



SEPTEMBER 2016

***"It takes 20 years to build a reputation, and five minutes to ruin it."
– Peyton Manning***

Course Syllabi and Staff Websites: Provide staff direction regarding consistency in course syllabi and web page information. It is helpful for students and parents to know the expectations and to know where to look for information. (PHD)

General Forms: There are a number of forms that can make your life easier *and safer!* It is important to know who is visiting the building (PHD), what movies are being shown and to approve all field trips. (PHD)

General Staff Information: Provide your staff with some general District expectations for all employees. (PHD) If you are trying to save money on copies and "go green" it's a good idea to provide your staff with some expectations for copies. (PHD)

Lesson Plan Collection: Under the evaluation legislation you must review lesson plans, with the state standard being taught, as part of classroom observations. Provide your staff with a lesson plan template to ensure consistency. (PHD) (PHD)

Evaluations: Determine who will be formally evaluated and create a schedule to begin the process based on the contract and recent changes in legislation. Create an evaluation procedure sheet to distribute to everyone being evaluated to outline the process so that they know what to expect.

Principal-Staff Meetings: Schedule meetings with all key groups – department heads, secretaries, paras and custodians to discuss concerns, needs and goals for the year.

Required Certifications: Don't forget to certify your district's compliance for constitutionally protected prayer, eye protective devices, and Constitution Day. Each district must submit all three certifications through the Michigan Electronic Grants System Plus (MEGS+) by September 23, 2016. Get more information [here](#).

Emergency Drill Requirements: Make sure every room in the building has directions on where to exit for fire and tornado. Review procedures with the staff for fire, tornado, lockdown and evacuation drills. (PHD) Remember to notify the fire department and your central office when you are conducting drills. Send a parent email or post on Facebook/Twitter after a drill to make them aware that you are practicing and ensuring their child's safety.

Free and Reduced Lunch Program: Promote your free and reduced lunch program and encourage all that are eligible to participate. Explain the procedures and downplay any stigma attached by explaining how confidentiality is maintained.



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Administrative Team Meetings: Plan to meet with your key players every Monday morning during second hour. Depending on the size of your staff this may include your secretary, assistant principal/dean, athletic director, head custodian, police liaison, etc. This will allow you to do week ahead/month ahead planning and improve your communication. Have an agenda template on Google docs to allow all participants to view and add to it over the course of each week. (PHD)

Plan for an Open House or a Curriculum Night: Welcome your parent community back to school with a night to showcase the building and staff. There are many ways to run this event: a traditional “open house” where staff are available in their classrooms, an ice cream social for a less formal approach or a bell schedule curriculum night visit. (PHD)

New Student Meeting: During the first week of school hold a special meeting for all “new” students (not in the transition grade). Include ice breaker activities and encourage them to make lunch plans with each other. The counselors are a great choice for facilitators of this event.

Organize Your Office: Consider the message your office space sends. Make it a warm and inviting space with good traffic flow. Is there an area for you to meet with staff and families, which would allow you not to sit behind the desk? Put systems in place with your secretary for incoming mail and outgoing tasks for him/her to handle, consider where you want phone and other messages to be placed. Put items that are often referred to in a convenient place – there are many desk-organizing items available to help keep your workspace neat and efficient.

Monthly Meetings: Here are two items you should consider adding to your staff meeting agenda this month.

- **Staff Meeting Icebreaker of the Month: “Leadership Quotes”** Post a variety of leadership quotes around the room. Have each staff member stand by one that speaks to him/her or shows his/her leadership values. Have them share with each small group why it is relevant. Then, each quote group should find commonalities amongst themselves and share those with the larger group.
- **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. (PHD)