



2014-2015 DAILY TIPS FOR SUPERINTENDENTS

August

	8/1	Set-up payroll for new staff
	8/1	Review procedures for purchases
	8/1	Determine Curriculum Council vacancies to fill
	8/1	Advertise for subs, lunch supervisors
	8/1	Contact IDOT re: stoplights at major intersections; approval of hazardous routes
	8/1	Meet with Curriculum Leaders
	8/10	Complete planning for opening day activities: breakfast, service awards, faculty meetings
	8/10	Obtain campus supervision schedules: noon, buses, detentions, extra-curricular activities
	8/10	Review summer bridge assessment results
	8/15	Approval of bills
	8/15	Investment update
	8/15	Superintendent's Report
	8/15	Report of opening of school activities
	8/15	Construction update/Summer maintenance
	8/15	Board planning session report
	8/15	Presentation of district goals
	8/15	Approval of fuel bids
	8/15	Approval of revisions to Employee Support Personnel Handbook
	8/15	Schedule approval of revisions to Risk Management Program
	8/15	Approve insurance program bids
	8/15	Consider tuition student requests
	8/15	New Teacher Workshop and Orientation
	8/15	Prepare/present contract revisions to administrative team
	8/15	Review of school improvement plans
	8/15	Extraordinary Special Ed. Pupils
	8/15	Special Ed. personnel employed
	8/15	Annual TRS Report due
	8/15	Verify deadline for referendum issues
	8/15	Review of district goals with Admin. Team
	8/15	Review of building goals
	8/15	Evaluations of Classified Staff-schedule
	8/15	Review outstanding Special Ed. issues: previous year results, case reviews, etc.
	8/15	Update A.D.A. Self Evaluation (if needed)
	8/15	Review procedures for "Take Your Daughter to Work Day"
	8/15	Review teacher evaluation schedules for upcoming year (ensure compliance with CBA)
	8/15	Update enrollment projections: class size, additional staff, etc.
	8/15	PSAE scores out to students
	8/15	Evaluations of opening day activities
	8/30	Opening day set-up to maintenance

Friday	8/1	Leadership is unlocking people's potential to become better. <i>Bill Bradley</i>
Sat/Sun	8/2-8/3	Don't forget to reach out to your IASA Field Services Director to receive information for membership needs and services in the line of job assistance, coaching, and mentoring.
Monday	8/4	The Triple I (IASB, IASA, Illinois ASBO) Conference will be held November 21-23, 2014 in Chicago. The former superintendent or district office staff should have already registered and secured rooms for you and your board for the conference. Do not panic if you do not have enough hotel rooms. Many superintendents use the IASA Superintendents' Corner to advertise rooms they have available as the conference time gets closer. You should be able to pick up a good hotel room over the next few months by checking this site.
Tuesday	8/5	The first 90 days of a superintendency should center on two words, building relationships. All superintendents have grand plans on how to change the school district. However, it is a mistake to try to implement these changes too quickly. Organizational change is not an event but rather a process and an integral part of that process is building the capacity for change. <i>Dr. Kent Bugg, Superintendent, Coal City #1</i>
Wednesday	8/6	Review planning documents, including the school district's vision/mission/goals statements, strategic plan, school safety and emergency plans, and professional development plan for staff.
Thursday	8/7	As you prepare for the opening day with teachers and staff, check with other administrators or your secretary as to what the superintendent's role has been in the past. You will want to introduce yourself and set expectations on this day.
Friday	8/8	The key to a successful superintendency is building relationships and trust with people. Seek out those who have a stake in the success of your district and listen to what they tell you. You can pose three simple questions: What do you think is right with the district? What is wrong with the district? How would you fix what is wrong if you were me? <i>Dr. Kathryn J. Robbins, Ret. Supt.</i>
Sat/Sun	8/9-8/10	Meet as many people as you can in the first 90 days, not just school people but people in the community as well. <i>Dr. Bruce Lane, Ret. Supt.</i>
Monday	8/11	<i>9 Etiquette Rules That the Boss Shouldn't Break: #1.</i> Don't Always Stay Behind Your Desk For everyday conversations about budgets, meetings, or reports, you can remain seated behind your desk. But for anything that's not part of the daily routine—meeting a client, an interview, a review—stand up. If you welcome that person and shake his or her hand while standing over your desk, you set up a power play. You seem in charge, yes, but also dominating and impenetrable, which will hurt any attempt for a honest or frank conversation. Some business executives keep a separate table in their office for occasions like this.
Tuesday	8/12	<i>9 Etiquette Rules That the Boss Shouldn't Break: #2.</i> Don't Skimp on Small Talk Granted small talk can prove uninteresting—who really cares that much about the weather—but this basic information helps your employees connect with you, says Whitmore. "The small talk is extremely important," she says. "You must have the BLT factor: believable, likable, trustworthy. The only way to get to know someone is through that BLT factor."

