A FREE CSAS PRINCIPAL TOOL | RUN IT IN JULY

The Summer Audit Tool

Six audits, in the order we run them with partner principals every summer. July is when the implementation gap is cheapest to close and the master schedule still bends. Work on paper while the building is quiet.

SCHOOL	PRINCIPAL	DATE

Audit 1: The master schedule

Print it and run the 30-second test: can a visitor locate the daily reading block in every early-grade classroom in thirty seconds? Then check the four non-negotiables, placed first, before specials and everything else.

- ☐ **The daily K-2 foundational skills block** is explicit, systematic, and findable on the grid in every classroom, every day.
- ☐ **The full core reading block, every grade, every student.** No pullout, service, or elective schedules against it.
- ☐ **A dedicated intervention band** so support adds minutes instead of replacing them: supplement, never supplant.
- ☐ **Weekly data meeting time, on the grid.** Meetings that live on the schedule happen; meetings that float, drown.

WHERE READING IS EXPOSED, AND THE JULY FIX

THE EXCEPTION RULES

Schedules fail at the exceptions. Ask of every block: what would have to be true for this to survive picture day, testing season, and a fire drill? Write the rules while nobody is emotional about them.

OUR THREE EXCEPTION RULES

AUDITS 2 AND 3

The assessment calendar and the intervention design

Audit 2: The assessment calendar, with decision rules attached

Screening dates are probably set. The audit question is different: for each assessment, what decision will it drive, who makes it, and by what date? Data with no decision attached is a field trip. Write the placement rules in July, before the data arrives with opinions of its own.

Assessment	The decision it drives	Who decides	By when

Audit 3: The intervention design

Two tests. If last year's groups were set in October and dissolved in June, this is your July project.

- ☐ **Supplement, never supplant:** no student leaves grade-level reading to receive reading help.
- ☐ **Groups are skill-based and scheduled to move** every six to eight weeks against written decision rules.

WHAT THE CURRENT DESIGN GETS RIGHT, AND THE JULY FIX

AUDITS 4 AND 5

The coaching pairing and the walkthrough rhythm

Audit 4: The training-to-coaching pairing

Pull the PD plan and draw a line from every training day to its follow-up coaching. Joyce and Showers (2002): training alone transfers to classroom practice for only a small fraction of teachers; training paired with in-classroom coaching reaches roughly 95 percent. Any training day without a coaching line is a day you are buying twice.

Training day	Its follow-up coaching (who, when)	Line drawn?

Audit 5: The walkthrough rhythm

Decide now: which days, which look-fors, and how feedback reaches teachers within 48 hours. A rhythm decided in July survives September; a rhythm improvised in September rarely survives October.

WALKTHROUGH DAYS EACH WEEK

THIS FALL'S FIRST LOOK-FOR FOCUS

HOW FEEDBACK REACHES TEACHERS WITHIN 48 HOURS

AUDIT 6, THE ONE MOST PRINCIPALS SKIP

Your own calendar, then the July fix list

Block the leadership time now, in July, before the year books it for you. The leaders who sustain growth set their calendars in the summer, to match their priorities.

- ☐ Walkthrough mornings are blocked on my calendar, recurring, through December.
- ☐ Data meetings are on my calendar as unmovable appointments.
- ☐ One weekly hour of instructional thinking is blocked and named.

The July fix list

From the six audits, the three moves that matter most before August, each with an owner and a date.

Fix	The move	Owner	Done by
1			
2			
3			

THE BUILD ORDER THAT MAKES IT WORK

Place reading first, then specials, then everything else. Protest comes in August; gratitude comes in January, when no teacher has to choose which service a child loses.

Send us one master schedule

Email your grid for a free, honest read and the one change we would make first. No pitch attached.

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