



JANUARY 2017

***"Shift your emphasis from saying the right things to asking the right questions."
– @LeadershipCures***

Important Assessment Dates and Deadlines: Spring assessment preparation for both the M-STEP and SAT/PSAT is in high gear. During the week of December 12th all school test center supervisors should have received an email from College Board with their Attending Institution (AI) code and Test Center (TC) number. The AI code is a 6-digit number. If you didn't receive it you can get it from the [website](#). The TC number is a 5-digit number. This number will be used for the state-provided SAT in April. Information about the TC number and AI code can be found in the administration manual.

Important Dates:

- Now until February 27, 2017: The Off-site Test Administration request window for M-Step, Mi-Access is open. Request forms can be found on the BAA website.
- WIDA pre-ID and initial material order window is through December 28, 2016.

Mid-Year Reviews: Remember that state law requires that districts conduct mid-year reviews for teachers in the first year of their probationary period and any less than effective teachers. Since teacher evaluations are a prohibited subject of bargaining, you'll want to check with your Central Office about what the district procedure is for how mid-year reviews should be handled. Legal snippets to keep in mind:

- "The performance evaluation system shall include a midyear progress report for a teacher who is (in the first year of probation*), or who received a rating of minimally effective or ineffective on his or her most recent annual year-end evaluation. The midyear progress report shall be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve." *MCL 380.1249(2)(d)*
- Be based at least in part on student achievement, be aligned with the teacher's IDP from his/her previous annual year-end evaluation and not take the place of an annual year-end evaluation. *Summary of MCL 380.1249(2)(d) (i, ii and iv)*
- "Include specific performance goals for the remainder of the school year that are developed by the school administrator conducting the annual year-end evaluation or designee and any recommended training identified by the school administrator or designee that would assist the teacher in meeting these goals. At the midyear progress report, the school administrator or designee shall develop, in consultation with the teacher, a *written* improvement plan that includes these goals and training and is designed to assist the teacher to improve his or her rating." *MCL 380.1249(2)(d)(iii)*

**NOTE: Remember that the probationary period includes previously tenured teachers who are new to your district.*

Your Goals: The mid-point in the year is a great time to look back at the goals you set for the year. Have you been chipping away at them? If not, create an action plan that includes set aside time on your calendar to accomplish your goals. Collect any documentation you may need if your supervisor monitors your goals so that you aren't rushing around to compile goal support just before your evaluation.



JANUARY 2017



School Improvement Goals: Meet with your School Improvement Chairs for a status update on your building's progression toward goals. Document your progress and send an email to the staff with a mid-year SIP progress report. Highlight things that still need to be accomplished and/or reinforced. Discuss the new reporting options with your administrative staff and look for guidance regarding what option you will choose to report.

Course Description Book and Scheduling Preparation: As you are getting your course description book and scheduling materials ready for students to begin registering for next year's classes don't forget that 21f – the online learning requirement – needs to be addressed. The District needs to consider Board policy in this area along with procedural pieces for implementation such as: How will you inform students/parents about the online opportunities? How will you help students to assess their own readiness as learners to be successful in an online environment? How will online courses be handled in terms of add/drop? Will students be permitted to take online courses at home or do they need to be on campus? If on campus, how will you provide computers and/or supervision? Will your district want to submit courses for the online catalog? If you deny a student's request for an online class, has the procedure for appeal to the ISD Supt been worked out? How will budget/funding need to be adjusted based on students taking online classes? How will mentors be assigned (especially if there is a dramatic increase in student participation in online courses)? [\(Help Desk Item\)](#)

Budget Requests for Next School Year: Involve team and curriculum leaders as you identify purchasing needs in curriculum, instruction, and assessment. Use a four-question test for purchases:

1. How will materials advance what students should know and be able to do?
2. How will we assess that?
3. What knowledge will teachers need to use materials effectively?
4. What do we want to purchase?

Involve department chairs by having each department submit a projected list of needs for the 2015-16 school year, this will allow you to plan accordingly.

"National Day" Celebrations: It's important that you have a purposeful plan regarding what "National Day" celebrations you will recognize and the manner in which you will recognize them. Social media inundates us with information about National Day celebrations. While some of the days seem innocent enough and not likely to be considered offensive, others will result in a reaction by some students. Some believe the best practice is to not celebrate any that aren't considered official National Holidays. Either way, you should have a policy that is understood by staff.

Organize This Month's Meetings: Here are two items you should consider adding to your staff meeting agenda this month.

- **Staff Meeting Icebreaker of the Month:** Best/Worst – Have each person share their best and worst moments from the previous week. Try to steer the group away from school items. This icebreaker is an easy one to use at first and gives you good feedback concerning their life at the moment. Some veteran groups do this several times a year...the answers become more honest as you go.
- **New Teacher Meeting Topics of the Month and Mentor Teacher Checklist:** E-mail the mentor checklist to your mentor teachers each month to encourage conversation with untenured teacher mentees. [\(Help Desk Item\)](#)