

Stocks Elementary [Staff Culture Plan 2017-2018](#)

Leverage Leadership

1. On a week-to-week basis, setting aside designated times for staff culture is crucial to “keeping your ear to the rail” and ensuring that this key lever is put into practice effectively.
2. Happy and thriving employees exhibit:
 - 16% better overall performance
 - 125% less burnout
 - 32% greater commitment to the organization
 - 46% greater satisfaction
 - Lower rates of absenteeism

Always on the Radar

- [Little Things](#)
- [Building Relationships](#)
- There will be a potluck held at every staff meeting
- Use seating charts for staff meetings

Use forced ranking model to rank your teachers
[Forced ranking guide](#)
[Forced ranking template](#)

Month	What/Details	Resources/\$ Needed	Who	When to begin planning
August	<ul style="list-style-type: none"> ● Shirts for staff ● Staff Retreat ● Staff Lunch ● Birthday S/O 	<ul style="list-style-type: none"> ● Time ● Get to know staff survey ● Place events 	<ul style="list-style-type: none"> ● Admin ● A Team 	8/2/2017

	<ul style="list-style-type: none"> ● WAAG S/O ● Star Teacher and Star Staff Member 	<ul style="list-style-type: none"> ● on Google Calendar ● School will purchase staff shirts ● Google Form Of all Staff Birthdays 		
September	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member 	<ul style="list-style-type: none"> ● Time ● Powerpoint ● Birthday Cards 	<ul style="list-style-type: none"> ● Admin ● Strother 	9/2/2017
October	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member ● October Teacher Treat 	<ul style="list-style-type: none"> ● Time ● Powerpoint ● Birthday Cards ● Thank you cards 	<ul style="list-style-type: none"> ● Admin ● Strother ● Ms. Summerlin 	10/10/2017
November	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Thanksgiving Treat in Mailbox ● Popcorn for Teachers (National Popcorn Month) ● Staff Thanksgiving Meal ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O 	<ul style="list-style-type: none"> ● Money to purchase meal ● Time ● Powerpoint ● Birthday Cards ● Thank you 	<ul style="list-style-type: none"> ● Admin ● Strother ● Ms. Summerlin ● All Staff ? 	11/13/2017

	<ul style="list-style-type: none"> ● Birthday celebration w/cake ● Star Teacher and Star Staff Member 	cards		
December	<ul style="list-style-type: none"> ● Teacher Check-ins-Schedule stay interviews (prior to Winter Break) ● Staff Luncheon/Potluck ● Secret Santa ● Admin Christmas Gift to staff ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member ● Admin email to the staff for the holidays 	<ul style="list-style-type: none"> ● Budget? ● Staff will bring side dishes ● Staff will purchase secret santa gifts 	<ul style="list-style-type: none"> ● Admin ● Ms. Summerlin ● Teacher Assistants 	12/4/2017
January	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Star Teacher and Star Staff Member 	<ul style="list-style-type: none"> ● Time 	Admin	1/16/2018
February	<ul style="list-style-type: none"> ● Intentional WAAG S/O ● Birthday S/O ● Send notes of love to everyone with their favorite candy ● Hold a V-Day Potluck with a prize for the most creative Valentine's Day related dish that's elected by popular vote (heart shaped casseroles, cakes, cookies, 	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Admin ● Staff 	2/1/2018

	<p>pizza, etc.).</p> <ul style="list-style-type: none"> ● Staff member of the month <ul style="list-style-type: none"> ○ Announce staff birthdays in the weekly communication. 			
March	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member ● Teacher Check-ins ● Intentional WAAG S/O ● Birthday S/O ● <u>Complete staff self-reflection</u> 	<ul style="list-style-type: none"> ● Create cards for students ● Send survey to staff 	<ul style="list-style-type: none"> ● Admin ● Staff 	03/9/2018
April	<ul style="list-style-type: none"> ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member ● Teacher Check-ins ● Intentional WAAG S/O ● Birthday S/O 	<ul style="list-style-type: none"> ● Time 	<ul style="list-style-type: none"> ● Admin ● Staff 	4/23/2018
May	<ul style="list-style-type: none"> ● Teacher Appreciation Week Activities and Gifts ● Admin will intentionally check in with every teacher ● Intentional WAAG S/O ● Birthday S/O 	<ul style="list-style-type: none"> ● Time ● Funding and donations for teacher gifts 	<ul style="list-style-type: none"> ● Admin ● 	5/7/2018

	<ul style="list-style-type: none"> ● Staff member of the month ● Staff-to-Staff Video S/O ● Spotlight a staff member each week in your weekly communication. You can make it a fun activity by having staff members guess who the staff member is from information about themselves or from a childhood picture. ● Write out birthday cards during the summer for every staff member. Put them in order based on date and hand deliver them on their birthday. <ul style="list-style-type: none"> ○ Divide up the staff among the admin team and have each admin member be responsible for writing birthday cards to the staff. ○ Announce staff birthdays in the weekly communication. 	<ul style="list-style-type: none"> ● Create a plan for TAW 		
June	<ul style="list-style-type: none"> ● June 8th - Early Release for students followed by staff luncheon and celebration? ● Personalized notes to teachers ● Intentional WAAG S/O ● Pure Genius Shout Outs during staff meetings ● Birthday S/O ● Birthday celebration w/cake ● Star Teacher and Star Staff Member ● End of Year Awards 	<ul style="list-style-type: none"> ● Time ● Purchase Entree 	<ul style="list-style-type: none"> ● Admin ● Staff 	6/1/2018

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https://docs.google.com/spreadsheets/d/1WEOeU84idAYDKS58tT8Dan1QPXS-3-Z_DMqOBmwOGpU/edit#gid=1650491035

Leverage Leadership:

<https://docs.google.com/document/d/1iUFqeZDUnO1uK1ulpzQdeCAQ09mM1yiNKGAbnuQX2hA/edit>