her for counselling with Comp. Serv.
- 1:30 Central Office.
- 2:00 Conference with other principal and his parents.
- 3:05 Conference with disgruntled parent. Third grader got mark indicating improvement needed in phys. ed. Mother doesn't believe in phys. ed. Not very complimentary of my teacher. I boil, but not as bad as teacher.
- 3:30 Post conference session with teacher to cool her off!
- 3:50 Conference with pregnant tchr. Discuss leave. I order her to be present through next Monday because of released time scheduled activities. She agrees to try.
- 4:05 Homebound tchr. Schedule dissatisfaction from parent. Get her side. She agrees that the problem can be handled.
- 4:25 Call mother of second grader not wanting to come to school. Divorce may be at bottom. Will try to sound out tomorrow.
- 4:40 Read through another district's handbook. Superintendent had assigned it to me for study and possible use.
- 5:10 Custodian. General about attitude and job. He is filling in time. In school. Ex-police officer.
- 5:30 Lock up.

Thursday

January 29, 1976

- 8:00 Write memo to tchrs. Call faculty meeting for Friday.
- 8:15 Talk over last evening's conference with tchrs. Mother wants to visit classroom. Fine.
- 8:30 Edison bus and cafeteria crowd.
- 8:50 Tchr. aide. Schedule change needed.
- 9:00 Pledge with third grade class.
- 9:15 Office. Macmillan handwriting representative call.
- 9:30 Call nominating committee for Jefferson County Federal Credit Union. Set up meeting to get slate finalized.
- 9:45 Write summary of parent conference from yesterday. Send copy to parent. Avoids misrepresentations!
- 10:15 Write letter to mother whose husband tore up report card in anger. She has requested books sent home. Teachers opposed because they don't know how. I offer alternatives.
- 10:30 Read integration guidelines. Analyze for impact.
- 11:30 Primary lunch line. Eat lunch with kids.
- 12:00 Intermediate lunch line and playground following.
- 1:00 5-6 pod. Stay through attendance and beginning of math.
- 1:25 Custodian and I add finishing touches to speech area.
- 2:00 Central office. Superintendent. Integration.
- 2:30 School Credit Union treasurer. Solicit nominees.
- 2:40 Catch up on mail reading and secretary's problems.
- 3:00 Primary dismissal. Pay particular attention to patrol.
- 3:15 Edison tchr. Verify inventory listings.

- 3:30 Intermediate dismissal. Patrol again.
- 3:40 Contact Credit Union officer. Verify he wants off.
- 3:50 Tchr. Feelings had been hurt by another tchr. Listen only.
- 4:10 Meet with Credit Union president on strategy for getting new list of officers.
- 5:30 Homeward bound!

Friday January 30, 1976

- 7:15 Sick tchr. calls. Call substitute.
- 8:30 General office.
- 9:00 Pledge with fourth grade and opening exercises.
- 9:25 Confer with teacher on procedure to replace lost or destroyed supplies.
- 9:40 Spend time on Credit Union nominations. Calls
- 9:50 Re-read handbook for superintendent. It is good, but no better than ours. Write up recommendation for him.
- 10:30 Custodian. Pipe burst in boiler room. Boiler draining. Will lose heat soon. Call maintenance for repair.
- 10:40 Central office request for reading texts. Pull and box.
- 11:30 Lunch with primary students.
- 12:00 Conference with B.D. tchr., psychologist. Student will probably need medication for behavior.
- 12:30 Upset tchr. Mother deliberately snubbed her. Determine that unless situation improves, student will be moved to another room.
- 1:00 Confer with Edison principal on bussing.
- 1:15 Central office. Inventory updating details.
- 2:30 Reorganize textbook inventories.
- 3:00 Primary dismissal.
- 3:15 Try to organize for faculty meeting.
- 3:35 Faculty meeting.
- 4:15 Lock up and go home!

Monday February 2, 1976

- 8:15 Discuss reading text inventory with 3 tchrs.
- 8:40 Top floor. Observe students and visit.
- 9:00 Pledge with fourth grade. Walk through classrooms. Observe reading classes and independent work. Excellent.
- 10:00 Learning disabilities classroom.
- 10:30 Custodian. Return pump overflowing. Notify maintenance.
- 11:00 Distribute SIITA preview sheets. Will preview programs Friday.
- 11:30 Conference with tchr. on student claiming to be afraid of him. Work out proper course of action.
- 12:00 Lunch with intermediate students.
- 12:30 Airport. Pick up air freighted handwriting samples. Central office. Reports and interschool mail.

- 1:10 Second grader. Incompleted assignments. Repeat. Write letter to parents. Inform them of problem.
- 1:30 Released time early dismissal. Edison bus.
- 1:45 Handwriting study committee meeting.
- 3:30 Office. Secretary having trouble with attendance report. Find the problem and help her balance out.
- 3:50 Parent. Lost watch.
- 4:00 Discuss parent conferences just concluded with fourth grade tchr.
- 4:15 Parent back still looking for watch. Spend time sifting through snow on parking lot and sidewalk. No watch.
- 4:40 Lock up.

Tuesday

February 3, 1976

- 8:00 Maintenance crew repairing return pump.
- 8:15 Fifth grade tchr. Parent request to transfer boy from "open space pod" to more self contained class.
- 8:30 Edison bus and breakfast crowd.
- 8:40 Custodian to set up gym for assembly program.
- 8:50 Inventory new furniture arriving from Edison.
- 9:00 Check with tchrs. on arrangements for 10:30 assembly.
- 9:45 Answer note from parent. Approve for free lunch. Children and Family Services report on progress.
- 10:10 Call maintenance supervisor. Verify inventory count.
- 10:20 Call from central office. Request for inventory info.
- 10:30 Assembly program. Bicentennial theme. Extension Service University of Illinois. Slide program on Illinois.
- 11:30 Lunch in office with Comp. Serv. social worker on parent and sixth grader referred.
- 12:10 Office. Catch up on mail. Write letters to two parents.
- 12:30 Contact Zaner Blosser representative to reschedule meeting.
- 12:45 Second grade I.Q. results. Analyze these.
- 1:30 Go over monthly attendance report.
- 1:45 Accompany 5-6 students to Mitchell Museum. Field trip.
- 3:00 Primary dismissal.
- 3:15 Complete charting of I.Q. figures in rank order.
- 3:30 Intermediate dismissal.
- 3:40 Learning Disabilities teacher. Discuss program and progress.
- 4:10 Leave for class at Eastern.

Wednesday

February 4, 1976

- 7:30 Ride Edison bus. Observe schedule, stops, behavior.
- 8:40 Breakfast crowd.
- 9:05 Office. I.Q. results fifth grade. Recorded on p.r. cards.
- 9:30 Read proposed rules establishing requirements and procedures for the elimination and prevention of racial segregation in schools. V-e-r-r-y interesting.

10:00 Tchr. coordinator for District Bicentennial program.
 10:30 Equal Employment Opportunity Commission survey.
 Title VII, Civil Rights Act of 1964. Fill this out.
 11:00 Fifth grade parent. Request to transfer boy to other
 classroom out of the open space. Granted after dis-
 cussion.
 11:40 Eight primary students. Misbehavior in lunch room.
 12:10 Lunch with intermediate tchrs.
 12:25 Check out defective return pump. Call maintenance.
 They have ordered necessary parts. Will replace mine
 today.
 12:45 Call from Lions Club president. Agree to program
 chairman for April.
 12:50 Top floor. Intermediate classes beginning after lunch.
 1:00 Approved stack of bills for payment.
 1:20 Kindergarten. Library preparations. Stay with them
 through library period. Listening centers, checking
 out books, listening to story read by clerk. Excellent.
 2:00 Put finishing touches to EEOC-5 report.
 2:35 Second grade teacher with student. Becoming a habit.
 Not completing assignments. Have trouble not telling
 tchr. to try motivation. Child finishes required work
 at "cooling" center in corner of office.
 3:00 Primary dismissal. On the street to observe.
 3:10 General visiting with tchrs. coming to office. Kdgn.
 tchr. tells us about boy urinating in waste basket
 today!
 3:30 Intermediate dismissal.
 3:40 Upset parent. Child kept after school for misbehavior.
 3:50 Talked with the tchr. involved. Agreed to find other
 alternative. Parent agrees paddling might happen.
 4:15 P.T.O. president calls. Schedule officers' meeting.
 Discuss program for parents' night. Write letter to
 parents. Information just discussed.
 4:30 Jefferson County Schools Federal Credit Union nomin-
 ating committee arrives. We firm up our slate of
 officers.
 5:15 Lock up.

Thursday

February 5, 1976

8:30 Breakfast crowd. Supervision of students.
 9:00 Pledge with third grade. Stay through first class.
 9:30 Write letters to nominees for Credit Union board.
 Develop a ballot to be used at annual meeting if
 needed.
 10:15 Write letters to several Edison parents inviting them
 to visit the school and commenting on children. P.R.
 11:00 Library with third grade. Observe.
 11:30 Cafeteria. Primary students.
 11:50 Lunch with primary tchrs. General conversation.
 12:20 Top floor with returning intermediate students..
 1:00 Write letter to parents. School dates and information.

