



## 2016-2017 DAILY TIPS FOR SUPERINTENDENTS

### October

	10/1	Noncertified Salary Survey opens on IWAS
	10/1	Begin work on strategic planning quarterly update
	10/1	Complete LLCC STW mini-grant
	10/5	Send out textbooks used lists for review
	10/7	Compile any news for district newsletter
	10/7	CDB facility survey due
	10/15	Special education personnel 1st turnaround
	10/15	Post Teacher and Admin Salary/Comp Reports
	10/15	Annual financial report
	10/15	Independent audit to be filed
	10/15	Plan for National Education Week
	10/15	Financial report
	10/15	Approval of bills
	10/15	Investment report
	10/15	Cafeteria report
	10/15	Report on ISAT/PSAE/ACT results
	10/15	Superintendent's report for Board
	10/15	IASB Resolution Committee
	10/15	Approve district report cards
	10/15	School improvement plans due from buildings
	10/15	Complete teacher salary survey for ISBE
	10/15	Revise textbook rotation plan
	10/20	Last day for grant expenditure reports
	10/31	IL Employment Security Quarterly Report
	10/31	Employer's Quarterly IL Withholding Tax Return
	10/31	Budget filed with ISBE
	10/31	Prep for submission of any spring waivers
	10/31	Prepare financial projections for estimated levy
Sat/Sun	10/1-10/2	You need to attend as many student activities as possible so that students and families can see you. Converse with students so that they feel comfortable about you and know that the district is in good hands. <i>Dr. Theresa Saunders, Ret. Supt.</i>
Monday	10/3	It is a good idea on a regular basis to review your school district policies concerning bullying and also to review with your building administrators ways to address bullying.
Tuesday	10/4	A good friend of mine, who is a veteran superintendent, coined the phrase "NCLB" to mean "No Child Left on a Bus." While this may seem funny, it is a very serious issue if it ever happens to any of your students. Check with your transportation personnel for their procedures to ensure that all students get off the bus. <i>Dr. Richard Voltz, IASA Associate Director</i>

Wednesday	10/5	Dr. Voltz publishes a weekly newsletter to new superintendents titled "New Superintendents' Updates". This newsletter provides lots of valuable information including health tips, working with your school board, district meetings, and state educational issues, to list a few. If you are not receiving this newsletter and would like to please call 217-753-2213.
Thursday	10/6	Review your school board policy concerning reimbursement of school board member expenses at the Triple I Conference. You should first determine how your school district handled the expenses in the past. Most school districts reimburse board members following attendance at the conference.
Friday	10/7	As your school administrators start to get into the swing of conducting teacher evaluations, you may want to review a sample of the actual evaluations being written.
Sat/Sun	10/8-10/9	Each school district is required to certify annually and return to the respective county clerk(s), on or before the last Tuesday in December, its certificate of tax levy. Thus, you will need the school board to formally approve the levy at a December school board meeting prior to the last Tuesday. A reminder to new superintendents that if the levy is over 5%, a hearing is necessary along with the public notice rules regarding 7-14 days, etc.
Monday	10/10	Long URLs can sometimes be difficult to transfer. For example, you may have found a website that you'd like to share with a colleague or staff member, but the URL contains 50+ characters. Use the free services, Tiny URL ( <a href="http://www.tiny.cc">www.tiny.cc</a> ) or Bitly to shorten it before you pass it along.
Tuesday	10/11	Consider seating the teacher association president at the management table to discuss school district management business so that you can get feedback from the teacher perspective before
Wednesday	10/12	I encouraged prospective school board candidates to attend school board meetings, so that they could get a feel of what the school board process looked like. In addition, candidates could schedule a meeting with me and any other district level administrator or building principal if they wanted to obtain more information about the district or the schools. It was suggested that candidates read prior school board minutes, which they could find on-line, to see what the work of the board has been in the past. <i>Dr. Richard Voltz, IASA Associate Director</i>
Thursday	10/13	Communication is the key for effective relations between the superintendent and the school board. Your communication should be honest, open, and timely.
Friday	10/14	Do you have a document you would like your administrative team to collaborate on and write together? Use Google Docs to get it done! This is a free service that allows multiple users to edit a document.
Sat/Sun	10/15-10/16	Develop a routine to have a standing date with your spouse or significant other every Wednesday night. Most schools do not have activities on Wednesday nights.
Monday	10/17	Don't forget to log in daily to access the Dr. Voltz Tweets on the website!
Tuesday	10/18	On the IASA website, tax referenda results are compiled (based on unofficial tallies) into one document that reports, on a statewide basis, whether initiatives have been successful or unsuccessful. This report is published whenever tax referenda initiatives appear on local ballots.

Wednesday	10/19	Take a minute to verify that IASA has all of your correct current information so that we can make sure you are notified of important information as needed.
Thursday	10/20	If you have stories of success from across the state or topics of importance to educators in Illinois or just suggestions or story ideas, submit them to Mike Chamness, IASA's Director of Communications/Public Relations.
Friday	10/21	Clear expectations are vital to a good relationship between a school board and its superintendent. Hopefully, you discussed these expectations within the interviewing process prior to being employed as the school superintendent. Each individual needs to find the superintendent position that best fits his/her leadership style and develop the relationships needed to succeed with a particular school board and community. The right position for one person is not necessarily the best position for you.
Sat/Sun	10/22-10/23	There will be times when weekly written communication to school board members is not sufficient. In the event an urgent problem or emergency information needs to be communicated, do not wait until Friday to tell the school board. Pick up the phone and call board members to inform them about these situations immediately.
Monday	10/24	When you communicate, do so proactively and give the whole story without prompting. If for some reason you or a staff member has made a mistake, be sure to communicate this information as well. Always tell the truth, even if something went wrong, apologize and move on and, if necessary, make the needed changes to remedy the situation in the future.
Tuesday	10/25	Trust is the emotional glue that binds followers and leaders together. <i>Warren Bennis &amp; Bert Nanus</i>
Wednesday	10/26	Some superintendents make it a point to call all school board members the day of the school board meeting. Members are asked if they have any particular questions about any agenda item or need any additional information. This helps to stop questions from board members that the superintendent or staff are not prepared to answer.
Thursday	10/27	The best classroom assessments also serve as meaningful sources of information for teachers, helping them identify what they taught well and what they need to work on. Gathering this vital information does not require a sophisticated statistical analysis of assessment results. Can effective teaching take place in the absence of learning? Certainly not. Guskey, T. (February, 2003). <u><i>How Classroom Assessments Improve Learning</i></u> . Educational Leadership Vol. 60 (5), 6-11
Friday	10/28	Make it a point to write at least one handwritten note daily to an employee, to a student, to a volunteer or to a member of the community. People appreciate handwritten notes and each note will pay back in dividends when you want support for a school referendum or during a difficult time for the school district.
Sat/Sun	10/29-10/30	Developing collaboration with school board members is important. It takes time to develop trust between people. In your various encounters with school board members, you develop trust by being open, honest and trustworthy.

Monday	10/31	Don't forget the Alliance Leadership Summit is scheduled for February 21-22, 2017, in Springfield, Illinois. The concept of this event is to gather Illinois' public education leaders in Springfield at the same time the state's elected legislative leaders are in town. This will be an informative, active and interesting few days that promises to promote leadership at a time when that is more important than ever for public education.
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