

MRS. NICHOLE  
TILLEY



# STAFF ACCOUNTABILITY

*& Morale*















*What About*  
**YOUR TOUGHEST STAFF  
MEMBER?**

**WHAT DO YOU KNOW VS. WHAT YOU  
PERCEIVE**







## Ask yourself

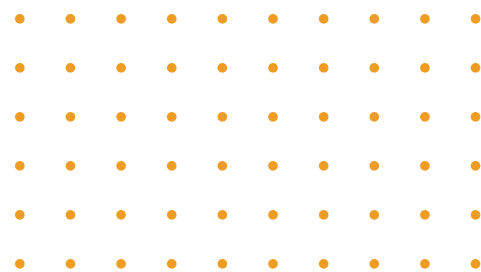
- Without looking, do you know your school mission and vision? What about your leadership team, do they know it without looking?
- How do you model your mission and vision?
- How does your mission and vision tie to staff accountability and morale?
- Do you talk about accountability and morale with your leadership team?

*Let's Start*  
**WITH YOUR VISION  
AND MISSION**



*Vision and Mission &*  
**STAFF ACCOUNTABILITY  
AND MORALE**

- LNE'S VISION:
  - COMMITMENT
  - INNOVATION
  - EXCELLENCE
- LNE'S MISSION:
  - 'TO PROVIDE A RIGOROUS, STUDENT-FOCUSED LEARNING COMMUNITY DEVOTED TO GROWTH AND ACHIEVEMENT
- VISION AND MISSION MUST TIE TO STAFF ACCOUNTABILITY AND MORALE
- PREMISE OF EVERYTHING YOU DO





# Start Day 1

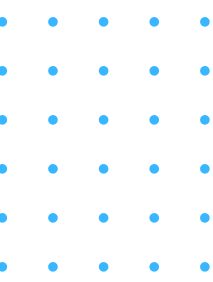
- CLEAR EXPECTATIONS
- WHAT DO STAFF NEED TO KNOW NOW AND WHAT CAN BE REVIEWED LATER
- SHARE ABOUT YOU, BE VULNERABLE
- KEEP IT LIGHT AND FUN, FIND WAYS TO MAKE STAFF LAUGH
- DO SOMETHING FUN
- INFORM YOUR COMMUNITY ON THE IMPORTANCE OF STAFF MORALE
- TREAT THOSE BETTER THAN THEY TREAT YOU