- 1:30 Architect. Life Safety Code evaluation visit. Walk thru.
- 3:00 Primary dismissal.
- 3:10 Library clerk and District 80 supervisor. Discuss usage report and possible activities to improve.
- 3:25 Central office calls a request for additional texts.
- 3:30 Intermediate dismissal.
- 3:40 Check Title I inventory information. Auditors tomorrow.
- 3:50 Group of tchrs. Problem with P.T.O. change of night. Changed from February to March. Their program on Lincoln.
- 4:00 Basketball game in gym. Supervise.
- 5:20 Lock up and go home.

Friday February 6, 1976

- 8:00 Write communication to handwriting committee.
- 8:20 Learning Disabilities tchr. Schedules and program.
- 8:40 Top floor with students preparing for class. Pledge with third grade.
- 9:10 Maintenance crew to replace defective chalk tray in the Edison room.
- 9:15 Special education driver. How are things going?
- 9:40 Check attendance. Too many going out for lunch.
- 10:00 Basketball player apparently had socks stolen by teammate at game last night. Will investigate.
- 10:20 Acquired textbooks needed in sixth grade.
- 10:30 Learning disabilities student. Disruptive on bus.
- 11:05 Central office. Inventory clerks verify equipment list. Superintendent authorizes extension phone.
- 12:00 Lunch with intermediate teachers.
- 12:30 Supervision top floor.
- 1:00 Office. Two tchrs. Apparently have won support of previously disenchanted parent.
- 1:30 Observe remedial reading class.
- 2:00 Continuing writing personal notes to Edison parents.
- 3:00 Special education staffing at Hall. Preschooler.
- 3:55 Get a haircut.

Monday February 9, 1976

- 8:30 Breakfast crowd.
- 9:00 Pledge with third grade. Walk through first floor classes.
- 10:15 Call Oakbrook to confirm reservations for tchr. at conference there for the thirteenth.
- 10:30 Observe fifth grade math class. Independent program.
- 11:15 Lunch.
- 12:00 Intermediate lunch line and lunch room behavior. Stay with them through playground time. Cold!
- 1:00 Call phone company. Arrange for additional extension.
- 1:15 Analyze unpaid book rental. Decide on course of action.

- 1:30 Early dismissal for released time.
- 1:45 Primary tchrs. meet with Houghton Mifflin consultant.
- 3:55 On my way home.

Tuesday

February 10, 1976

- 8:00 Complete check out of 5 new cassette recorders. Enter on inventory list. Guarantee cards. Distribute to tchrs.
- 8:30 Meet special education bus. Chew boys for behavior.
- 9:00 Call from ex-student. Wants to enroll in G.E.D. program. Arrange this by phone and call him back.
- 9:30 P.T.O. officers' meeting. Arrange for purchase of playground equipment and plan Bicentennial Week.
- 12:10 Read story to remedial reading students at tchr's. request.
- 12:30 Playground with intermediates. Still cold!
- 1:00 Study Houghton Mifflin Reading Series brochure, 1976 ed.
- 1:45 Call Dist. 80 Summer School Director. He has part in upcoming P.T.O. meeting. Inform him of change in date.
- 2:00 Ride special education bus. Have to solve problem!
- 2:45 Review second quarter grades. Look for patterns/changes.
- 3:15 Conversation with kindergarten techr. about student.
- 3:30 Intermediate dismissal.
- 3:50 Back to second quarter grades.
- 4:45 Lock up.

Wednesday

February 11, 1976

- 7:45 Ride the special education bus. Driver does have problem.
- 8:30 Breakfast crowd and hallways.
- 9:00 Call from Macmillan Handwriting representative. Schedule committee meeting.
- 9:10 Develop form for tchr. volunteers for basketball tournament supervision.
- 9:30 Approve several applications for reduced price meals according to new guidelines.
Survey inventory for deletions or additions related to new class and recent acquisitions.
Write letter to parents on unpaid book rental.
- 10:30 Walk with sixth grade to ambulance station. Field trip.
- 11:15 Central office. Xerox records, discuss bussing.
- 12:00 Lions Club.
- 1:30 Assembly program confirmation. Wrong performer. Call International Lectures, Independence, Missouri. Accept their explanation and the alternate program.
Read through Houghton Mifflin brochure on revision.
Analyzed conference reports returned by parents.
- 3:00 Primary dismissal.
- 3:10 Write additional letters to Edison parents and develop a tournament schedule to send home with students.
- 3:40 Handwriting study committee meeting with Zaner Blosser.

4:30 Lock up.
 7:30 School board meeting. Present handwriting progress.
 9:30 Head for home.

Thursday February, 1976

No School. Legal holiday!

Friday February 13, 1976

7:00 Two teachers call sick. Spend half hour. Call 14 subs. End up doubling up with team tchrs. & aides.
 8:30 Edison bus and breakfast crowd.
 8:50 School photographer. Get him set up.
 9:10 Moving students through picture line.
 12:00 Lunch with photographer, superintendent and another building principal.
 1:30 Back to pictures.
 2:30 Office. Read mail & respond to recommendation request.
 3:00 Primary dismissal.
 3:15 Call from G.E.D. tchr. Confirm enrolling of ex-student.
 3:30 Intermed. dismissal.
 3:45 Third grade tchr. Clash with room mother.
 4:15 Lock up. Hectic day! Friday the thirteenth.

Monday February 16, 1976

8:00 Walk thru intermed. classrooms. Check lesson plans.
 8:25 Office. Check on announcement for desegregation meeting.
 8:30 Breakfast crowd.
 8:45 Macmillan representative. Verify meeting date, etc.
 9:15 First grade pod. Observe reading groups.
 9:55 Central office. Principals' meeting.
 12:00 Lunch with intermed. tchrs.
 12:30 Playground with intermed. students.
 1:00 Proof read notice to parents. Reread desegregation guidelines.
 1:30 Early dismissal for released time.
 1:45 Intermed. tchrs. meeting with Houghton representative.
 3:45 Leave for Charleston to pick up ERIC printout.

Tuesday February 17, 1976

8:15 Custodian. Go over needs for desegreg. meeting.
 8:30 Breakfast crowd.
 9:00 Pledge with second grade. Stay thru opening ex.
 9:15 Behav. Disord. class. Remove boy. Behavior prob.
 9:30 Check attendance for picture make-ups. Remind students /tchrs. to be ready at 1:15 to leave.
 9:50 Parent advisory committee will be visiting today. Superintendent call to remind me.
 10:00 Check with Hall principal. Basketball tournament.

10:15 Custodian. Final arrangements for deseg. meeting.
 10:45 Central office. Usual.
 11:45 Lunch with primary teachers. Stay thru intermed.
 12:45 Check with Hall. Location for make up pictures.
 Call parent of absent child. Remind her of makeups.
 Call P.T.O. president. Set date for meeting.
 1:00 Emergency call to room mother for transportation help
 to get students to Hall for make-ups. Had a drop out.
 1:15 Collect students and leave for pictures.
 2:30 Back at school. Meet advisory committee as they leave.
 2:40 Student tchr. supervisor. Check progress.
 3:00 Primary dismissal.
 3:15 Call from parent. Basketball socks stolen during
 clothing changes for make-up pictures.
 3:20 Primary tchr. Unreasonable mother at yesterday's
 conference. Discuss the problem.
 3:30 Intermediate dismissal.
 3:45 Call Dr. Shuff. Remind him I will miss class.
 3:50 Leave early to get ready for game supervision.
 6:00 Junior high. Open gym for spectators. Supervise
 crowd along with other principals. Goes well.
 8:30 Leave for home.

Wednesday February 18, 1976

8:30 Edison bus arrival and breakfast crowd.
 8:45 Spec. ed. driver. Still having behavior problems.
 9:05 Check on reminder notice for deseg. meet. tonight.
 9:30 Principals' meeting. Desegregation.
 1:30 Lunch with other principals. Winding down.
 2:30 Back at school. Edison tchr. with unruly student.
 Threatened her. Refused to obey or submit to
 corporal punishment. I administered accordingly.
 3:15 Final check on tonight's preparations.
 3:30 Obtain license information. Call driver. She agrees
 to stop at sign in future.
 3:40 Final check on intermediate dismissal.
 4:05 Lock the door.
 7:00 Back at school for 7:30 Desegregation meeting.
 7:30 Supt. chairs meeting. Poorly attended.
 9:45 Supt., another prin. and I wind down at local spa.
 The coffee was good.

Thursday February 19, 1976

8:30 Meet special ed. students at door. Escort them to
 their rooms. Make them comfortable and explain
 why they are losing privileges. All understand!
 8:55 Music tchr. Authorize purchase of sheet music.
 Observe bulk of her first hour class.
 9:30 Study disciplinary report used in another school.
 Decide to use it rather than the one now using.
 9:40 Conference with team teacher. Approve field trip.
 10:10 Write letter to handwriting committee.

