

Surviving the First Year: 10 Stories About What NOT to Do

CADA 2018
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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



Parents
Club



Clubs



**Parents
Club**



Clubs



**Sports and
Facilities**



**Parents
Club**



Clubs



**Teacher
Politics**



**Sports and
Facilities**



**Parents
Club**



Clubs



**Teacher
Politics**



**Sports and
Facilities**



**Student
Politics**



**Parents
Club**



Clubs



**Teacher
Politics**



**Sports and
Facilities**



**Administration
Expectations**



**Student
Politics**

Parents
Club

Clubs

Teacher
Politics

The Class

Sports and
Facilities

Administration
Expectations

Student
Politics

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!

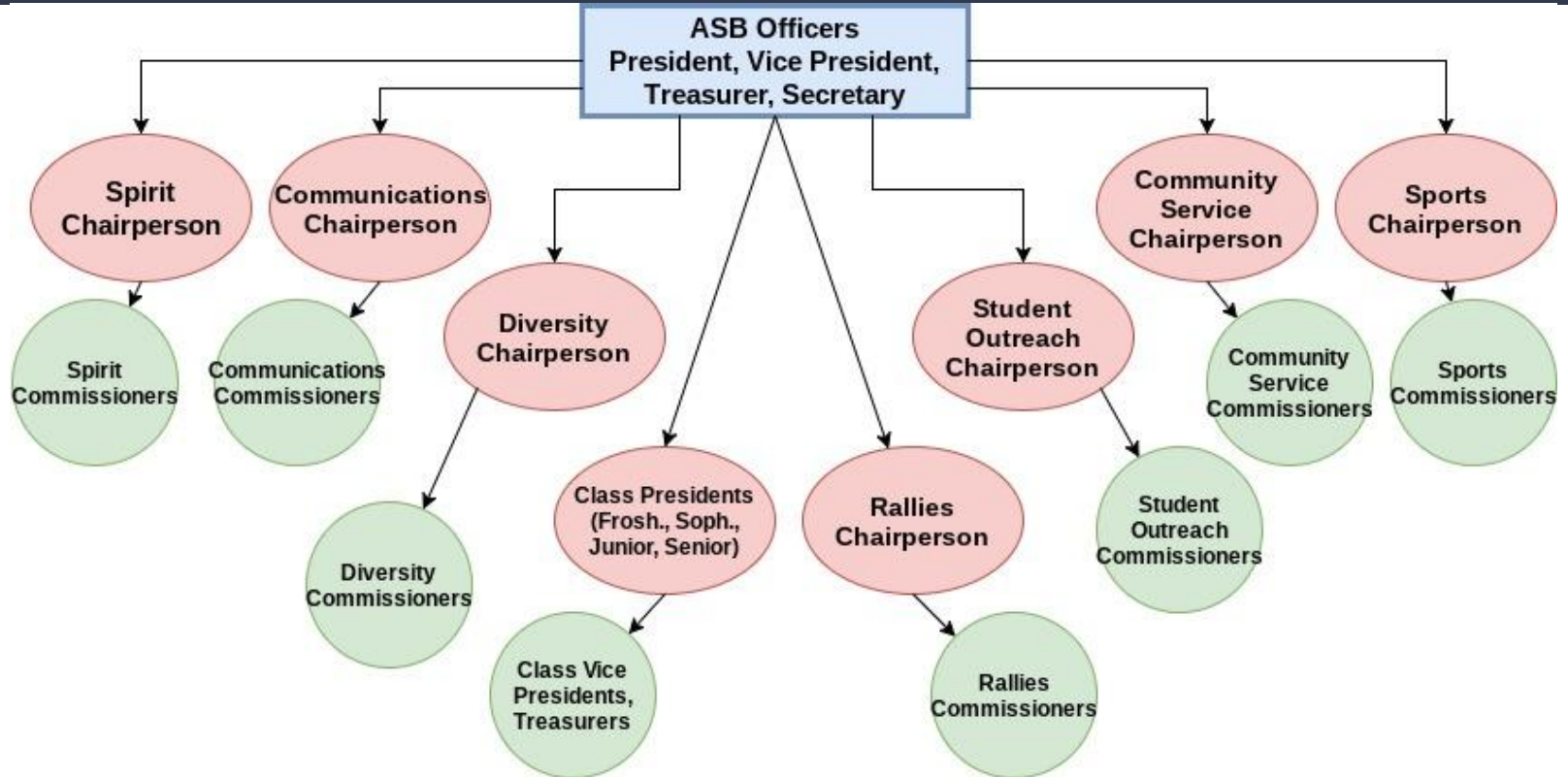
Penalizing/rewarding behaviors with grades is the most effective way to train the class.

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



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

Expense Request turned into Treasurer

Treasurer looks at class budget and signs request. Gives request to teacher

Teacher orders supplies and signs request, noting any price discrepancies. Gives back to Treasurer.

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.