2023-2024

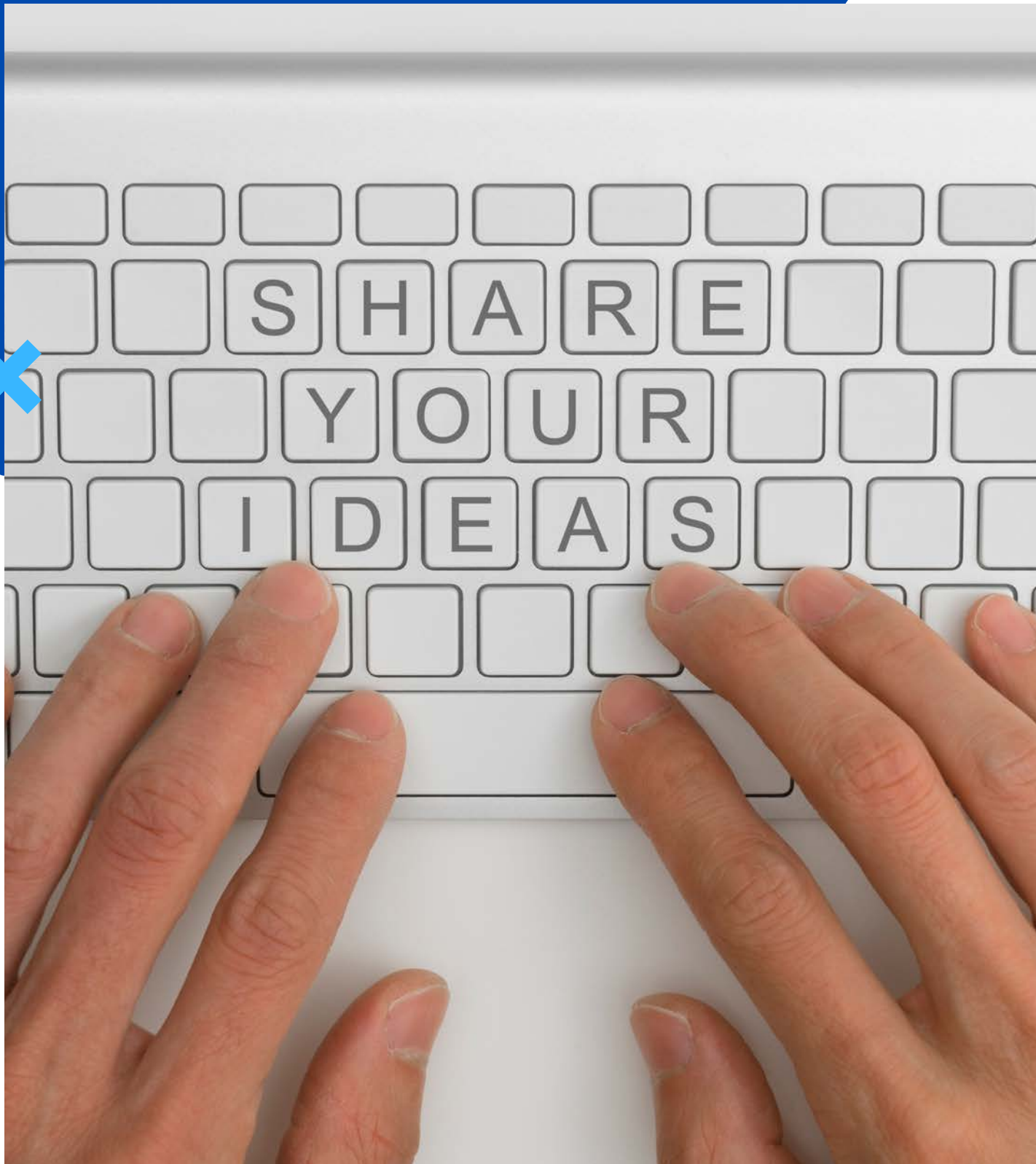
## LNE Staff Handbook

August  
2023

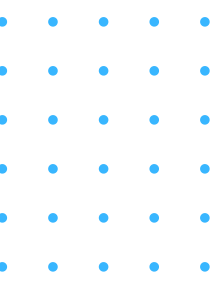


*Take a minute*

**HOW DO YOU FOCUS ON BOTH  
STAFF ACCOUNTABILITY AND  
MORALE AT THE BEGINNING OF  
THE SCHOOL YEAR**



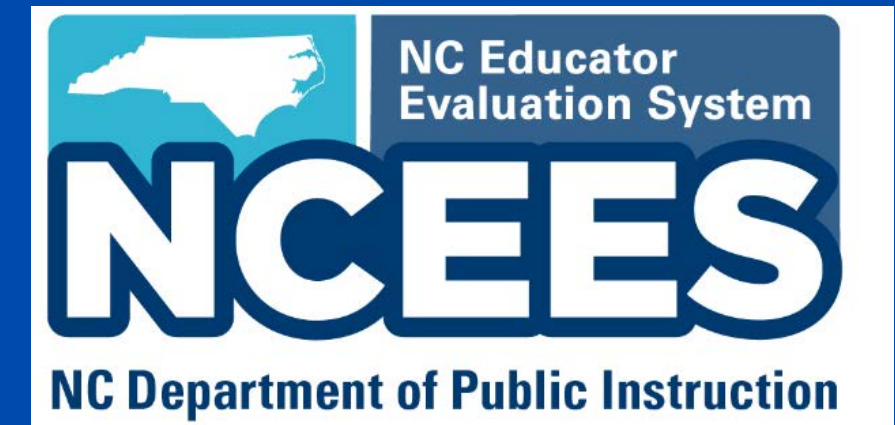
Click below to share what do you at your opening meetings to focus on BOTH Staff Accountability and Morale