10:20 Call from Edison group working to pressure board into reopening the building. They want list of parents. Refer her to central office.

10:30 Observe Edison room. Math groups.

11:00 Lunch with secretary and library clerk.

11:30 Lunch room with both groups of students.

12:30 Playground with intermed. students.

1:00 Intermediate rooms. Walk thru. General observation.

1:45 Central office. Discuss writing committee progress with ass't. supt.

2:45 Back at school. Inventory new equipment.

3:00 Primary dismissal.

3:15 Teachers. Review supervision assignments for tonight.

3:30 Intermed. dismissal.

3:45 Discuss the keeping of certain child after school Mother complainer. I agree to get lost when she comes.

3:50 Student tells me some man chasing her and friend. No results from quick search. Notify parents/police.

4:30 Lock up.

6:00 Casey Junior High for tournament supervision.

9:00 Lock up and go home.

Friday February 20, 1976

8:00 Coffee with early teachers. General conversation.

8:20 Parent calls to discuss problem child.

8:30 Edison bus and breakfast crowd.

8:50 Intermediate floor. Walk thru. Visit with students.

9:00 Opening exercises. Fourth grade through class changes.

9:20 Kindergarten. Free play. Observe.

10:00 Office. Catch up on mail and sec'y's problems.

10:30 Lunch with custodian and cooks. How are things?

11:00 General office work.

11:30 Primary lunch period. Stay with them until regular classes begin. Go immediately to cafeteria with intermediates and stay with them until classes start.

1:00 Central office. Usual.

2:15 Study writing programs. Comparisons.

3:00 Primary dismissal. Talk with parents.

3:30 Intermediate dismissal.

3:40 Teachers coming thru office at end of day.

4:05 Lock up.

Monday February 23, 1976

8:15 Get sugar and cups for sixth grade project.

8:30 Breakfast crowd.

8:40 Fourth grade tchr. Summer school employment?

9:00 Pledge with fourth grade.

9:15 Library. Substitute clerk's schedule for today.

9:30 P.T.O. Officers' meeting.

11:15 Lunch with primary students. Stay thru intermediate and follow them to playground.

1:00 Write letter to room mothers on Bicentennial.

1:20 Write letter of recommendation for ex-stud. tchr.
 1:45 Uouth Services Bureau counsellor. Schedule meeting.
 1:50 Fellow principal calls. Wants help on mutual bus
 problem with sp. ed. Spend time with student invol.
 2:15 Fellow principal drops by with English book samples.
 2:40 Study brochure describing curriculum materials.
 2:55 Primary dismissal. Mothers ask about newspaper
 article which mentioned my report of man chasing kids.
 3:15 Edison teacher. She is feeling pressure of parents
 about reopening Edison School. Counsel her to re-
 main as far from this type of involvement as she can
 get. Board decision. Not staff.
 3:40 Faculty meeting.
 4:20 Coach finishing practice. Observe.
 5:05 Lock up and go home.

Tuesday

February 24, 1976

8:30 Breakfast crowd.
 8:45 Edison teacher. Problems developing on bus.
 9:00 Opening exercises with first grade.
 9:15 Kindergarten. Reading readiness. Outstanding!
 9:40 Call City Manager. Request some street repair.
 9:55 Fourth grade teacher. Reading diagnostic test results.
 10:15 Listen to tape. Dr. Glasser, Chicago Discipline
 conference.
 11:00 Purchase order for playground equipment. P.T.O.
 11:15 Parent with note for teacher and books for student.
 11:20 Sixth grade teacher request that I talk with student.
 Do so. Second grade teacher with sick child and the
 parent. Give my permission for him to go home.
 11:45 Lunch with primary. Stay with them until regular
 classes resume. Watch a good cartoon!
 1:00 Third grader from Edison class. Language. Teacher
 requests my help. During interim take sick child
 home. The "language problem" goes with me. We end
 up with a milk shake. Some reward for bad language!
 1:30 Title I Advisory Committee meeting.
 2:30 Second grade classroom. Observe spelling.
 3:00 Primary dismissal.
 3:10 Kindergarten teacher. Child with hearing problem.
 3:30 Intermediate dismissal.
 3:45 Leave early to get ready for game supervision.
 6:00 Open the gym at Casey for spectators.
 8:45 Go home.

Thursday

February 26, 1976

8:00 Edison teacher. Still feels for Edison. Needs help.
 8:30 Breakfast crowd.
 8:40 Intermediate floor. Visit with kids and teachers.
 9:00 Sp. ed. contractor of busses. Three of my students
 witnesses an accident. I locate them.

9:30 Youth Service Bureau counsellors. Discuss two of my students.
 10:30 Parent. Has been uncooperative. Resigns as room mother. Big production. Long winded.
 11:15 Lunch with primary.
 12:20 Playground with intermediate classes.
 1:00 Central office. Discuss handwriting with ass't. supt.
 2:00 Bus safety and behavior discussion with Edison class. Stay through language arts program on t.v.
 3:00 Primary dismissal.
 3:15 Catch up on mail and office work.
 3:30 Intermediate dismissal.
 3:45 Leave early. Haircut.
 6:00 Junior high gym for finals of tournament.
 9:30 Go home.

Friday February 27, 1976

8:30 Breakfast crowd.
 9:00 Third grade. Pledge with them. Stay thru reading.
 9:30 Upset parent calls. Clarify misunderstanding.
 9:40 Learn. Disable. student. Claims he is ill. Chronic. He stays at school.
 10:00 Franklin School. Look over sewing machine. Arrange to have it delivered to Mann. Leave for Central Office from there.
 11:30 Lunch with primary teachers. Enjoy the visit.
 12:00 Intermediate lunch. Observe and follow to playground.
 1:00 Third grade student. Bullying others. Punish.
 1:20 Catch up on office problems and mail.
 1:30 Field trip. Chorus to Sunshine Center for elderly.
 3:00 Primary dismissal.
 3:15 Kindergarten teacher. Metropolitan Readiness Tests.
 3:30 Student teachers. View video tape of their teaching.
 3:45 Maintenance supervisor. Replacement for part time custodian?
 4:15 Call locksmith for dual keyed padlocks. Go after these. Return. Put padlocks on temporary stop signs.
 5:00 Lock up and go home.

Monday March 1, 1976

8:30 Breakfast supervision.
 9:00 Conference with sp. ed. bus driver.
 9:25 Write letter to parents. County Music Festival.
 9:45 Call message for handwriting committee to appropriate schools.
 10:15 Custodian. Discuss meeting with Home Room Mothers' Group and preparations for this evening.
 10:30 Observe third grade physical education class.
 11:00 Ass't. supt. calls. Verify deadlines on writing.
 11:10 Parent. Has emotional problems unrelated to school. Listen and sympathize only.

11:45 Lunch with primary teachers. Stay through intermed.
 12:30 Playground with intermediate.
 1:00 Hooky players. They didn't have as much fun as they
 thought they would have.
 1:30 Central office. Usual.
 2:00 Electricians to wire for new kiln.
 2:20 Office. Title IX guidelines.
 2:45 Palmer representative. Discuss meeting.
 3:00 Primary dismissal.
 3:10 Call police for license check. Parent will be more
 careful in the future.
 3:25 Handwriting committee meeting. Palmer represent.
 4:45 Lock the door.
 6:45 Open up for Room Mothers' meeting. Bicentennial
 Week planning.
 8:30 Lock up and go home.

Tuesday

March 2, 1976

8:10 Non-tenure teacher. Discuss written evaluation.
 8:40 Students entering building.
 9:00 Junior high band - assembly program.
 9:45 Sixth grade tchr. Discuss Bicentennial plans.
 10:15 Observe special education classroom behavior.
 10:45 Confer with student teacher supervisor.
 11:30 Lunch with primary teachers.
 12:00 Elementary lunch. Supervise.
 12:30 Playground with elementary students.
 1:00 Four boys. Playground trouble.
 1:20 Central office. Discuss bussing with superintendent.
 2:00 Office. Develop ballot for writing committee use.
 2:30 Catch up on mail and review Title IX guidelines.
 3:00 Primary dismissal.
 3:10 Observe end of sixth grade physical education.
 3:30 Intermediate dismissal.
 3:45 Leave for class in Charleston.

Wednesday

March 3, 1976

8:30 Breakfast crowd.
 9:00 Opening exercises and pledge with fifth grade.
 9:25 Leave for principals' meeting. Long agenda.
 1:25 Lunch with other principals.
 2:15 Office. Return calls. Children & Family Services,
 Comprehensive Services and assistant superintendent.
 2:50 On the street. Talk with parents.
 3:15 Kindergarten teacher. Talk about behavior of student.
 3:30 Intermediate dismissal.
 3:40 Writing committee. Ballot on text to adopt.
 4:30 Lock the door.

