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**To:** Dr. Terrell Yarbrough, Superintendent  
Josh Aurand, Chief School Business Official  
Harlem School District #122 Board Members

**From:** Dr. Michelle Erb, Assistant Superintendent for Curriculum and Instruction

**Date:** May 11, 2022

**Subject:** Administrative Academy

As a District, we try to offer an Administrative Academy for our administrators that aligns to our beliefs, goals, and focus for the school year. Going into the 2022-2023 school year, we have decided to offer our administrators an administrative academy titled “Leading positive school culture: Prioritizing self-care, staff wellness, and compassion resilience”.

In the first component of this academy, school leaders will learn the importance of self-care while building their understanding of the role they play in creating a culture that supports staff wellness. School leaders will come to the course having completed the Professional Quality of Life Scale. Time will be dedicated to building a foundational knowledge of stress and its impact in education. School leaders will work to assess their own levels of compassion satisfaction and compassion fatigue. Based on this assessment, leaders will focus on their individual self-care plan that promotes compassion and resilience.

The second component of this academy will focus on assessing and building a culture for supporting staff wellness by utilizing the core components of a multi-tiered system of support. This flexible framework will guide administrators in promoting wellness for all through the use of data, systems, and practices. School leaders will leave with a plan on how to engage existing teams to promote and prioritize a culture of staff wellness.

The fee for this training is \$160 x the number of administrators attending, plus \$45 for presenter travel. The maximum cost will be \$5805. This will be funded through the Title II grant. This in-person training will take place on July 27, 2022.

