



2016-2017 DAILY TIPS FOR SUPERINTENDENTS

December

	12/1	Maintenance of effort worksheets to ISBE (for special education)
	12/1	Deadline for course changes and new course approvals
	12/15	Annual financial statement and certification of publication filed with ROE, ISBE
	12/15	End of verification process for child nutrition program
	12/15	Certification of tax levy filed with County Clerk
	12/15	Truth in taxation: Notice
	12/15	Approval of bills
	12/15	Financial report
	12/15	Resolution for tax levy
	12/15	Approval to bid buses
	12/15	Disciplinary statistics
	12/15	Distribution of report cards
	12/15	Review waiver applications to determine renewal; applications due 1/8
	12/15	Check IIRC site for updated assessment, eplan information
	12/15	Check ISBE site for changes in rules
	12/15	Teacher service record to ISBE
	12/30	Prepare awards for retiring, departing school board members
	12/31	Compile first semester statistics on special education referrals, placements and/or dismissals
Thursday	12/1	Networking will pay dividends. You need a diverse group of people that you trust to share ideas with or discuss problems. Continue to build your network on a weekly basis.
Friday	12/2	Effective principals: 1) Influence who gets hired to teach and whether they stay; 2) involve teachers in decision-making and make them feel they belong to a professional learning community that concentrates on student learning; 3) hold teachers accountable to high expectations for quality classroom instruction; 4) lead teachers who believe that all students can learn; and 5) make sure school curriculum is coordinated between grade levels and within subjects.
Sat/Sun	12/3-12/4	Never delete any email, save it in a folder, file it so you can find it later. It makes a totally searchable data base for future use.
Monday	12/5	Hope is not a strategy. <i>Unknown</i>
Tuesday	12/6	If you want something done, do not send an email to five people. Send it to the person that you think will complete the task and give him/her specific information and timelines. Check back with the person if they did not meet your objectives. <i>Randy Pausch</i>
Wednesday	12/7	Good is the enemy of great. We don't have great schools principally because we have good schools. <i>James Collins, <u>Good to Great</u></i>
Thursday	12/8	When you are out of the office, set your email to an automated response and notify the sender to contact someone else in your organization to address their immediate problem or situation. A vacation is not a vacation if you are answering email all the time.

Friday	12/9	Almost all expenditures for school districts revolve around personnel. It has been estimated that 75% to 80% of school district expenses are salaries.
Sat/Sun	12/10-12/11	To improve, students must: know what good work looks like, compare their work to that standard, understand how to close gaps. <i>Royce Sadler and Rick Stiggins</i>
Monday	12/12	State and national conferences can be valuable sources of information and networking with peers.
Tuesday	12/13	Change is inevitable...growth is optional. <i>Sue Coppernoll, Consultant</i>
Wednesday	12/14	The purpose of time management is not that you become so efficient that you get more work done. Rather, it is so you will get more efficient to leave work on time to spend time with family or get some personal time for exercise or time with friends.
Thursday	12/15	Ultimately a good team is a complementary team where people's strengths are made productive and their weaknesses made irrelevant by the strengths of others. <i>Stephen Covey</i>
Friday	12/16	Review support staff contracts or work hours as the holidays approach. They will ask what days they have off over the holiday break, and you must ensure that it is consistent throughout the district.
Sat/Sun	12/17-12/18	To manage time, touch each piece of paper only once, especially email.
Monday	12/19	Have a clean desk and file away all papers and objects that are on the desk. This allows your mind to concentrate on the task you are working on at that point in time.
Tuesday	12/20	Have personal thank you notes on your desk so that it will remind you to write notes when the thought occurs. <i>Randy Pausch</i>
Wednesday	12/21	When people wish to speak ill of you, live so no one will believe them. <i>Unknown</i>
Thursday	12/22	Students are volunteers, whether we want them to be or not. Their attendance can be commanded, but their attention must be earned. Their compliance can be insisted on, but their commitment is under their own control. <i>Phillip Schlechty</i>
Friday	12/23	The Illinois State Board of Education has developed an Excel workbook that helps you develop your school district's budget for the next fiscal year. This Excel file is designed in the same format as the state budget and after you learn how to navigate the file, it is very useful in making estimations for not only next fiscal year but also for making some long term projections. ISBE downloads eight years of past Annual Financial Report data along with this year's actual budget in an Excel file for you to use.
Sat/Sun	12/24-12/25	HAPPY HOLIDAYS!
Monday	12/26	Remember that support staff and secretaries are your 'life line' and treat them accordingly. <i>Randy Pausch</i>
Tuesday	12/27	When considering the teacher salaries for budgeting purposes, predict how many teachers you will need to employ for the next year. Because staff salaries are such a big part of the budget you should keep it in a separate accounting or spreadsheet and double and triple check to make sure these figures are accurate when you are preparing your budget.
Wednesday	12/28	Now is the time to block your summer vacation with family and/or friends. Do it now and then do not allow anything to be scheduled during that time. Remember you must take care of yourself to have total fulfillment in life.

Thursday	12/29	When considering budgeting, tuition could be a major expense for your school district, particularly if you are part of a special education cooperative, vocational school, or alternative school. You will need to predict enrollment and per student tuition costs similar to the way you predict enrollment and expenses for regular education students.
Friday	12/30	Looking for new staff members? Located at www.illinoiseducationjobbank.org , the Illinois Education Job Bank is a comprehensive and easy-to-use education job vacancy list. This site is an interactive, searchable resource for Illinois schools, both public and private, to post vacancies online for a nominal annual fee. It provides educators seeking employment in Illinois schools the opportunity to find openings. The annual subscription fee to schools for unlimited postings is based on the school district's student enrollment.
Sat	12/31	Be careful what you start. As you are making that first impression, think through your recommendations. Think about your stakeholders and working with people and what it would mean to them to make a change. <i>Brad Hutchison, Ret. Supt.</i>