Thursday

March 4, 1976

8:15 Non-tenure spec. ed. tchr. Written evaluation.
 8:45 Top floor. Intermediate students. Observe.
 9:15 Office. Call writing decision to the ass't. supt.
 9:30 Second grade. Observe small group instr. Reading.
 10:15 Custodian. Jobs for "Green Thumb" worker to do.
 10:30 Lunch with custodian and cooks.
 11:00 Office. Mail and Title IX guidelines.
 11:30 Observe both lunch periods.
 12:30 Playground with intermediates.
 1:00 Central office. Written report of writing decision.
 2:15 School. Observe 6th gr. social studies and physical education classes.
 3:30 Intermediate dismissal.
 3:40 Primary teachers. Discuss the day.
 4:05 Lock up.
 7:00 Pick up student. Give him ride to music program.
 7:30 County wide, "Music in Our Schools" program.
 8:45 On the way home.

Friday

March 5, 1976

Home sick with head cold, sinus problem.

7:00 Call substitutes for two sick teachers. Call sixth grade teacher and make him principal for the day. Two aides also out sick. Takes about 45 minutes.

Monday

March 8, 1976

8:00 Office. Secretary updates me on last Friday.
 8:30 Breakfast crowd.
 8:45 Assembly. Swiss Alpen horn, accordian, yodeling.
 10:00 Learning Disabilities classroom. Two students about Friday's behavior.
 10:20 Observe math classes in 5-6 pod.
 11:00 Lunch with secretary and library clerk.
 11:30 Primary lunch. Observe behavior in line.
 12:00 Primary students. Watch film in open pod.
 12:30 Second grade spelling class.
 1:00 Top floor. Observe intermediates returning to class. Stay with math class through multiplication.
 1:30 Ass't. supt. Discuss presentation to board on handwriting decision.
 2:00 Second grade studnets. Discuss behavior in class.
 2:25 Call from mother. She suggests I write letter to newspaper praising Music in Our Schools program.
 2:35 Begin writing evaluations of teachers who are in their tenure year.
 3:00 Primary dismissal.
 3:10 Discuss evaluation with last non-tenure teacher.
 3:40 Central office. Board-faculty committee. Salary.

Tuesday

March 9, 1976

8:30 Breakfast crowd. Observe.
 8:45 Office. Enroll new student.
 9:05 Secretary. Discuss general office problems.
 9:30 Two sp.ed. students. Bus behavior.
 10:00 Primary class. Physical education class.
 10:30 Study account sheets. Analyze future directions.
 11:15 Lunch. Cafeteria - primary through intermediate.
 12:30 Three students. Playground behavior cost them privileges.
 1:00 Top floor. Returning intermediate students.
 1:20 Approve time sheets, bills. Check in maps.
 1:30 Discuss woodworking project with 6th gr. tchr.
 1:50 Central office. Usual.
 2:45 Bulletin to parents. P.T.O. meeting office.
 3:00 Street for primary dismissal.
 3:15 Closing procedures and dismissal 5-6 pod.
 3:45 Discuss conflict between two teachers with one of them.
 4:15 Lock up. No class tonight.

Wednesday

March 10, 1976

7:00 Call sub for sick teacher.
 8:00 Write rest of non tenure sp. ed. evaluation.
 8:30 Breakfast crowd.
 8:50 Top floor. Team pod. Opening and first reading.
 9:40 Office. Mail and finish writing second evaluation.
 10:30 Lunch with custodian. Discuss preparations for P.T.O. for tomorrow night.
 11:30 Primary lunch line.
 12:00 Lions Club meeting.
 1:15 Central office. Final plans for board presentation.
 1:45 School. Two second graders. Check results from earlier conference.
 2:10 Stage. Three classes performing for P.T.O. Help teachers with curtains, etc.
 3:00 Primary dismissal.
 3:15 Primary teacher. Discuss progress in reading.
 3:30 Intermediate dismissal.
 3:40 Visit with teachers coming through office.
 4:10 Lock up and go home.
 7:30 Board of education meeting. Writing presentation.
 9:00 After meeting social hour or two!

Thursday

March 11, 1976

8:05 Discuss parent meeting tonight with custodian again.
 8:30 Breakfast crowd supervision.
 8:45 Special education driver. Discuss bus behavior.
 9:15 Office. Hospitality chairwoman P.T.O.
 9:30 Second graders. Checking on them since earlier talk.
 9:50 Sixth grader sent to office. Behavior.

10:10 Write letters to writing committee. Thank them for their service and inform them of official adoption.
 10:30 Lunch with custodian and cooks. Discuss change over to satellite feeding coming next year.
 11:30 Primary lunch line. Visit with teachers.
 12:00 Intermediate lunch. Visit with teachers, again.
 12:30 Set up stage for dress rehearsal assembly.
 1:15 Assembly program. Classes performing tonight.
 1:45 Office. Read through mail.
 2:00 Begin writing third non-tenure evaluation.
 2:45 Kindergarten to observe dismissal.
 3:00 Primary dismissal.
 3:10 Mother with her first grader. He is being picked on by a second grader.
 3:30 Dismissal for intermediates.
 3:45 Leave school early.
 7:00 Open up for P.T.O.
 7:10 Greeting parents.
 7:30 Open meeting. Secure authorization for party expenses. Students who have performed services this year.
 9:15 Lock up and head for home.

Friday March 12, 1976

8:30 Breakfast crowd.
 8:40 Top floor. Coffee with intermediate teachers.
 9:05 Office. Prepare for principals' meeting.
 9:30 Principals' meeting.
 12:15 Lunch with principals. Post meeting wind down.
 1:45 Office. Bulletin to teachers.
 2:30 Fifth grade hooky player. Mother in Chicago.
 3:00 Primary dismissal.
 3:10 Third grade teacher. Written evaluation conference.
 3:45 Take healthy ribbing from teachers. I'm leaving Sunday for Miami Beach, A.S.C.D. National Conference.
 4:15 Take boys to uncle's. Get to the bottom of mother being in Chicago.

Sunday March 14, 1976

7:00 Pick up ass't. supt. Drive to St. Louis. Fly to Miami Beach.

Wednesday March 17, 1976

Fly home. Hot there. Snow in St. Louis.

Thursday March 18, 1976

8:00 Letter to parents. End of quarter & rest days.
 8:30 Visit with teachers. First day back.
 9:00 Opening exercises kindergarten.
 9:15 Office. Mail, correspondence and secretary's problems.
 11:30 Lunch with primary students. Stay through intermediate. Playground with intermediates.
 1:15 Central office. Brief conference with superintendent.
 2:30 Third grade phys. ed. Last fifteen minutes.
 2:45 Office. Secretary finishes telling about 3 days.
 3:00 Learning Disabilities teacher. Evaluation conference.
 3:30 Intermediate dismissal.
 3:40 Office. Teachers anxious to talk about their week.
 4:30 Lock up.
 6:00 Illinois Principals' Association regional meeting.
 8:00 On the way home.

Friday March 19, 1976

8:30 Breakfast crowd.
 8:45 Encourage some second grade boys to get to class.
 9:00 Opening exercises with second grade. Reading, also.
 10:15 Lunch with custodian and cooks. Catch up on events.
 11:00 Office. General work.
 11:30 Observe primary lunch line.
 12:00 Observe intermediate lunch. Follow to playground.
 1:00 Central office. Teachers' payday.
 1:30 Walk through rooms. Distribute paychecks.
 1:45 Fifth grade. Observe social studies.
 2:25 Open space pod. End of math, into phys. ed.
 3:00 Primary dismissal.
 3:30 Intermediate dismissal.
 3:40 Office. Mail. Two parents call wanting conferences.
 4:15 Lock up.

Wednesday March 24, 1976

Week of spring vacation. Located missing first grade girl. Mother keeping her home because no shoes. Obtain promise to have the girl back in school after rest days.

Monday March 29, 1976

8:00 Walk through building. Look over cleaning and scrubbing done during last week. Excellent.
 8:30 Office. Help secretary with rush.
 9:00 Opening exercises with third grade. Stay thru read.
 9:45 Visit with secretary. Check attendance. First grader is present.
 10:00 Observe second grade phys. ed.
 10:30 Meet with P.T.O. officers. Plan Home Room Mothers' meeting for 7:00 p.m. Friday.

11:30 Primary lunch line.
 12:00 Lunch with intermediate teachers.
 12:40 Central office. Pick up intra-school mail.
 1:30 Write evaluations on kindergarten and second grade teachers.
 2:30 Furnace room with boiler inspector.
 3:00 Primary dismissal.
 3:15 Third grade teacher. Evaluation conference.
 3:35 Talk with teachers in intermediate pod. Pupil prob.
 4:10 Write evaluation of fifth gr. tchr.-coach.
 4:45 Lock up.

