Monthly Memo
September 2014

“Good teaching is one-fourth preparation and three-fourths theatre.” - Gail Godwin

Upcoming Events/Dates
August 25: New teachers report
August 26: Mentors meet with new teachers
August 27-28: All faculty report
August 29-September 1: OFF
September 2: First day of school
September 25: Rosh Hashanah (no school)

Welcome to Newton! (to be filled by the facilitator)
It was great to see you at orientation! As promised, this is the first of the memos that I will send out at the end of each month to get you thinking about the upcoming month. In this memo, I will highlight upcoming dates for the month (holidays, early releases, school events), topics that are pertinent to the time of year, and helpful resources that may assist you.

Monthly Focus
Teachers and Student Services: At this time of year new educators are usually full of anticipation about getting to know students, colleagues, and parents. They will need support getting acclimated to the school systems and culture, and possibly setting up their own organizational systems and routines.

Resources to Review and Share
Listening - A Way of Life (article)
Phases of First Year Teaching (article)
Elementary School Student Interest Survey
Middle School Student Interest Survey
Middle/High School Student Interest Survey

Collaborative Assessment Log

September Checklist with Evaluation Standards

- Curriculum, Planning and Assessment
  - Organizational systems (grading, attendance, collecting student work)
  - Getting to know students personally/academically
  - Routines, school procedures
  - Distribute all IEPs-At-A-Glance to all team and multi-team teachers working with students on your caseload (hardcopy or electronic).

- Family and Community Engagement
  - Back-to-School night
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- **Professional Culture**
  - Roles of faculty in the building
  - Collaborative Assessment Log and Year 1 Contact Log
  - Working with your Professional Learning Community (PLC)
  - Team Dynamics (team meetings)
  - Team/Specialist Communication (meetings, field trips, students) Grade Level Departments (includes all faculty)
  - Complete Collaborative Assessment Log

- **Teaching All Students**
  - Flagging Struggling Students