**PLT Meeting Checklists**

**Fall Semester**

**August:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Sign Master Agreements before first day of school
* Organize Curriculum and make a plan with PLT
* Complete Beginning of the Year Benchmarks

**September:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Center Classes begin 9/8**
* Discuss Benchmarks and pacing with PLT
* **PO Requests due by October 2nd**
* **Picture Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Turn in a sample from each subject
* Field Trip sign up

**October:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **PO deadline October 2nd**
* Check in with PLT and get in a groove
* Turn in LP2 Samples

**November:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **11/4 5-7pm All School Fall Festival @ Cohasset**
* 11/11 No School- Veterans Day
* 11/25-11/27 No School- Thanksgiving
* Check in meeting with PLT

**December:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Discuss any changes for Spring
* Turn in LP 3 Samples
* End of Semester 12/18

**Spring Semester**

**January:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Mid-Year Benchmarks
* Spring PO’s (Deadline January 27th)
* 1/18 No School – MLK day

**February:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 2/12 -2/15 No School- Presidents Day
* Meet with PLT to discuss Benchmarks
* Turn in LP 4 Samples

**March:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 3/14-3/18 No School – Spring Break
* 3/25-3/28 No School – Easter
* Check in with PLT to begin planning for next year
* CAASPP Schedule for April
* Parent Training date (TBA):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**April:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Determine Center classes for next year
* Order Curriculum for next year
* Turn in LP 5 samples
* CAASPP Testing 3rd-11th grades

**May:**

PLT Meeting date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* End of Year Benchmarks
* Turn in LP 6 Samples
* Turn in Curriculum
* Check out next year’s curriculum