



JUNE '15

***"No one has a problem with the first mile of a journey. Even an infant could do fine for a while. But it isn't the start that matters. It's the finish line."
- Julien Smith***

- Celebrate Success!** As you complete your School Improvement and 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.
- File Your PA 102 Report:** All schools are required by law to file a PA 102 report. If you need information on what items are to be included [CLICK HERE](#).
- Annual Reports:** MDE supplies a template that many Districts use for compliance purposes as they compile their annual reports. Jazz up the template with more personalized facts about the school- use the list of successes compiled at the last staff meeting to provide a well-rounded view of the many areas you have to be proud of. (PHD)
- Begin to Identify PD Goals for Next Year:** Just as you did when you were a teacher – create a scope and sequence for 2015-16 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. (PHD)
- 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 that they may plan accordingly.



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- 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 schools website and social network tools.

Post a positive 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.

- Summer Reading/Planning:** Put a bag next to your desk for all the magazines, journals and books you did not get to during the school year. Go through this year's [Weblines](#), [Marshall Memos](#) and [LegalEASE](#) newsletters to read things that you didn't have time to look at during the school year. The [MASSP website](#) has archives of all blog posts, checklists and other information for your reference as well.