Surviving the First Year: 10 Stories About What NOT to Do
1. That time when I was asked to be the Leadership teacher a week before school started and consulted with no one about what that meant.
Parents Club

Sports and Facilities

Clubs

Administration Expectations

Teacher Politics

Student Politics

The Class
Talk to Administration and Previous Teacher

**Calendar**

- With the help of administration and previous teacher, lay out a calendar for the year (or rest of it) with everything that your class HAS to do
  - Rallies, Club Applications, Dances, Back to School Night, etc.

**Politics**

- Figure out which teachers will be willing participants and which will send you passive aggressive emails about instructional time and/or events
- Talk to the previous teacher about students politics:
  - Traditions that are hard to break
  - Debates within class that have already happened
  - How students will react if you were to do...
2. That time when I wildly dropped kids’ grades.
My Grading Categories

- Classwork: 15%
  - 5 daily participation points
- Leadership Curriculum: 25%
  - Reflections, Discussions, Readings, Finals, etc.
- Mats Points: 30%
  - 100 points system
- Commission Work: 30%
  - Self-Evaluation, Commission Chair Evaluation, ASB Interview based on a set of “Leadership Standards”
  - Graded twice a quarter (progress report and quarter grade)

*Leadership standards linked at end of the presentation
Be consistently prompt!

Penalizing/rewarding behaviors with grades is the most effective way to train the class.

Update grades as often as you can, as quick as you can. The faster the feedback, the more effective it is.
3. That time when I completely disregarded the current ASB officers.
My Class Hierarchy

ASB Officers
President, Vice President, Treasurer, Secretary

- Spirit Chairperson
- Communications Chairperson
- Diversity Chairperson
  - Spirit Commissioners
  - Communications Commissioners
  - Diversity Commissioners
- Class Presidents (Frosh., Soph., Junior, Senior)
- Student Outreach Chairperson
- Community Service Chairperson
- Sports Chairperson
  - Community Service Commissioners
  - Sports Commissioners
- Rallies Chairperson
  - Rallies Commissioners
- Class Vice Presidents, Treasurers
# Committee and Individual Binders/Google Drive Folders

**Committee Binder: Maintained by Committee Chairperson**

Contains:

- Committee Budget
- Committee Calendar
  - Has all tasks on correct dates with directly responsible individuals listed for each task
- Approved Event Proposals, Event Budgets, Event Task Lists

**Individual Binder: Maintained by Each Member of Committee (Except Committee Chairperson)**

Contains:

- Individual Calendar
- Returned Work
- Unfinished Event Proposals, Event Budgets, Event Task Lists

*All documents linked at end of presentation*
ASB Officers

- Each responsible for the performance of a number of commissions (mine each have 2)
- Give them specific tasks:
  - Budget
  - Elections
  - Dances
  - Etc.
- Have them run as much as you feel comfortable with; scaffold their ability by letting them run easy games/lessons
- Weekly Meetings
  - Incredibly important
  - Gives you room to discuss class without the politics that can go into a whole class discussion
Creating Class Norms and the Mission Statement

- ASB Officers facilitate a discussion on the writing of the class Mission Statement
- ASB Officers facilitate a discussion on the creation of norms for whole class discussions
- Committee Chairpersons facilitate discussions on committee norms

Easy and harmless ways to have students take control at the beginning of the year and teach hierarchy
Building your Roster

- Mentorship:
  - Each ASB picks 2 students to mentor and encourage to run for Leadership positions in the class the next year
- Drop hints to fantastic students that they should be committee chairs/Class Officers/ASB Officers early in the year.
- When there is an event without a clear lead, designate a student without a leadership role in the class to run it (and have an ASB Officer help)
4. That time when I realized we had to stick to a budget.
Budget

- Miramonte Leadership budget
  - ASB Treasurer, teacher, and financial secretary have access
- ASB Treasurer maintains class budget and reviews budgets for Frosh., Soph., Junior, Senior classes
- Committed Chairs maintain Committee Budgets

Normal Money Flow

1. Expense Request turned into Treasurer
2. Treasurer looks at class budget and signs request. Gives request to teacher
3. Teacher orders supplies and signs request, noting any price discrepancies. Gives back to Treasurer.
4. Treasurer updates class budget and files Expense Request.
Committee Budgets

- Budget for each commission determined by incoming Treasurer and Adviser at the end of the previous school year
- Maintained by Chairperson
- It is at the committee’s discretion to decide to spend money, pending final approval from Treasurer and Adviser
5. That time when we had election fraud.
Mandatory Campaign Meeting at lunch
Interested students attend a campaign/election rules information session at lunch. This session is mandatory and attendance is taken.

Sample Campaign Materials Due
Students turn in sample campaign materials to ASB Advisor with through Google Drive or physically.

Platforms and Headshots Due
Students turn in 1-2 page campaign platforms and headshots. (Through Google Drive)

Election!
Using Google Forms, all students vote for an ASB Officer and each class votes for its Class Officers.

