



2016-2017 DAILY TIPS FOR SUPERINTENDENTS

January

	1/15	Update enrollment projections based upon 2nd semester enrollment
	1/15	Begin to develop list of summer, life safety work
	1/15	Update on certified staff evaluations
	1/15	Adoption of ballot resolution questions
	1/15	Prepare for recruiting fairs
	1/15	Complete principal evaluations by 3/1
	1/15	Begin to prepare orientation materials for new board members
	1/31	Employer's Quarterly Federal Tax Return
	1/31	Employer's Quarterly IL Withholding Tax Return
	1/31	IL Dept. of Employment Security 2nd quarterly statement
	1/31	Wage and Tax Statement and Miscellaneous Income
	1/31	Submit grant expenditure reports
	1/31	Certificate for exempt real property
	1/31	Notice to administrative staff of proposed policy changes
Sun	1/1	HAPPY NEW YEAR!
Monday	1/2	High school students want: 1) someone who cares about them; and 2) they want to do school work that is relevant. This theme is consistent with information from the high school reform movement about Rigor, Relevance and Relationships being very important for the re-design of underperforming high schools. <i>International Center for Leadership and Education</i>
Tuesday	1/3	How are you building relationships with your office personnel? Having breakfast or lunch with them once a week or as your schedule allows will develop this relationship faster than the day to day operations of the office. Take time to get to know one another and the office environment will change in a positive manner.
Wednesday	1/4	When you are meeting with an administrative team and/or teacher team, try the strategy "Yes and" It works like this: the first person says a statement like "We need to start a One-to-One Laptop Program for all students in grades 6 through 12." The next person says "Yes and that will allow students to be 24/7 learners." You keep going around the table to add value to the original statement. "Yes and ..." statements provide a positive approach instead of "Yes but ..." statements.
Thursday	1/5	The Alliance Leadership Summit is scheduled for February 21-22 in Springfield. Go to our website and register now!
Friday	1/6	If you do not have the time to read, you do not have the time to lead. <i>Phillip Schlechty</i>
Sat/Sun	1/7-1/8	Do your own research on the concept of "21st Century Skills" that students need to have. If you research this topic, you will start thinking about education in a different light. We cannot keep doing the same things we are doing. The world is flat and we need to prepare our students for 21st Century Skills.
Monday	1/9	Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don't quit. <i>Conrad Hilton</i>

Tuesday	1/10	To put your life in perspective, watch Randy Pausch's <i>Last Lecture</i> on YouTube.
Wednesday	1/11	Prepare for the last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending December 31, 2016.
Thursday	1/12	Leadership is getting someone to do what they don't want to do, to achieve what they want to achieve. <i>Tom Landry</i>
Friday	1/13	By 2015, China will have twice the amount of college graduates as the US. <i>YouTube.com video, "Did You Know?"</i>
Sat/Sun	1/14-1/15	Problems cannot be solved at the same level of awareness that created them. <i>Albert Einstein</i>
Monday	1/16	The IASA Legal Support Program assists the administrator in job-related legal actions or proceedings by providing \$500 per year for each year of active membership up to \$5,000 accumulated to help defray legal expenses after the first \$500 of costs. The fund "rebuilds" for subsequent use and dovetails with the AASA Legal Support Program to provide additional assistance.
Tuesday	1/17	Evaluate your special education percentage in the district. What is it compared to other districts in your area? With the implementation of Response to Intervention, the number of referrals in the primary grade levels should be minimal.
Wednesday	1/18	Consider yourself the model-in-chief in your district by taking every opportunity to showcase innovative technology in your work with your staff and community. Walking the Walk with multimedia presentations to the school board or Podcasts to the faculty or a blog of your own will illustrate your commitment to changing the technology culture of education in your district. Your willingness to put yourself on the line and take risks with technology will alleviate some of the resistance and fear that are typical with new technology with some staff.
Thursday	1/19	The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn. <i>Alvin Toffler</i>
Friday	1/20	Learn to use Skype to make calls to family and friends. If your computer and the computer of the individual you are calling are equipped with video cameras, you can view the person you are talking to as well as hear the audio. Skype is free from computer to computer over the Internet. (www.skype.com)
Sat/Sun	1/21-1/22	When employees come to you with a problem, turn the problem back to them and say, "What are your suggestions to the problem?" When dealing with negative people, ask them what is going right for them in their job or in their life.
Monday	1/23	If children are not provided early and consistent experiences that are explicitly designed to foster vocabulary development, background knowledge, the ability to detect and comprehend relationships among verbal concepts, and the ability to actively employ strategies to ensure understanding and retention of material, reading failure will occur no matter how robust word recognition skills are. <i>Lyon, G. R. (2002).</i>
Tuesday	1/24	Strengthen reading instruction in all high school courses by incorporating complex reading materials into course content. <i>ACT, Inc. (2006).</i>
Wednesday	1/25	The first step for a healthy lifestyle is to exercise at least 5 times per week for at least 30 minutes each time. <i>Fitness Rocks Podcast</i>

Thursday	1/26	The second step for a healthy lifestyle is to eat a plant-based diet with at least five servings of fruits and vegetables per day. This diet needs to be high in vegetables, fruits, nuts, whole grains, olive oil and moderate amounts of fish. It should be low in saturated fat in animal products, whole fat dairy products, meat and poultry. <i>Fitness Rocks Podcast</i>
Friday	1/27	The third step for a healthy lifestyle is to be moderate in alcohol consumption, with women drinking no more than one drink per day and men consuming two drinks per day. <i>Fitness Rocks Podcast</i>
Sat/Sun	1/28-1/29	The fourth step for a healthy lifestyle is to not smoke. <i>Fitness Rocks Podcast</i>
Monday	1/30	Buy an iPod or MP3 player, start exercising, and listen to Podcasts on professional development or other topics of interest to pass the time. By doing this, you may attain one of the four-lifestyle goals of exercising five times per week for a minimum of 30 minutes per day and become healthier along the way.
Tuesday	1/31	Prepare for the upcoming budget negotiations! Contact IASA to schedule Dr. Bill Phillips to come and present his academy <i>Finance Knowledge for the Superintendent and Understanding for the Learning Community (AAC #1202)</i> that he presents with Regional Financial Consultants with ISBE.