# Day 2 and beyond

# ACCOUNTABILITY



## A FEW TIPS

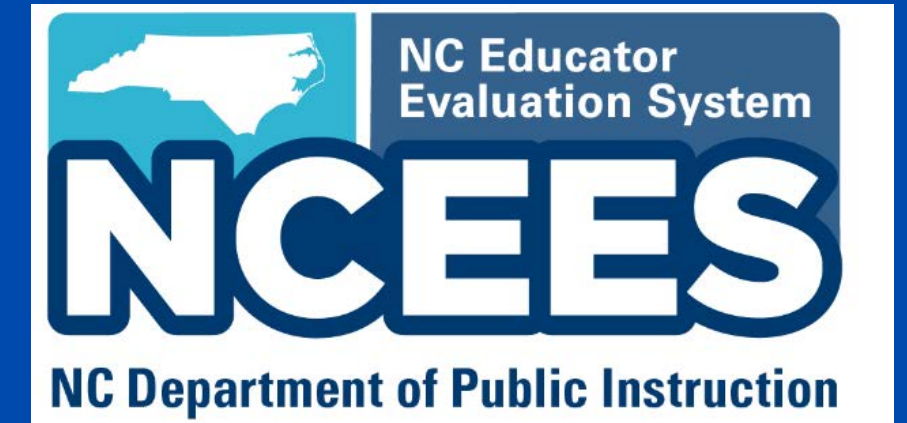
- Be in every classroom at minimum once a week
- Classroom Walkthroughs with feedback- conducted by you, your AP (if you have you one) and your Instructional facilitator and/or coach
- Utilize your team to help
- An evaluation should never be a 'gotcha'
- You bless what you don't address
- Discuss at weekly leadership meetings- CWT data, what are we seeing, who needs support and to what degree (meaning who), identify next steps and establish a timeline for support
- Recognize the good and keep feedback to constructive criticism
- Face to Face is better than an email and/or text- know your staff and where to start
- Blanket statements never resolve anything
- Differentiation is not just for the classroom, it has to be modeled by you for your staff
- Think back to the first activity where I asked you what do you know about your staff- knowing them impacts how you coach and thinking ahead to how it will be received
- Stick to the facts with coaching, don't take it personal
- Coaching should focus on your mission and vision

A screenshot of a digital form titled "2023-2024 CWTs". The form has a decorative teal header with white wave patterns. Below the header, the title "2023-2024 CWTs" is followed by a brief explanation: "This form will be utilized by the admin team to capture walk through observations and provide feedback. Feedback will be shared as needed and in a timely manner (within 24 hours)." A red asterisk indicates a required question. The form contains three input fields: "Email \*" with a checkbox for "Record my email address with my response", "Date \*" with a date picker set to "mm/dd/yyyy", and "Time in \*" with a time input field.



Take a minute to reflect on

# ACCOUNTABILITY



- THINK BACK TO THE FIRST ACTIVITY WHERE YOU HAD TO IDENTIFY WHAT YOU KNOW ABOUT YOUR STAFF, ESPECIALLY THE TOUGH STAFF MEMBER- THINK ABOUT WHAT YOU PERCEIVE VS. WHAT YOU KNOW- WHAT COULD YOU DO DIFFERENTLY WITH THIS STAFF MEMBER
- TURN AND SHARE WITH A NEIGHBOR
  - WHAT IS WORKING WITH YOUR CURRENT ACCOUNTABILITY MODEL
  - AN AREA FOR IMPROVEMENT
  - WHAT IS ONE TAKE-AWAY FROM THE TIPS THAT WERE JUST SHARED
  - WHAT IS ONE THING YOU COULD DO WHEN YOU RETURN TO SCHOOL TO IMPROVE HOW YOU HOLD STAFF ACCOUNTABILITY
  - WHAT QUESTIONS DO YOU HAVE WITH WHAT WAS SHARED

A screenshot of a Google Form titled "2023-2024 CWTs". The form has a decorative header with a teal and white pattern. Below the title, there is a paragraph of text: "This form will be utilized by the admin team to capture walk through observations and provide feedback. Feedback will be shared as needed and in a timely manner (within 24 hours)." A red asterisk indicates a required question. The form contains three input fields: "Email \*" with a checkbox for "Record my email address with my response", "Date \*" with a date picker set to "mm/dd/yyyy", and "Time in \*" with a time picker.



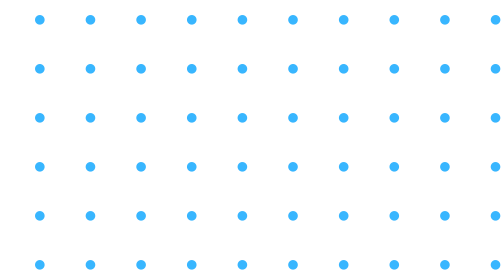
*Day 2 and beyond*

# STAFF MORALE



## A FEW FOUNDATIONAL TIPS:

- NEVER FORGET WHAT IT IS LIKE TO BE IN THE CLASSROOM
- BE PRESENT AND LISTEN
- MODEL WHAT YOU EXPECT
- GO ABOVE AND BEYOND- IF YOU WANT THAT FROM YOUR STAFF, MODEL IT
- SHOW YOU ARE WILLING TO TAKE RISKS
- APOLOGIZE
- SHOW YOU ARE HUMAN
- SHARE ABOUT YOURSELF, LET YOUR STAFF CELEBRATE WITH YOU AND BE THERE FOR YOU DURING THE HARD TIMES- WHEN APPROPRIATE
- THANK YOUR STAFF AND BE SINCERE
- A FACE TO FACE THANK YOU, ATTA BOY, PRAISE, ETC. GOES A LONG WAY
- SHARE YOUR 'WHY'
- LET THEM GET TO KNOW YOU





