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The First 100 Days: Stewarding People, Learning & Resources with Confidence and Competence



Land Acknowledgement

Welcome and Introduction



Colette Evans: Principal at Outlook High School

- Principal OHS- 2021-2025
- Teacher since 2011- taught Grades 2-8, all subjects
- Coach and Refing since 2011- volleyball and basketball, grades 4-12
- Starting at Ecole Lakeview School as VP/Grade 7/8 this fall
- B.Ed. Elem/Middle Years 2011
- M.Ed. in Ed. Admin. 2016

Philosophy



- Student-centered, responsive, and rooted in strong relationships
- Learners bring unique strengths, needs, and experiences, and it is our responsibility to meet them where they are
- Teachers are the heart of this work. When we equip educators with the tools, support, and professional autonomy they need, they can create inclusive, engaging environments where all students can succeed and feel they belong.
- Relationships come first. Trust and connection are the foundation of meaningful learning.
- Family involvement is essential. When schools and families work together as partners, students benefit from a consistent, caring network that supports their growth.
- Education is a team effort, and collaboration among staff, families, and the wider community strengthens our collective impact.



The First 100 Days



Before the First Day: Set the Tone

PHILOSOPHICALLY

Learn and reflect, listen to lead

Set goals for self

Set goals for the school with staff and community (students if you can!)

Plan professional development for the year around school needs

PRACTICALLY

Update handbooks, maps, website, school schedule, supervision, class lists, Student Support programming, policies, School Learning Goals paperwork, emergency plans, etc.

Prep the school- update signage, technology, classrooms, etc.

Plan and prep for PD days and Staff Meetings

Set budgets

Set dates- assemblies, report cards, PT Conferences, special ceremonies, etc.

Transition new staff and new students

Plan locker night and first day of school

Communicate, communicate, communicate!

The First 30 Days- Aug/Sept/Oct

Get ready to run!

Setting PGP goals with staff, collecting and assessing year/course plans

Figure out your new year- support staff, students, parents, and how they're all working together

Course add/drop for credit system, mod/alt shifts

Change the schedule as needed, start programming for interventions

Sports and clubs start up- find and mentor coaches, gym booking, paperwork

Lots of just dealing with what comes up!

- Student needs- academic, social, emotional
- Parent needs- concerns, SCC meetings
- Staff needs- support and mentorship



A close-up photograph of a person's hands writing in a spiral-bound notebook on a wooden desk. The person is holding a white pen and writing on a page with some faint, illegible text. Another notebook with a colorful cover is visible in the background.

The Next 30 Days: Oct/Nov/Dec

Usually somewhat settled in!

Getting into routine of meetings- staff, PLCs, grade/subject teams, SCC, etc.

- Try to balance emails/meetings

Parent/Teacher Conferences and report cards

Appraisals, walkthroughs, mentorships to guide professional conversations with feedback for staff- instructional leadership

Monthly meetings with division with information to dissect and share with community and share

Playoffs in sports

Illness usually starts- coverage for staff, attendance for students

A Note on Meetings/PD:

Will take a significant amount of your time:
prepping, attending, dissecting, and sharing!

- Weekly celebration meetings, school leadership team meetings, grade-alike meetings
- Monthly Admin meetings, staff meetings, Indep. meetings, professional development
- Frequent meetings with division and outside services- superintendents, consultants, maintenance, SLP/OT/PT, accounting, etc.
- Many unscheduled meetings with Student Support, counsellor, teachers, and other staff





The Next 30 Days- Dec/Jan/Feb

Dec- Staff are usually getting tired now as students are inversely getting ramped up for the holidays

- Support both! Not everyone is excited
- Help plan/execute school-wide activities

Jan/Feb- Finals for Seniors

- Set finals schedule- readers/scribes,
- Check over report cards, student support plans
- Set Semester 2 schedule- student add/drop

Leadership in a few points

Support your staff- check in, ask about their lives, know them as people

Lead with kindness but be clear, fair and consistent with high expectations

Don't be afraid to have the tough conversations

Delegate and distribute what you can- build capacity and leaders, encourage risk-taking

Model calm, inclusivity, optimism and solution-focused- others will look to you for guidance

What's best for students is always best

It will take time, but you have the ability to make positive change! Dream big and start small. This is important work.





Take Care of Yourself

Set boundaries and office hours, and respect others' as well ("schedule send"!)

Compartmentalize

Find a system of organization that works for you- your time is precious- use it efficiently

- Sticky notes, email, notes app

Have an admin mentor or buddy you can turn to

Take time to just be with the kids- remember why you're doing what you do!



Questions for us?