Announcing Results
Results are not announced until all campaign materials have been taken down.
Using Google Forms

- Easy-to-use and send online surveying tool
- Part of Google Suite
- Ensure ballot security by:
  - limiting users to 1 response
  - Restricting users to your school’s domain (if your school uses GAFE)
- Make sure you are the only one with access to results
6. That time when a student said that “nerds shouldn’t even be allowed in the dance.”
### Our Bell Schedule

<table>
<thead>
<tr>
<th>Anchor Day Schedule</th>
<th>First Block Day Schedule</th>
<th>Second Block Day Schedule</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 4</td>
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<tr>
<td>8:35 - 9:20</td>
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<td>9:25 - 10:10</td>
<td>9:40 - 11:10</td>
<td>10:15 - 11:10</td>
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<tr>
<td>Period 3</td>
<td>BRUNCH</td>
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<td>10:15 - 11:00</td>
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<tr>
<td>BRUNCH</td>
<td>Period 3</td>
<td>Period 5</td>
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<tr>
<td>11:00 - 11:10</td>
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<td>Period 4</td>
<td>LUNCH</td>
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<td>11:15 - 12:00</td>
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<td>Period 7</td>
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<td>12:05 - 12:50</td>
<td>1:35 - 3:05</td>
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<td>LUNCH</td>
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<td>Period 6</td>
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<td>1:30 - 2:15</td>
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<tr>
<td>Period 7</td>
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<tr>
<td>2:20 - 3:05</td>
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### 3 Class Periods a Week

<table>
<thead>
<tr>
<th></th>
<th>Mondays: 45 minutes</th>
<th>Wednesdays: 90 minutes</th>
<th>Fridays: 90 minutes</th>
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<tbody>
<tr>
<td>Teacher Announcements</td>
<td>5-10 minutes</td>
<td>20-30 minutes</td>
<td>20-30 minutes</td>
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<tr>
<td>Class Meeting (run by ASB Officers)</td>
<td>35-40 minutes</td>
<td>5-10 minutes</td>
<td>5-10 minutes</td>
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<tr>
<td>Leadership Curriculum</td>
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<td>Commission Objectives Share Out</td>
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<td>Commission Work</td>
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<td>Clean Up</td>
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My Curriculum

- Unit 1: Service Leadership
- Unit 3: Diversity and Equity
- Unit 2: Employer/Employee Skills
- Unit 4: Conflict Resolution
- Unit 5: Personal Development
Find ways to insert your thinking into each event.

That often means slowing the students down and forcing them to get your approval before moving forward.
Creating/Executing an Event

**Step 1: Brainstorm**
Committee brainstorms the event.

*All of these documents are linked at the end of this presentation.*

**Step 2: Event Planning Template**
Committee fills out Event Planning Template, Event Budget, Event Task List, and any Expense Requests if necessary.

**Step 3: Revision and Approval**
Both the responsible ASB Officer and teacher must sign off on the event. Reviewing the event proposal allows the more experienced student and teacher to review the plan on offer suggestions before moving forward.

**Step 4: Follow Up and Execution**
Committee follows through with plan and updated Committee Budget.

ASB Officer writes all tasks on class calendar, including DRI’s. ASB and teacher follow up on events and make sure students are on track to put on amazing events!
7. That time when we put on a racially insensitive rally.
Start Talking about Race in Class

- Cultural and Religious Holidays in Student Communication (newsletter, social media, announcements, etc.)
- Introduce race and diversity as part of your Leadership curriculum
- Analyze event attendance data looking for race, gender, age, etc. and have discussions around who attends and who does not attend events
- Discuss Microaggressions and other words that are harmful
Actively Recruit a Diverse Group of Students

- Most effective way to stay culturally sensitive is having the right perspectives in the room.
- Hand applications to the heads of Black Student Union, Latino Student Union, Asian-Pacific Islander Clubs, Gay-Straight Alliance, etc.
8. That time when students deleted the messaging app I used to communicate with them.
Flow of Communication

- Communication Platforms
  - Remind
  - Slack
  - Email for longer messages
- Each ASB Officer is responsible for the performance of 2-3 committees
- Each committee maintains a group chat either through text or another means (usually text)
- **Urgent Messages:** I will send direct messages to committee chairs or members and include the relevant ASB Officer if I need a quick answer
9. That time when I kicked out 70% of the class.
Application Process

1. ASB Officers elected in February.
2. Applications sent out about a week later to student emails.
   a. Two week open submission period
3. Class Officer election meeting at lunch during submission period.
4. Week after submission period closes is Class Officer election.
   a. During this time, new ASB Officers interview all applicants.
      i. Take notes on interviews and make recommendations.
         Teacher makes final decision.
5. After Class Officer election, teacher and ASB Officers get together (I do it on a Saturday and buy lunch), and put together the class.

*Links to applications at the end of the presentation.*
Solicit student recommendations from counselors, teachers, admin. Etc. (Especially drama for rallies and video production for videos)

Use your preps 1–2 days to call students to your room or the office and encourage them to run
10. Those (many) times when I forgot to send that email, contact that teacher, run something by administration, etc.
Google Keep and a Clipboard

- [https://keep.google.com/u/1/](https://keep.google.com/u/1/)
- Daily Notes on paper on a clipboard