# Day 2 and beyond

## STAFF MORALE



### IDEAS TO SHARE:

- A HANDWRITTEN NOTE GOES A LONG WAY- WRITE A FEW EACH WEEK
- SERVE YOUR STAFF- YOU HELP SERVE THE MEAL
- STAFF MORALE STARTS FROM THE TOP DOWN- YOUR FRONT OFFICE IS YOUR FRONT LINE
- WHAT DO YOU VALUE? BRING IT TO YOUR SCHOOL- FOR ME IT IS FAMILY- TREAT YOUR STAFF AS IF THEY WERE YOUR FAMILY
- CELEBRATE YOUR STAFF- YOU ROCK AWARD
- PTO HOSPITALITY AND/OR A STAFF HOSPITALITY GROUP- HAVE BOTH
- HOSPITALITY TEAM COORDINATE A ONCE A MONTH COFFEE TRUCK (STAFF STILL PAY BUT DEFINITELY A PICK ME UP)
- STAFF WEEKLY CHECK-INS- HOW ARE YOUR STAFF DOING
- INCLUDE YOUR STAFF ON COMPETITIONS/CHALLENGES- SUMMER READING CHALLENGE, MUSIC BINGO
- LISTEN AND RECOGNIZE WHEN YOUR STAFF DOESN'T HAVE FAMILY AND/OR NEEDS SUPPORT
- ALLOW STAFF TO SHARE AND CELEBRATE DIFFERENCES- THOSE FROM ANOTHER COUNTRY
- RECOGNIZE NATIONAL HOLIDAYS- PUT THEM ON THE GOOGLE CALENDAR AND HAVE YOUR HOSPITALITY TEAM HELP COORDINATE RECOGNITION

23-24 Monday Check-in

How are you feeling about this upcoming week? \*

<input type="radio"/> Great	<input type="radio"/> Lucky
<input type="radio"/> Good	<input type="radio"/> Just Okay
<input type="radio"/> On the fence	<input type="radio"/> Overwhelmed
<input type="radio"/> Done	<input type="radio"/> Angry
<input type="radio"/> Sad	<input type="radio"/> Ready for a break
	<input type="radio"/> Help

What can we do to help support you? How can we help? \*

Your answer:

Submit



A NOTE FROM MRS. TILLEY

LAKE NORMAN ELEMENTARY

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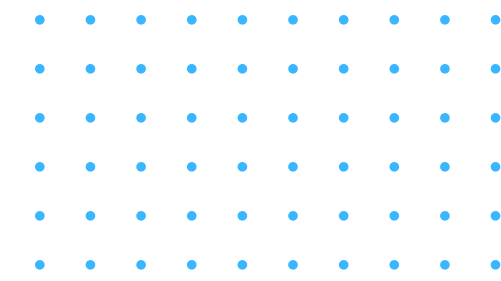
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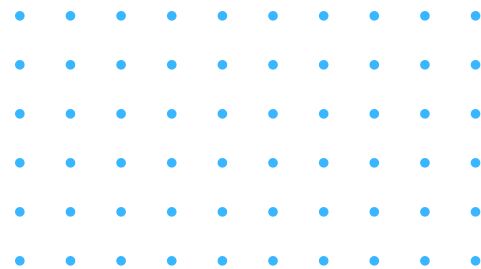




*Take a minute to reflect on*

## **STAFF MORALE**

- **TURN AND SHARE WITH A NEIGHBOR**
  - **WHAT DO YOU FEEL YOU DO THAT IS WORKING WITH THE STAFF MORALE AT YOUR SCHOOL**
  - **AN AREA FOR IMPROVEMENT**
  - **WHAT IS ONE TAKE-AWAY FROM THE TIPS THAT WERE JUST SHARED**
  - **WHAT IS ONE IDEA YOU COULD DO WHEN YOU RETURN TO SCHOOL**
  - **WHAT QUESTIONS DO YOU HAVE WITH WHAT WAS SHARED**





*Questions*

# STAFF ACCOUNTABILITY AND MORALE



IF TIME DOES NOT PERMIT, PLEASE SCAN TO SHARE COMMENTS  
AND QUESTIONS- I WILL RESPOND TO QUESTIONS AND COMMENTS

LAKE NORMAN





**THANK** *You*

**P R I N C I P A L N I C H O L E T I L L E Y**



SCAN ME

**SCHOOL WEBSITE**

**EMAIL: NICHOLETILLEY@ISS.K12.NC.US**