

Dear Wolverines,

Hello!

I hope that each of you has had a relaxing summer, and that you got some quality “down time” prior to beginning the 2017-2018 school year. ☺

As you know, we are fast approaching pre-planning week. This is always a hyper-paced period of time as we balance all of the business of starting the school year and getting ready for students. As we enter that period, I challenge each of you to reflect on how you will work this year, individually and as part of our Wolverine team, to ensure 21st Century success for each student. This is, I truly believe, going to be a GREAT YEAR at UGM!

As a first step toward this great year, please review the accompanying schedule for pre-planning. As always, our goal is to provide time for teachers and teams to prepare for Open House and day 1 with the kiddos while at the same time attending to the beginning of year routines. Additionally, as we will be welcoming many new Wolverines to the faculty and staff this year, we are building in multiple opportunities for team building and introductions. With that said, if you want to get a head start on things prior to pre planning, you are welcome to come in on Thursday, July 20, or Friday, July 21 (either, or, or both), and do some pre-pre planning settling in. 8th grade teachers, you may start working in trailers earlier, if you wish, beginning July 17. Make sure to stop by the office to receive your keys.

Again, we (your administrative team) are excited and looking forward to beginning our 17-18 work together. Until then, please continue to enjoy your summer and don't hesitate to contact me if you have questions about pre planning or the upcoming year.

Sincerely,

Matt

A handwritten signature in black ink, appearing to be 'Matt', written over the printed name 'Matt'.

Pre Planning Week: 7/24-28

Daily Schedule of Events

Monday:

- **Breakfast – 8:15-8:45 – Commons Area (all faculty and staff)**
- **Opening Remarks/Overview of Week – 8:45-9:15 – Commons Area (all faculty and staff)**
- **Escape Room Activity - 9:30-10:30 – Various Rooms (all instructional faculty and staff)**
- **Debriefing on Escape Room 10:30-11:00 – Media Center (all instructional faculty and staff)**
- **Personal/Team Based Work 11:00-4:00 – Various Locations (all faculty and staff)**
 - **Note – bldg. will be open for extended hours during pre-planning week**

Tuesday:

- **Nuts and Bolts 8:30-11:00 – Media Center (all instructional faculty and staff)**
 - **Handbook stuff**
 - **TKES and evaluation info./orientation**
 - **PD layout for year**
- **Optional PD Session – Project Based Learning – 1:45-2:45 – Media Center (interested faculty and staff)**

Wednesday:

- **System PD day (various audiences)**
 - **Please see system plan for this day and attend as needed or directed. We will post as soon as this is sent out.**

Thursday:

- **Grade Level Meetings With Administration 8:30-10:30 – Grade Level Chair Rooms (all certified faculty)**
 - **Summarization of summer operations and curriculum team work**
 - **Overview of School improvement plan and focus teams**
 - **Connections teacher will join a grade level for this session**
- **PTO provides lunch – Honey Baked Ham**

Friday:

- **Morning at the Movies - 9:00-12:00 – Media Center (all faculty and staff)**
- **Week's End Wrap Up - 12:30-12:30 – faculty meeting/wrap up (all faculty and staff)**
- **Optional PD Session – Google Classroom and Related Technology – 1:45-2:45 (interested faculty and staff)**