Tuesday

March 30, 1976

8:15 Meet substitute teacher for orientation.
 8:30 Breakfast crowd.
 8:45 Head maintenance man. Problem with master clock.
 9:05 Insurance rep. Discuss health ins. plan package.
 9:45 Call two other principals. Reading problems.
 10:00 Two third graders. Playground misbehavior.
 10:15 Four boys. Falling behind in fourth grade work.
 10:30 Ass't. Sp. Ed. Director. Possible changes in programs next year.
 11:15 Third grade girls back. Get to bottom of earlier playground problems.
 11:40 Lunch with primary teachers. Stay thru intermediate.
 1:00 First grade teacher. Spelling and reading next year?
 1:45 Letter to kdgn. parents. Visitation day and upcoming P.T.O. program.
 2:15 Playground with "Edison" class. Stay with them through the bus ride home. Return to school and discuss the problems on the bus with their teacher.
 3:40 Visit with teachers coming to office.
 4:00 Leave for class in Charleston.

Wednesday

March 31, 1976

8:15 Sp. ed. driver with two boys. Fighting-cussing. Discipline is in order. It is provided.
 9:00 First grade. Stay through opening exercises. Observe aide working with small group.
 9:40 Superintendent calls. Verify Lions Club program for next week.
 9:50 Kindergarten. Reading readiness. Stay with them through walk to cafeteria for morning snack.
 10:30 Accounting printouts. Balance these out.
 11:30 Phys. ed. class. Free play-get involved.
 12:00 Lions Club.
 1:30 Central office. Reading coordinator. Testing results.
 2:30 Office. Mail and general routine details.
 3:00 Primary dismissal.
 3:10 Meet with safety patrol. Traffic problems.
 3:30 Intermediate dismissal.

3:45 Visit with teachers coming through office.
 4:15 Write evaluation of second grade teacher.
 5:00 Lock up.

Thursday

April 1, 1976

7:00 Two teachers call sick. Call subs. Takes fourteen calls to make contact.
 8:30 Special ed. driver. Discuss two boys' behavior. Talk with boys. Suspend them from bus for three days. April 2 - 6.
 9:15 Office. Write letters to parents of suspended boys and make phone contact with them.
 9:30 Meet with P.T.O. officers.
 10:15 College student with request to use students in research. Allow this.
 10:40 Write agenda for Room Mothers' meeting.
 11:00 Fifth grade math class.
 11:30 Primary lunch line. Eat lunch with teachers.
 12:15 Cafeteria. Observe intermediates. Go to playground.
 1:00 Top floor with returning students.
 1:10 Fourth grade music class. Favorite songs.
 1:40 Write letters to parents of students selected for research project. Include permission slip.
 2:00 Central office. Lincoln School. Look over student picture package and plans for distribution.
 2:50 Playground with sixth grade. Flying kites.
 3:30 Intermediate dismissal.
 3:40 Office with two potential pugilists. They cool awhile.
 4:00 Write evaluation of fourth grade teachers. One of them is also the music teacher.
 5:10 Lock the door and go home.

Friday

April 2, 1976

8:00 Evaluation conference with E. D. teacher.
 8:30 Breakfast crowd. Coffee with sp.ed. driver. Talk about peace and quiet with two boys suspended.
 9:10 Office. Check with secretary on today's schedule.
 9:15 Write evaluation of Title I teacher.
 9:45 Loafing second grader. Teacher brings him in.
 10:20 Write evaluation of first grade teacher.
 10:50 Third grade teacher with student refusing to obey.
 11:30 Lunch line primary. Observe through period.
 12:00 Lunch with intermediate teachers.
 1:25 College student. Survey of pupil attitudes on environmental concerns. Get him started.
 1:40 Library clerk. Note from a mother. Criticizes the library operation. I will respond to the note.
 2:00 Ride sp. ed. bus through the route.
 2:45 Office. Mail and general.
 3:00 Primary dismissal.
 3:10 Conference with kindergarten teacher on evaluation.

3:40 Evaluation conference with first grade teacher.
 4:10 Lock up.
 7:00 Open up for Room Mothers' meeting.
 8:45 Lock up again.

Monday April 5, 1976

8:00 Visit with teachers.
 8:30 Breakfast crowd.
 9:00 Opening exercises with 5-6 pod.
 9:15 Playground. Decide location for new equipment.
 9:40 P.T.O. officers. Slate of officers for next year?
 11:00 Delivery of paper salvaged from Edison. Get stored.
 11:15 Lunch.
 12:00 Central office. Xerox letters for insurance committee.
 12:30 Playground with intermediates.
 1:00 Notice to parents. Thursday meeting.
 1:30 L.D. student. Chip on his shoulder. I remove it.
 1:40 E.D. student. Shoplifting at local grocery.
 2:00 E.D. teacher. Confer on shoplifting situation.
 2:25 Another E.D. mother. Doctor's orders for boy.
 2:45 Recommendation form for ex-teacher. Fill out.
 3:00 Arrange for transportation to Southern Illinois Reading Council meeting tomorrow.
 3:10 Call from fellow principal. Title IX meeting.
 3:20 Begin rereading Privacy Act regulations. Student records. Principals' meeting Thursday.
 3:30 Intermediate dismissal.
 3:40 Faculty meeting.
 4:45 Lock up.

Tuesday April 6, 1976

8:00 Write evaluation of second sixth grade teacher.
 8:40 Leave for Carbondale. S.I.R.C. meeting.
 12:00 Lunch with Mt. Vernon teachers present at meeting.
 2:30 Central office. Usual.
 3:00 Primary dismissal.
 3:10 Evaluation conference with first grade teacher.
 3:40 School furniture salesman. Details of bid specs.
 4:10 Leave for class in Charleston.

Wednesday April 7, 1976

8:05 Sp. ed. driver. One boy off suspension attended.
 8:30 Cafeteria with breakfast crowd.
 8:50 Office. Distraught mother. Son picked on by another.
 9:30 Write evaluation of third grade teacher from Edison.
 10:10 Conference with student teacher.
 10:40 Review City Schools' Book Fair info. Meet today.
 11:10 Mother of E.D. boy suspended. Kept him home to punish him. Got him to school just in time for lunch!

11:30 Primary lunch line.
 11:40 Lions club. Introduce superintendent.
 1:30 Central office. City Schools' Book Fair meeting.
 3:00 Primary dismissal.
 3:10 Secretary. Messages. Return calls.
 3:30 Intermediate dismissal. Check restaurant across street for student behavior.
 3:45 Leave for I.P.A. meeting.
 11:00 On my way home.

Thursday April 8, 1976

8:00 Evaluation conference with second grade teacher.
 8:40 Meet students entering building.
 9:00 Opening exercises with third grade.
 9:20 Leave for principals' meeting.
 12:30 Lunch with three other principals.
 1:45 School. Check gym for P.T.O. tonight.
 2:00 Title IX district self evaluation.
 3:10 Evaluation conference with second grade teacher.
 3:50 Leave early.
 7:00 Back for P.T.O. Get officers elected, etc.
 9:30 Lock up and go home.

Friday April 9, 1976

8:00 Evaluation with first grade team teacher.
 8:00 Breakfast crowd.
 8:50 Top floor. Observe intermediates.
 9:10 Drive for field trip.
 10:00 Drive second group. Same trip.
 11:00 Lunch with secretary and library clerk.
 11:30 Observe both lunch periods. Playground with intermed.
 1:00 Office. Permanent record layout of new card.
 2:30 Catch end of third grade physical education.
 3:10 Evaluation conference with speech therapist.
 3:40 Evaluation conference with fourth grade teacher.
 4:10 Title IX. Board policy generic statements. Write recommendation for presentation to board.
 5:50 Lock up and go home.

Monday April 12, 1976

8:00 Evaluation conference with 5-6 teacher.
 8:40 Help secretary with rush.
 9:00 Opening exercises with third grade. Stay through reading.
 10:00 Five-six pod. Observe 4-H Mulligan Stew program.
 10:50 County 4-H advisor. Program and ribbons.
 11:15 Sp. ed. co-op director. Possible need to adjust number of students with class at Buford.
 12:00 Lunch with intermediate teachers.
 12:40 Lincoln School for Title IX meeting.

2:00 Evaluation conference with Title I teacher..
 2:25 Health class with third grade. Stay until dismiss.
 3:00 Primary dismissal.
 3:10 Patrol reports license number. Identify. Parent agrees to be careful.
 3:20 Junior high school. Festival practice.
 3:45 Board-Faculty committee meeting.
 5:00 Go home.

Tuesday April 13, 1976

8:00 Evaluation conference with fourth grade teacher.
 8:30 Breakfast crowd.
 8:45 Sp. ed. bus driver. Misbehavior. Discipline.
 9:25 Room Mothers' meeting. Bicentennial planning.
 10:30 Assembly. Metro Players. Red Riding Hood. Excellent.
 11:30 Lunch with primary teachers.
 12:30 Playground with intermediates.
 1:15 General office work.
 3:30 Special education staffing.
 4:15 Leave for class in Charleston.

Wednesday April 14, 1976

8:00 Evaluation conference with Edison teacher.
 8:30 Breakfast crowd.
 8:45 Special ed. driver. Boys seem improved.
 9:15 Three sixth graders. Trouble at bicycle rack. Tchr. brings them to me because they won't drop it. They decide to drop it!
 9:40 Central office.
 10:15 Take group of sixth graders to junior high for orientation. Go on to maintenance building.
 12:00 Lions club. Introduce program again.
 1:30 Central office. Usual.
 2:15 Observe fourth grade class during spelling.
 3:00 Primary dismissal.
 3:30 Special ed. staffing. Buford. Will get student.
 4:15 Go home.