Miramonte High School Election Procedure

**Campaign Rules and Platform Writing Instructions linked at end of presentation.*

Mandatory Campaign Meeting at lunch

Interested students attend a campaign/election rules information session at lunch. This session is mandatory and attendance is taken.

1 Month
Prior to
Election

2
Weeks
Prior to
Election

Platforms and Headshots Due

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

Sample Campaign Materials Due

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

1 Week
Prior to
Election

Election

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.

Post-Election

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

The image shows the 'Settings' page for a Google Form, specifically the 'GENERAL' tab. The page has a purple header with the title 'Settings' and three sub-tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. Under the 'GENERAL' tab, there are several settings:

- Collect email addresses
- Response receipts ?
- Requires sign in:**
 - Restrict to The Acalanes Union High School District users
 - Limit to 1 response
Respondents will be required to sign in to Google.
- Respondents can:**
 - Edit after submit

At the bottom right of the page, there are two buttons: 'CANCEL' and 'SAVE'.

6. That time when a student said that “nerds shouldn’t even be allowed in the dance.”

Our Bell Schedule

Anchor Day (usually Monday) Schedule

Period 1	8:35 - 9:20
Period 2	9:25 - 10:10
Period 3	10:15 - 11:00
BRUNCH	11:00 - 11:10
Period 4	11:15 - 12:00
Period 5	12:05 - 12:50
LUNCH	12:50 - 1:25
Period 6	1:30 - 2:15
Period 7	2:20 - 3:05

First Block Day (usually Tuesday/Thursday) Schedule

Period 1	8:00 - 9:30
Period 2	9:40 - 11:10
BRUNCH	11:10 - 11:15
Period 3	11:25 - 12:55
LUNCH	12:55 - 1:25
Period 7	1:35 - 3:05

Second Block Day (usually Wednesday/Friday) Schedule

Period 4	8:35 - 10:05
Academy	10:15 - 11:10
BRUNCH	11:10 - 11:15
Period 5	11:25 - 12:55
LUNCH	12:55 - 1:25
Period 6	1:35 - 3:05

3 Class Periods a Week

Mondays: 45 minutes

Teacher Announcements	5- 10 minutes
Class Meeting (run by ASB Officers)	35-40 minutes

Wednesdays: 90 minutes

Leadership Curriculum	20-30 minutes
Commission Objectives Share Out	5-10 minutes
Commission Work	~50 minutes
Clean Up	5-10 minutes

Fridays: 90 minutes

Leadership Curriculum	20-30 minutes
Commission Objectives Share Out	5-10 minutes
Commission Work	~50 minutes
Clean Up	5-10 minutes

My Curriculum

Unit 1: Service
Leadership

Unit 2:
Employer/Employee Skills

Unit 3: Diversity and
Equity

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.

Step 2: Event Planning Template

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

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

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

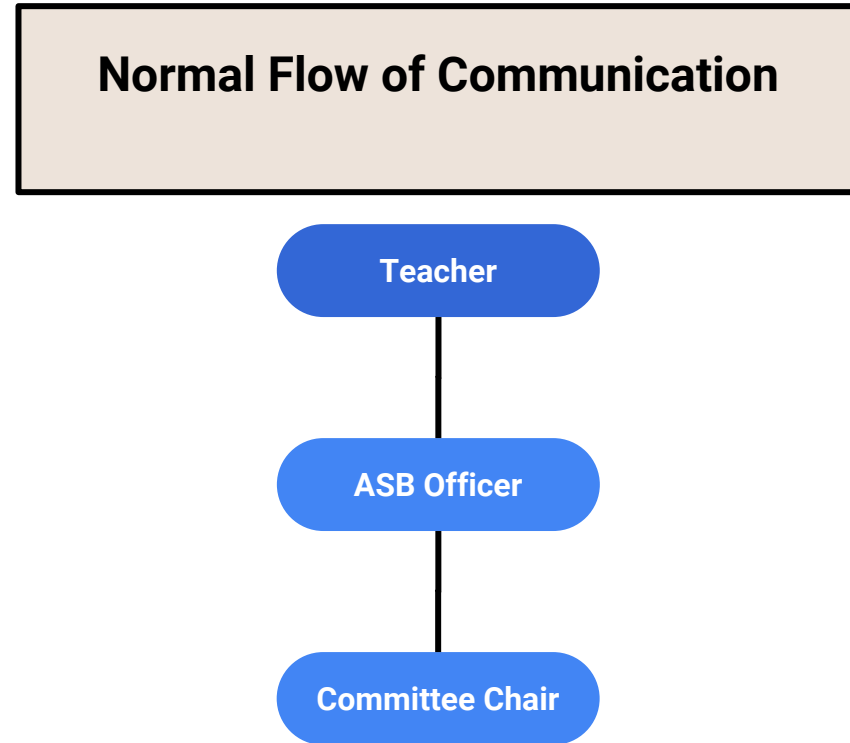
Actively Recruit a Diverse Group of Students

- 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

**Links to applications at the end of the presentation.*

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.

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/>
- Daily Notes on paper on a clipboard

