



# JUNE 2017



***"Small differences over time create a big difference!  
Improvement is achieved in inches, not giant leaps." - Steve Gutzler***

**Celebrate Success:** As you complete your Annual Reports be sure to note gains in student growth, academic and athletic accomplishments and positive programming for the year. At your June staff meeting provide a cake to celebrate your successes and give PLC groups and SIP chairs time to make a list of their accomplishments for the year. Include a summary of items to celebrate in a year-end letter to the staff thanking them for their work... use the same items in a closing letter for parents and for your annual report. Consider ways to celebrate and thank non-instructional staff at the end of the year. Order lunch in or host a BBQ for your secretaries, paras and custodial staff to express your appreciation and their importance as part of the learning team at the school.

**Identify PD Goals for Next Year:** Just as you did when you were a teacher – create a scope and sequence for 2017-18 professional development. Make a list of all dates/times you will hold meetings – staff meetings, PD dates, etc. Sketch out the topics that will need to be covered throughout the year and begin to research support materials and speakers to address school improvement targets. By placing the agenda on the map with a place to keep track of attendance, you are able to maintain this as a single log for awarding SCECH's to your staff for faculty meetings and PD.

**School Website and Social Media:** Post important end of the year information on the website and on your social media sites such as: exams dates/times, locker clean out, textbook returns and where lost/found items will be located. Make sure that teacher websites are up to date with any summer reading and preparation requirements (such as reading assignments in AP classes) and that the athletic website has all camp and tryout information posted along with contact information for coaches. Include summer office hours as well as the process for registering new students.

**Personnel:** Monitor and verify postings for vacancies throughout the summer. Make sure you have staff secured to participate on interview teams. Refer to the [April checklist](#) for suggestions on conducting interviews and hiring practices. Finalize teacher schedules and placements. Notify staff over the summer of any changes so they may plan accordingly.

**Facilities:** Communicate with building and district custodial and maintenance personnel regarding the cleaning schedules. Notify staff of dates/times that parts of the building may be inaccessible due to floor waxing, painting, etc. Change your building phone message to include summer office hours and/or summer school contact information. Post this on your school's website and social network tools. Post a year-end message on your school sign thanking the students, staff and parents for a great year. School signs need to be up-to-date and to communicate positive messages at all times.

**Register for EdCon:** Don't forget to join us at MASSP's EdCon 2017 conference this June 26-28 at the Grand Traverse Resort. Keynotes include Jim Mahoney, author Alan Blankstein, attorney Lisa Swem and Superintendent Brian Whiston. Information about the 35 breakout topics and descriptions are also posted to [mymassp.com/edcon](http://mymassp.com/edcon). Hope to see you there!

**New Principal Support:** It's important for new administrators to be mentored and supported. MASSP created The New Principals Network to help those in their first few years through their most difficult time on the job. If you or a new member of your team are in this position, check out this popular program and its benefits at [mymassp.com/TheNetwork](http://mymassp.com/TheNetwork).