Thursday April 15, 1976

County Institute Meetings. Metrics and insurance.

Friday April 16, 1976

Good Friday and my birthday. Legal holiday.

Monday April 19, 1976

Board declared rest day. No school.

Tuesday

April 20, 1976

8:15 Talk over Metric meetings with teachers.
 8:40 Meet incoming students. Observe primary.
 9:00 Discuss permanent records, Title IX, insurance with secretary.
 9:30 Get drivers for chorus trip to nursing homes.
 10:30 Lunch with custodian and cooks.
 11:00 Lincoln principal. Title IX rough draft.
 11:40 Observe primary lunch. Follow to playground. Stay through intermediates.
 12:50 Drive car load of chorus to nursing homes.
 2:00 Central office. Title IX draft with superintendent.
 2:40 Office. Work on Title IX.
 3:00 Intermediate dismissal.
 3:40 Leave for class in Charleston.

Wednesday

April 21, 1976

8:15 Evaluation conference with fifth/coach.
 8:40 Meet incoming students. Observe intermediates.
 9:00 Check with secretary on typing progress.
 9:20 Leave for principals' meeting.
 12:00 Lions club. Introduce program.
 1:20 Car load of chorus to Sunshine Center for elderly.
 2:30 Check with secretary. General catch up.
 3:00 Primary dismissal.
 3:10 Primary teachers' planning meeting.
 3:40 Insurance study committee meeting.,
 5:00 Lock the door and go home.

Thursday

April 22, 1976

8:30 Breakfast crowd.
 8:50 Office. Help secretary with overload.
 9:10 Call two sets of parents. Absences.
 9:30 Take child home sick. No phone. Also make home visit to kindergarten parent. Absences.
 11:00 Car load of fourth graders to Rend Lake College. Picnic lunch and excellent vocal program.
 2:30 School. General office.
 3:15 Upset parent. Patrol boy did not allow her daughter to cross the street right. Parent wrong!
 3:35 Attend intermediate teachers' planning meeting.
 4:30 Lock up.

Friday

April 23, 1976

8:00 Write summary of primary planning meeting.
 8:30 Title IX guidelines with coach.
 9:00 Opening exercises with fifth grade.
 9:20 Leave for Title IX committee meeting.

12:00 Southern Ill. School Masters', Carterville.
 3:30 Children & Family Services social worker and home-
 maker. Discuss mutual interest.
 4:30 Lock up.

Monday April 26, 1976

8:00 Write summary of Thursday's int. planning meeting.
 8:40 Meet incoming students. Observe intermediates.
 9:10 Check on attendance. Especially last week's absent.
 9:20 Title IX committee meeting.
 11:00 Lunch with secretary and library clerk.
 11:30 Observe primary and intermediate lunch periods.
 12:30 Talk more with coach on Title IX guidelines.
 1:10 Central office. Usual.
 1:45 Hall School. Records revisions and I.P.A. Buffalo
 Tro. I am helping him with arrangements.
 3:15 Prepare for faculty meeting.
 3:40 Faculty meeting.
 4:45 Junior high. Observe end of Festival practice.
 5:15 Leave for home.

Tuesday April 27, 1976

8:30 Breakfast crowd.
 8:50 Office. General.
 9:10 Leave for principals' meeting.
 1:30 Lunch with other principals.
 2:40 Check with secretary on day, messages, etc.
 3:20 Leave for Board-Faculty meeting.
 4:10 Leave for class in Charleston.

Wednesday April 28, 1976

8:30 Work in office.
 9:20 Walk 4-6 to junior high for drama class performance.
 10:50 Central office. Check funds with library supervisor.
 12:00 Lions club. Introduce program.
 2:00 Study group health insurance present plan.
 3:00 Primary dismissal.
 3:10 Talk with first grade teachers. Possible retentions.
 3:30 Intermediate dismissal.
 3:35 Patrol boy & another student fight. Mother involved.
 Parent will bring boy to office tomorrow.
 3:50 Group health insurance committee meeting.
 5:15 Work on specs for Title IX.
 6:30 Lock the door.

Thursday April 29, 1976

8:00 General office work.
 8:40 Parent with boy who fought patrol boy yesterday.

9:30 Children & Family Services homemaker & mother.
 10:45 Take first grader home. Fell & cut her head.
 11:30 Lunch with primary teachers. Stay thru intermediate.
 12:30 Office. Mail, etc.
 1:15 Title IX committee meeting. Firm up rough draft.
 2:30 Outline typing Title IX for secretary.
 2:40 Accompany chorus to junior high Festival practice.
 5:00 School. Work on health insurance specifications.
 6:15 Lock the door.

Friday April 30, 1976

7:15 Sick teacher calls. Get sub on seventh try.
 8:30 General supervision. Hallways and sidewalks.
 9:00 Opening exercises 5-6 pod. Observe class changes.
 9:20 Voltex Jacket representative.
 9:45 Principals' meeting.
 12:15 Lunch with other principals.
 1:15 Rescue substitute teacher. Take over class.
 3:15 Staffing. Special ed. office.
 4:15 Go home and collapse.

Monday May 3, 1976

8:30 Breakfast crowd.
 8:45 Meet "Uncle Sam". Explain program for today.
 9:05 School wide flag raising program. Opens Bicentennial Week. Uncle Sam and all.
 9:45 Coffee with "Uncle Sam" and his wife.
 10:00 Gymnasium. Antiques display. Classes visiting.
 11:30 Lunch with volunteer guides (parents).
 12:00 Intermediate lunch line. Follow to playground.
 1:00 Central office. Go over Title IX specs with supt.
 2:15 Chorus student. Playing hooky from practices.
 Call mother to school. Work on specs of Title IX while waiting. Mother arrives. Talk. Suspend girl from Festival.
 3:10 Accompany chorus to junior high for final practice.
 4:30 Leave for Lion's board meeting.

Tuesday May 4, 1976

7:00 Sick teacher. Cannot reach sub. Use certified aide.
 7:40 Second sick teacher calls. No use trying for sub.
 Use one member of team that has student teacher.
 8:20 Certified aide. Explain her assignment for the day.
 8:30 Breakfast crowd.
 8:45 Music teacher. Talk about Festival.
 9:00 Opening exercises with second grade.
 9:10 Supt. calls. Wants policy statement ready for board by Wednesday, May 12.
 9:20 Call various members of committee. Set up meeting.
 9:40 Schedule student teacher visitations to other bldgs.
 10:00 E.D. teacher with misbehaving student.

10:20 Second E.D. boy. I now have two in office.
 10:40 4-H coordinator calls. Incubator project.
 10:50 Lunch.
 11:30 Observe primary and intermediate lunch.
 12:30 Office. Doctor skinned knee and blisters.
 1:00 Observe intermediates returning. Meet person who
 will present Bicentennial program to 4-6.
 2:00 Arrange for intermediate students to serve as election
 judges tomorrow.
 2:15 Central office. Go over Title IX back up material
 for board consideration.
 2:45 Office. Parent letter for Thursday program.
 3:10 Second grade teachers. 4-H butterfly proj. ribbons.
 3:25 Parent. Moving into district. Request for exception
 to boundary attendance policy.
 3:40 Mother calls. Older boys chasing her son.
 4:00 Leave for class in Charleston.

Wednesday

May 5, 1976

7:10 Same teacher calls sick. Use certified aide.
 7:15 Sixth grade teacher sick. No sub.
 8:15 Set up voting booth for voting project. Students to
 vote for favorite dog, wild animal, and bird.
 8:30 Write letter to parents on Voltex jackets.
 8:45 Doctor injury and help secretary with rush.
 9:00 Opening exercises. First grade. Observe kdgn. vot-
 ing. Entire school population will vote today.
 9:20 General office. Order film from Springfield.
 9:40 Hall principal. Complete details for Buffalo Tro.
 10:00 Letters of thanks to participants in April Lion's
 programs.
 10:30 Early lunch with custodian and cooks.
 11:00 Office. General.
 11:30 Primary lunch line. Stay thru playground time.
 12:30 Playground with intermediates.
 1:00 Central office. Usual.
 1:30 Meet with psychologist. Retest and placement.
 2:00 Leave for I.P.A. Buffalo Tro.
 8:30 Homeward bound.

Thursday

May 6, 1976

8:00 Finish health insurance specifications.
 8:30 Breakfast crowd.
 8:50 Four primary boys. Suggest they get to class.
 9:00 Opening exercises with second grade.
 9:25 Principals' meeting.
 11:00 Custodian and I pick up loom for demonstation.
 12:10 Lunch with intermediates.
 12:40 Sixth grader. Language and attitude.
 1:10 Furniture salesman. Firm up specifications.
 1:30 Assembly program. Dress rehearsal for tonight.

