

Michigan Standard I – Visionary Leadership

Goal – Develop my Knowledge of the School improvement process.

Activity – (Participation). Represent Kettering High School by serving on the Exam schedule committee

Date	Hours	Activity	Reflection
Tuesday, October 16, 2007	1 hour	District Exam Schedule Committee	This was the first of several exam schedule meetings. Several building administrators, school teacher representatives, and the directory of secondary education shared their views and opinions regarding the goal/purpose of exams and half days versus full days for exams.
Thursday, November 01, 2007	3/4 hour	Contacted purchasing director and transportation director to weigh costs of half day versus full day	full day of food services between 3 high schools is approximately \$2000. Half day of Transportation costs is around an additional \$1000.
Tuesday, November 13, 2007	1.5 hours	Committee meeting	We have come to the conclusion that the high schools need 3 half days for exams as it will benefit the students as well as teachers. Decided to begin working on guidelines to discuss at the next meeting.
Monday, December 03, 2007	1 hour	Working on exam guidelines	Began working on a rough draft of exam guidelines as well as contacting and sharing ideas with staff members.
Tuesday, December 18, 2007	1.5 hours	Committee meeting	Worked with fellow committee members to finalize exam guidelines and expectations. Today's draft will be shared with staff, finalized, and reviewed by director of secondary education. If the guidelines are approved we will then be notified as to if we will have three half days for the mid-terms and finals.
Thursday, December 20, 2007	1/2 hour	Staff meeting	Shared information with Kettering staff and answered some questions. We will be submitting our final copy for approval.
Monday, January 07, 2008	1/2 hour	Approval of Exam guidelines	Our exam guidelines and expectations were approved. We will have 3 half days for both mid-terms and final exams. Information was shared with the Kettering staff. (Copy of exam guidelines are attached.)

Michigan Standard II – Cultural and Instructional Leadership

Goal – Increase my knowledge of curriculum development

Activity – (Participation). Be part of a committee dedicated to the development and alignment of the Business Curriculum through out Oakland Schools

Date	Hours	Activity	Reflection
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Friday, October 19, 2007	1/2 hour	Email Contact with leader of project	Discussed the general idea of what we will try to accomplish, who we will be working with, how business will be conducted, and potential stipends.
Saturday, November 29, 2008	1/2 hour	Email Contact with leader of project	I have been informed that a retired teacher from Holly is currently working on the rough draft of the curriculum for my particular subject area. I was informed that I should here more in late January so we can begin reviewing and modifying the rough draft.

Activity – (Observation / Participation). Observe and participate in the process of development and implantation of a new high school course.

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>
		Begin researching and gathering information for a Audio/Video production class	

Michigan Standard III – Management

Goal – Increase my knowledge of the work involved in opening and closing the school year

Activity – (Observation). Set in on and observe meetings with administration and school counselors

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Activity – (Observation). Observation and questioning of the head secretary regarding various pre school year activities and objectives

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Activity – (Observation/Participation). Observation and possibly assist in student registration and orientation sessions

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Michigan Standard IV – Community Collaboration

Goal – Increase my knowledge of the school to community relationship.

Activity – (Leadership). Create a parenting session regarding the use of technology to monitor student’s progress.

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Michigan Standard V – Ethics

Goal – Increase my knowledge of the union grievance procedures

Activity – (Observation/Participation). Attend and participate in union meetings regarding class size and other hot topics.

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Michigan Standard VI – Larger Picture

Goal – Increase my understanding of the role of the school district board

Activity – (Observation). Attend various school district board meetings as well as board meetings of other districts.

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Activity - (Participation) Interview the superintendent or assistant superintendent regarding the role of the school board

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Activity - (Participation) Interview the President or experienced board member regarding the role of the school board

<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>

Michigan Standard VII – Technology

Goal – Help increase staff members knowledge and understanding of technology uses in the school.

Activity – (Participation/Leadership). Participate and lead in a staff workshop regarding ways to use Edline and personal websites			
<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>
Thursday, October 18, 2007	1 hour	Organize and present ideas and techniques for using Edline (teacher website)	Put together a hand out along with another "tech savvy" teacher and presented ideas and techniques at a staff meeting. Answered numerous questions and provided hands on help.
Activity – (Leadership). Apply for Mi Champions Grant to take part in technology training			
<u>Date</u>	<u>Hours</u>	<u>Activity</u>	<u>Reflection</u>
Wednesday, October 31, 2007	3/4 hour	Propose plan to Principal and Discuss ideas.	Principal was on board and encouraged me to put together a team of teachers that will best represent our staff.
Thursday, November 01, 2007	3/4 hour	Share information regarding grant with staff members most likely to be interested in participating	Found three staff members that are very interested in participating. Waiting to hear back from them to see if they can commit to it.
Wednesday, November 14, 2007	1 hour	Finalize grant application	Worked with principal to finalize and submit our grant application for the MI-Champions Grant.
Monday, January 14, 2008	1/2 hour	Response from Grant	We were informed that we were not selected for the grant, but will be put on a waiting list incase other schools back out. We will still not rule out attending the MACUL conferences, which was part of the grant.