



2015-2016 DAILY TIPS FOR SUPERINTENDENTS

July

	7/1	New fiscal year
	7/1	Orientation of new administrative staff
	7/1	Set times, dates, and meeting locations for board meetings
	7/1	Completion of school district audit
	7/1	Application for child nutrition programs due to ISBE
	7/1	Update salary projections based upon new hires
	7/1	General State Aid Entitlement
	7/15	Deadline for corrections to PSAE rosters
	7/15	Begin prep for orientation of new staff
	7/15	Letter to subs
	7/15	Summer letter for staff
	7/20	Gifted Education Claim
	7/25	Pupil transportation reimbursement claim
	7/31	Completion reports for categorical grants
	7/31	Prepare budget to be on display
	7/31	Employer's quarterly federal tax return
Wednesday	7/1	Prepare for your first day as a Superintendent! Reflect on your past, appreciate today and dream of tomorrow!
Thursday	7/2	Start preparing for your first board meeting. Get out the old format used by the previous superintendent and determine what parts you want to keep and what parts you want to change.
Friday	7/3	Building on the suggestion from yesterday, have your secretary give you either paper copies or digital copies of all past school board agendas and descriptors so that you can refer to these on a regular basis.
Sat/Sun	7/4-7/5	Enjoy the holiday with family and friends; have a cook-out or go to the pool. Whatever you do, relax, rejuvenate and have a Happy Independence Day!
Monday	7/6	Get a list of employees and begin to learn their names. Your secretary may be able to provide you with pictures, as well as names. Ask for yearbooks from the previous school year to put names with faces. If you are able to keep the yearbooks, they can be a great reference all year. This will take several days, weeks, and maybe even months to master. Then, when you meet these employees you will be able to address each person by name.
Tuesday	7/7	Think about scheduling regular meetings with the school board president. Superintendents have found it beneficial to schedule a regular luncheon date with each school board member on a rotational basis. This way you can meet with each school board member for lunch once every seven weeks.
Wednesday	7/8	Make plans to attend the IASA "New Superintendents' Conference". You need to take advantage of the services and support offered by IASA as a new superintendent, as well as meet others that are new to the profession. The IASA New Superintendent Mentor Program is an opportunity you should definitely take advantage of. <i>Jennifer Garrison, Superintendent, Sandoval CUSD #501</i>

Thursday	7/9	Take advantage of your ISBE Regional Financial Consultant. He/she can help you with the budget, tax levy, financial projections, etc.
Friday	7/10	Learn all the particulars about the Illinois laws concerning the Freedom of Information Act (FOIA) and the Open Meetings Act. IASA will do an extensive review of these two legal issues at the two-day New Superintendents' Conference to be held July 29th and 30th.
Sat/Sun	7/11-7/12	Focus on student results in the first 90 days of your superintendency, it used to be that finance was the key and while it is still important you need to focus on student results. <i>Ken Maurer, Ret. Supt.</i>
Monday	7/13	Establish a schedule to meet with key individuals and groups in your new district. Clearly, some are more urgent than others, but just as clear is the need to let all of these individuals know that you value the role they have in the school district.
Tuesday	7/14	Make a special effort to schedule meetings with the existing school attorney, architect, auditor, special education cooperative administrator and vocational education administrator.
Wednesday	7/15	Introduce yourself to the local media and set up a regular time with them to review the school board meeting agendas prior to all board meetings.
Thursday	7/16	Develop a habit to prepare a written report for each of your school board members on a regular basis. You can email this to board members on Friday and inform them about what is going on in the school district. Be wary of Open Meetings Act violations and advise the school board members that they should never "Respond to All," as this is defined as a discussion and violation of the Open Meetings Act. You can send the board update to each school board member in a separate email to ensure they do not violate the Open Meetings Act by hitting "Reply to All".
Friday	7/17	Remember that the superintendent's contract is a public document. You will have to provide a copy to the media, teachers' union or other sources, if requested.
Sat/Sun	7/18-7/19	Arrange the board meeting site so that media and visitors feel welcome and informed about what is going on. You may wish to have someone run a computer and LCD projector that projects the agenda and descriptors on a wall in the board room for all to view.
Monday	7/20	The single greatest determinant of learning is not socioeconomic factors or funding levels. It is instruction. <i>Schmoker, M. <u>Results Now: How We Can Achieve Unprecedented Improvements in Teaching and Learning</u>. Alexandria, VA: Association for Supervision and Curriculum Development.</i>
Monday	7/21	Review your school district board policy, all parent-student-teacher handbooks, and collective bargaining agreement. Make sure all these documents are within arms reach at your desk.
Wednesday	7/22	Even in good schools, students read only a fraction of what they need for intellectual development. And they seldom write. Even fewer are ever truly shown how to read critically or to write effectively. <i>Schmoker, M. <u>Results Now: How We Can Achieve Unprecedented Improvements in Teaching and Learning</u>. Alexandria, VA: Association for Supervision and Curriculum Development.</i>
Thursday	7/23	Be careful not to play favorites with school board members. It is good practice that if you tell one school board member something concerning school district business, you tell all school board members.

Friday	7/24	Identify and meet with any special ethnic or religious leaders or groups in the school district.
Sat/Sun	7/25-7/26	Prior to the start of school, meet with the transportation director and inquire about the plans for transporting students for the upcoming
Monday	7/27	Remember that the first time you meet your administrative staff they will remember everything you tell them. I was reminded nine years after I told my principals, that you should never do anything illegal, immoral or unethical because if you do I will not be able to support you. <i>Dr. Ken Arndt, Ret. Supt.</i>
Tuesday	7/28	Carefully read the State Superintendent's Newsletter that is sent to you. There is a tremendous amount of information available to you in this newsletter. <i>Chuck Aubry, Ret. Supt.</i>
Wednesday	7/29	July 29th is the first day of the two day IASA sponsored "New Superintendents' Conference". We hope you find this conference valuable as you prepare for your first year as a school superintendent.
Thursday	7/30	I encourage you to learn about the district's culture, history and perception by asking people how do things get accomplished here. Practice reflective listening skills based upon Stephen Covey's advice, "Seek to understand prior to attempting to be understood." <i>Dr. Larry Fleming, Ret. Supt.</i>
Friday	7/31	If the superintendent has not been involved in school registration in the past, at least make yourself visible and be available. This will be your first impression for many parents, students, and community members.