2:30 Demonstration of loom and spinning wheel in gym.
 3:00 Primary dismissal.
 3:15 Insurance representative. Discuss meeting.
 3:30 Teachers whose classes perform tonight. Details.
 3:45 Insurance committee meeting with representative.
 5:00 Call parent of sixth grader with playground problem.
 5:20 Lock up.
 6:30 Open up for P.T.O. Bicentennial program.
 7:30 Open the program.
 8:30 Lock up and go home.

Friday

May 7, 1976

8:00 Load loom and spinning wheel to return.
 8:15 Kindergarten teacher. Preregistration questions.
 8:30 Breakfast crowd.
 8:45 Talk with 5-6 team. Expect irate parent.
 9:00 Cook. Clarify her area of authority. Recommend she not repeat performance of yesterday. Very uncooperative and rude to teacher and parent.
 9:20 Three E.D. boys. Fighting.
 9:30 Deliver antiques to correct homes.
 10:10 Central office. Mimeograph parent letters, etc.
 11:05 Lincoln principal. Copy of student interest survey.
 11:25 Psychologist and parent on sp. ed. placement.
 11:40 Lunch in hallway with tchr. who may be placed into Title I for next year.
 12:00 Call from parent who was expected. Home sick.
 12:15 Intermediate teachers in lounge. Just visit.
 12:30 Playground with intermediates.
 1:00 Thank you letters to Uncle Sam, other volunteers.
 1:30 Voltex Jacket representative. Two sessions with K-3 in one and 4-6 in other. Present offer.
 2:00 Confirm contract with Voltex.
 2:30 Sp. ed. staffings. Psychologist, social worker and teachers.
 3:30 Street for intermediate dismissal.
 3:45 General visiting with teachers in office.
 4:00 Tally voting results. State Election Board project.
 4:30 Work on Title IX information for board meeting.
 5:00 Walk through building. Look over intermediate plans.
 5:30 Lock the door.

Monday

May 10, 1976

8:45 Father with sixth grader. Playground problem. Not irate after all. Good session.
 9:30 Check with teacher not turned in voting results. Complete tally. Mail to election board.
 9:50 Note to parents. Kdgn. registers tomorrow.
 10:20 Hair cut, then central office.
 11:30 Lunch with primary.

12:10 Intermediate lunch line. Play softball later.
 1:00 State boiler inspector.
 1:20 Secretary, custodian, library clerk. Set up library to accomodate incoming textbook order.
 1:40 District library supervisor. Possible need to replace present clerk. Wants more time with family.
 2:00 Duplicate insurance specifications for committee.
 2:30 Sixth grade teacher. Bicentennial success.
 Third grade teacher. Potential student problem.
 2:50 Distribute sp. ed. questionnaire to regular tchrs.
 3:00 Primary dismissal.
 3:20 Prepare for insurance meeting to begin at 3:30.
 3:30 Insurance meeting.
 5:00 Lock the door.

Tuesday

May 11, 1976

8:15 Organize incoming textbooks.
 8:30 Breakfast crowd.
 8:40 Top floor with students entering building.
 9:00 Opening exercises with fifth grade.
 9:10 Begin checking invoices of incoming books.
 10:05 Second grader. Candy taken from tchr's. desk.
 10:20 Go after E.D. class at bowling alley. They have car trouble.
 10:45 Lunch with custodian and cooks.
 11:10 Officer. Register kindergarten student. Catch up on mail, begin newspaper lay out of Bicentennial Week.
 12:20 Playground with intermediates.
 1:00 Check in rest of textbooks received to date.
 2:20 Central office and bank deposit.
 3:00 Primary dismissal.
 3:15 Kindergarten teacher. Discuss pre-registration.
 3:30 Intermediate dismissal.
 3:40 First grade teachers, followed by three more. Do not understand special ed. survey.
 4:15 Science questionnaire from S.I.U. Complete this.
 4:30 Grandmother of child in hospital. Send cards.
 4:50 Lock up.

Wednesday

May 12, 1976

8:15 Mother of second grader. Eye surgery.
 8:20 Edison teacher. Class pantomimes. Agree to watch.
 8:30 Breakfast crowd. Four boys to office for behavior.
 8:40 Top floor. Discuss letter of reference for aide.
 8:50 Call city pool manager. Confirm date for chorus party. Inform teacher.
 9:00 Opening exercises with Edison class. Watch pantom.
 9:25 Letter of recommendation for certified aide.
 9:40 Summarize Voltex jacket order.
 10:10 E.D. student playing hooky.
 10:30 Third grader. Picking on another student.

10:55 Enroll three kindergartners on phone.
 11:25 P.T.O. president calls. Outline activities.
 11:40 Mother with kindergartner to pre enroll.
 11:50 Lions Club.
 1:15 Additional jacket orders. Salesman to call later.
 1:30 Finalize policy recommendation to board on Title IX.
 2:00 Analyze textbooks received against orders.
 2:30 Reading coordinator. Discuss changeover.
 2:55 Street for primary dismissal.
 3:10 Central office. Xerox board papers.
 3:40 Call four people looking for years of service of
 parent to P.T.O.
 3:50 More jacket orders.
 4:00 E. D. teacher. Discuss problem student.
 4:30 Lock up.
 7:30 Board Meeting. Present Title IX, district student
 interest survey, permanent record card changes.
 9:30 Social hour with two other principals.

Thursday

May 13, 1976

8:00 Teacher aide to cover for teacher with emergency.
 8:20 Office. Catch up on work including mail.
 8:30 Breakfast crowd.
 8:40 Top floor with students entering building.
 9:00 Opening exercises in 5-6 pod.
 9:10 Library. Check more texts against invoices.
 10:30 Central office. Usual.
 11:15 Lunch with primary. Stay through intermediate.
 Visit with teachers in lounge.
 12:30 Playground with intermediates.
 1:10 Library. Finish checking texts.
 2:30 Pick up sodas for service student party.
 3:15 Meet Golden Rule representative.
 3:30 Begin insurance committee meeting.
 5:00 Lock up.
 5:30 Party at park for student service work. Cook out.
 7:30 On the way home.

Friday

May 14, 1976

8:00 City pool director. Reaffirm swimming party.
 8:10 General office work.
 8:30 Breakfast crowd.
 9:00 Opening exercises fourth grade. Most of reading.
 9:30 Maintenance and central kitchen. Summer work and
 picnic lunches for class trip. Details.
 10:30 General office work.
 11:00 Lunch with secretary and library clerk.
 11:30 Primary lunch into intermediate lunch.
 12:45 Supt. calls. Wants to talk. He eats lunch. I
 drink coffee. Discuss board member resignation and
 compliments my work on Title IX.

1:45 Ride special education bus route.
 2:30 Office. Analyze supplies and texts received to date against orders. Also, catch up on reading.
 3:00 Primary dismissal.
 3:20 Discuss enrollment numbers with kdgn. tchr.
 3:40 Visit with teachers coming into office.
 4:00 Tally student interest surveys in Title IX.
 4:50 Lock up.

Monday May 17, 1976

8:30 Breakfast crowd.
 8:50 Office. Boy with bad cut. Doctor. First grader with check he has altered.
 9:05 Fourth grader apparently run away. Call mother.
 9:30 Bring first grader back on the altered check. Write note to mother and check sent home.
 9:50 Superintendent's secretary calls. I am late for principals' meeting.
 10:00 Principals' meeting.
 1:30 Lunch with other principals.
 2:30 Organize for faculty meeting.
 3:00 Primary dismissal.
 3:10 Building representative on salary committee. Help with presentation to faculty.
 3:40 Faculty meeting. Proposed salary schedule.
 4:30 Lock up.

Tuesday May 18, 1976

8:30 Breakfast crowd.
 9:00 Opening exercises with third grade.
 9:10 Fourth grade. Shadow a particular student.
 9:20 Remove student to office. Discuss attitude.
 9:50 Teacher applicant. Interview briefly. No openings.
 11:00 Third grade teacher. Boy not doing work.
 11:25 Bulletin to parents. City-county beautification.
 11:50 Educational administrators' meeting.
 2:30 Central office.
 2:50 First grade teacher, parent & student. Check problem.
 3:20 Meet with primary teachers. Reading assignments.
 4:30 Calculate approximate value of rental books on hand.
 5:00 Write last two teacher evaluations for typing.
 6:00 Lock up.

Wednesday May 19, 1976

8:15 Doctor child who fell on way to school.
 8:30 Breakfast crowd.
 9:00 Opening exercises with third grade. Through reading.
 9:30 Work on cost per pupil for insurance.
 10:15 Take over class for teacher. Emergency.
 11:30 Primary lunch line.
 11:50 Lions Club.

12:50 Take over fifth grade. Coach gone to track meet.
 3:30 Dismissal.
 3:40 Meet with intermediate teachers. Reading plans.
 4:30 Write survey form for insurance to all employees.
 5:30 Letter of recommendation for student teacher.
 6:00 Lock up and go home.

Thursday May 20, 1976

8:20 Distraught teacher. Personal problems. Car accident last week. What will happen to "her" Edison students.
 10:30 Field Enterprises rep. Summer work for teachers.
 10:45 Three L. D. boys. Expectations for tomorrow's trip.
 11:00 Go over outstanding invoices with secretary.
 11:30 Lunch with primary. Stay through intermediates.
 12:45 Treat injury.
 1:00 Complete final touches on insurance up date specs.
 2:00 Central office.
 3:10 Call two parents to apologize for getting their names wrong on notice to parents.
 3:25 Equitable agent. Insurance committee meeting.
 5:00 Lock the door.
 7:00 P.T.O. meeting.
 9:00 Lock up.

Friday May 21, 1976

8:00 Load bus for sixth grade trip to New Harmony, Ind. Rappite community. Guided tour and film. Picnic.
 5:00 Arrive back at school.

Monday May 24, 1976

8:30 Breakfast crowd.
 8:40 Primary grades. Walk through primary rooms.
 9:00 Kindergarten opening exercises. Lesson initial sounds.
 9:40 Insurance summary census data from teachers.
 10:05 Third grader. Crying rather than doing school work.
 10:30 Sp. Ed. director with prospective future teacher.
 10:55 First grader. Fell in classroom. Cut her head.
 12:00 Lunch with intermediates. Continue to playground.
 1:00 Write agenda for teachers' meeting.
 1:30 Central office. Usual.
 2:00 Distribute surveys. Desegregation prospective plans from Citizens' Advisory Committee to all employees.
 2:30 Custodian with truck problems. Try to get started.
 2:45 Set up film for faculty meeting.
 3:00 Primary dismissal.
 3:15 Secretary and I check in spelling order.
 3:40 Faculty meeting.
 4:15 Lock up.

Tuesday

May 25, 1976

8:30 Breakfast crowd.
 8:50 Learning disabilities class for first classes.
 9:40 Office. Review closing of school check list.
 10:00 Cafeteria with kindergarten for snacks.
 10:10 Custodian. Playground equip. placement.
 Maintenance supervisor. Painting for classrooms and
 new cabinetry.
 10:30 Playground with third grade class.
 11:00 Check on absent fourth grader. Probably hooky playing.
 11:20 Teacher and aide to discuss upcoming staffing.
 11:30 Fifth grade teacher. Math kit replacement.
 12:00 Lunch with intermediates.
 12:30 Return parent call. Mother satisfied with explanation.
 12:40 Talk with teachers affected by 12:30 call.
 1:00 Call bank. Two checks returned for insufficient funds.
 Call parents involved. They will replace.
 1:30 Organize Title IX and student record files.
 2:00 Substitute library clerk. Help locate students.
 2:15 Read college student's paper in which students used.
 2:45 Central office. Xerox copy of paper for parents of
 children used in the paper. Has their pictures.
 3:15 Begin distributing pay checks.
 3:30 Intermediate dismissals.
 3:45 Finish distributing paychecks.
 4:00 Insurance committee meeting.
 4:30 Lock up.

Wednesday

May 26, 1976

8:30 Breakfast crowd.
 8:40 Kindergarten teacher. Weighing and measuring?
 Two teachers. Details of swimming parties.
 9:00 Three L.D. boys and five girls. Name calling,
 etc. Seems the boys and girls have discovered each
 other.
 10:00 Superintendent's office calls. Early dismissal for
 next Wednesday. Coordinate with secretary the last
 notice to go home to parents.
 10:30 Back to the boys and girls with the discovery problem.
 11:30 Lunch with primary. Stay through intermediate and
 follow them to the playground.
 1:00 Begin organizing for the annual challenge softball
 game between the fifth and sixth grades.
 1:30 Umpire two games. Sixth grade runs away with both.
 They won last year as fifth graders.
 3:30 Call from Edison parent. Concerned. Listen only.
 3:55 Visit with teachers coming to office.
 4:15 Begin revising insurance specs. again.
 4:50 Lock up.
 5:00 Social hour with other principals.

Thursday

May 27, 1976

8:30 Fight on school yard. End up with five boys.
 8:50 Opening exercises with first grade.
 9:15 Put finishing touches on parent notice.
 9:30 Write letter to Edison parents. Dismissal times.
 9:45 Begin analyzing reading groupings for next year.
 10:15 Make three phone calls. Tuition to another district, superintendent about call from Edison parent and fellow principal about shared bus aide.
 10:45 Jefferson County 4-H supervisor. Ribbons, etc.
 11:30 Lunch with primary teachers.
 12:00 Playground with primary students.
 12:40 Leave for swimming party with Edison third graders.
 1:10 City pool director goofed. No party. Arrange for them to swim with chorus tomorrow.
 1:30 School. Call bus contractor to rearrange schedule for tomorrow because of swimming party.
 1:45 Complete tally of reading analysis data.
 2:25 Central office. Usuals.
 2:55 Bus contractor calls. Cannot provide schedule change. Cancel the bus and arrange for cars.
 3:15 Psychologist. Staffing on fourth grader.
 3:30 Insurance committee. Complete work on specs.
 5:00 Lock up.

Friday

May 28, 1976

8:15 Call Hall principal. Information on last week's Lions Club meeting.
 8:40 Enroll Head Start student.
 8:50 Top floor. Details for 2:30 chorus and Edison swim party.
 9:05 Special ed. director calls. Confirm staffings and discuss possible next year's program changes.
 9:25 Principals' meeting.
 12:30 Lunch with three fellow principals.
 1:30 Talk with teachers going on swimming party. It is chilly. They would like to back out. We will go.
 1:45 Talk with secretary concerning opening at central office. Might mean a promotion with added salary.
 2:00 Substitute library clerk. Interview as possible replacement.
 2:20 Leave for swimming party and cook out.
 4:30 School to call aide for written resignation.
 4:45 Complete summary of insurance survey and write thank you letter to all employees.
 6:15 Lock up.

Tuesday

June 1, 1976

9:30 Rebuild microphone cable for tomorrow's program.
 10:00 Write final specs for health insurance data package.
 11:30 Lunch.
 1:00 Begin working final Title IX board recommendation.
 2:30 Measure lounge for carpet. Call bidders.
 3:00 Call P.T.O. mother. Award at tomorrow's program.
 3:15 Call superintendent to go over final Title IX wording.
 3:30 Check with custodian on boiler cleaning.
 4:00 Walk through building. Quiet day without teachers and students.
 4:45 Lock up.
 5:15 Lions Club board meeting.

Wednesday

June 2, 1976

8:30 Breakfast crowd.
 8:40 Office. Help secretary with last day rush.
 9:00 Call mother of fifth grade girl. She ran away from school when another student teased her. Take several calls concerning early dismissal, etc. Girl returns and is returned to class after discussion.
 10:00 Clean out desk. Straighten up in general.
 10:30 Work on agenda for awards' program.
 11:00 Kindergarten. Present diplomas, etc.
 11:30 Lunch with primary. Stay through intermediate.
 12:30 Awards' program. One parent and several to children.
 1:15 More calls on dismissal. Write script to go with pictures of awards for newspaper.
 2:00 Street for early dismissal.
 2:15 Staffing on first grader. No placement.
 3:00 Social hour with fellow principals.
 4:30 Back at school. Write individual letters to each employee on their work and cooperation.
 7:00 Lock up and go home.

Thursday

June 3, 1976

8:20 Walk through building. Visit with teachers. Closing details. This is workshop day.
 9:00 Special education staffing. L.D. Edison third grader.
 9:40 Central office. Xerox and discuss board material on Title IX with superintendent.
 11:00 First grade teachers. Placement of four students.
 11:20 Continue checking with teachers on closing.
 12:15 Faculty dinner.
 1:30 Faculty meeting.
 2:00 Help secretary with ending attendance report.
 2:20 Sixth grade teacher. Mixed up books returned.
 2:30 Sit down evaluation conference with Edison teacher.
 3:00 Final check with teachers as they come to office.
 3:45 Central office with attendance reports and newspaper with pictures from awards' program.

4:20 Head Start director. Program and applications.
 4:30 Write last of personal letters.
 5:45 Lock up.

Friday June 4, 1976

8:00 Check with teachers on last minute details.
 8:30 Open the doors and let students into the building.
 8:45 Office. Parent calls. Unpaid book rental, lost books, etc. Last minute check out problems. Street where sixth grader and junior student causing trouble. Send them on home. General good byes to students and parents. Checking teachers out, etc.
 11:00 General teachers meeting at junior high school. Superintendent and board president. Retirements, pep talk, good byes.
 12:00 Lunch with other principals.
 1:15 Check out equipment for repair.
 1:30 Prepare schematic of areas to be carpeted.
 2:00 Write general summer work orders.
 2:30 Central office. Checking out.
 3:00 On my way home early.

Monday - Friday June 7-11, 1976

Secretary and principal work one week following the end of pupil attendance. Finish reports, plans, etc. Several parent calls. One principals' meeting. Lock the door at 4:00 p.m. Friday, with a sigh. The 1975-76 school year is completed in good style.