Wednesday	8/13	<i>9 Etiquette Rules That the Boss Shouldn't Break: #3. Don't Use Text-Messaging Slang in E-mails</i> Your spouse or child may understand what 'lol' means when you shoot them a quick text message, but in an e-mail to your client, it looks sloppy and inappropriate. Treat initial e-mail exchanges like business letters. As you get to know the person you e-mail with, you can write more casually. Something to always avoid though: emotions. If you're happy, then just write that.
Thursday	8/14	<i>9 Etiquette Rules That the Boss Shouldn't Break: #4. Don't Avoid Compliments</i> Some bosses think positive feedback will encourage employees to start coasting. But no compliments to your employees at all, and you'll soon end up with a disgruntled herd. Find a justified compliment to pay someone, and make this a regular occurrence, says Susan Sommers, who runs Dresszing, a business image consultancy. "I think it's important for bosses to recognize talent and help talent grow because that's what keeps a company vital," Sommers says.
Friday	8/15	<i>9 Etiquette Rules That the Boss Shouldn't Break: #5. Don't Offer Casual Comments About Clothes</i> This comes down to how you phrase it. If you think your employee looks nice, try something like, "Thank you for always looking so professional," Sommers says. An off-hand mention about their style or clothes can seem like a come-on. "You don't say to someone of the opposite sex, 'I love your shirt,'" Sommers says. This is treacherous territory, and Sommers advises her clients to generally avoid this if at all possible.
Sat/Sun	8/16-8/17	<i>9 Etiquette Rules That the Boss Shouldn't Break: #6. Don't Dress Sloppy</i> You will set the tone for work attire. First ask yourself what the day will bring. If you're a lawyer in court, then a suit makes sense, says Barbara Pachter, author of Greet! Eat! Tweet!: 52 Business Etiquette Postings to Avoid Pitfalls and Boost Your Career. But for an Internet start-up, a polo with khakis makes sense. Also, your clothes must fit well. Nothing should hang loose. Wear items neither too big nor too tight.
Monday	8/18	<i>9 Etiquette Rules That the Boss Shouldn't Break: #7. Don't Add Employees on Social Networking Sites</i> When your employees or clients go home at night and log onto Facebook, it's likely a respite from the workplace and a way to connect with people outside of the office. If a boss adds them on Facebook, they can feel nervous about what to share and who to associate with. "They may not want you on there, so don't ask," Pachter says. You should avoid making first contact on social networking websites like Facebook and Twitter. If your employees reach out to you, go ahead and accept.
Tuesday	8/19	<i>9 Etiquette Rules That the Boss Shouldn't Break: #8. Don't Forget Your Facial Expression</i> As a boss, you've likely figured out a good poker face for negotiating. No doubt you're still developing that. You should always work on your "boss face." A boss that scowls drives employees away. A boss that grins encourages an overly lax atmosphere. Shoot for an expression of concentrated attentiveness, and flash that smile when necessary, says Pachter. "Often times you don't realize it—that standard facial expression," she says.

Wednesday	8/20	<i>9 Etiquette Rules That the Boss Shouldn't Break: #9. Don't Engage in Water-Cooler Talk</i> A gossipy boss can seem insincere and even untrustworthy. This means you should not share too much of your personal life and avoid pointed questions to your employees about personal areas, like marriage, finances, and children. Vicky Oliver, author of <i>301 Smart Answers to Tough Business Etiquette Questions</i> , suggests sticking to discussing the business world, the competition, or other broad topics. And if a rumor spreads about the inner workings of your company, you should address it directly. "What you don't want is an atmosphere of closed doors and whispered exchanges," says Oliver. "It will kill moral and kill productivity. It just creates an atmosphere of distrust where gossip rules."
Thursday	8/21	Several years ago, when I was campaigning for a building referendum, a prominent citizen in the community asked me why I only communicate to the public when the school district is asking for something like raising taxes to build a building. He made a very good point. In reaction to this criticism, I increased communication to the public more regularly. I arranged with the local newspaper to write a column that I titled "Superintendent Scribbles" to share current education related topics to the community. In addition, a quarterly newsletter was mailed to all registered voters, as well as, a more detailed piece to parents of school age children. <i>Dr. Richard Voltz, IASA Associate Director</i>
Friday	8/22	Looking for "Enhanced Danielson" training for your staff? Dr. Richard Voltz presents several versions of the Danielson workshop/academy with very positive feedback from administrators to principals to teachers. You may inquire about hosting a presentation by telephoning 217-753-2213.
Sat/Sun	8/23-8/24	IASA Annual Conference - Mark your calendars now for our annual conference, October 9-11, 2014, to be held in Springfield, IL.
Monday	8/25	Support personnel can be your biggest supporters. Take time with your support staff and either meet with them in groups or visit with these personnel as you wander around.
Tuesday	8/26	By now, you may have held your opening day teacher institute and your first day of school or will soon. It is a good idea to hold a "debriefing" session for all staff that helped prepare and/or participate in these activities. At this "debriefing" session, you can discuss what was successful, what (if anything) did not work well, and what staff members recommend doing differently next year. You can then file these suggestions away for a starting point for next year's planning purpose.
Wednesday	8/27	Take time out of your busy schedule and visit your buildings and grounds; take an inventory of what you see and introduce yourself to the support staff employees who are working.
Thursday	8/28	Review your school crisis plan in detail. Have a crisis plan, execute the crisis plan and be ready to deal with a crisis, especially how to handle the media if a crisis occurs.
Friday	8/29	One of the first things you should do when you take a new position is to get a sense of the budget, determine what happened last year by line item and what percentage of the budget was spent month to month last year. I then watch that this year's balances are progressing similar to last year. <i>Dr. Dennis Guiser, Ret. Supt.</i>

Sat/Sun	8/30-8/31	Six items to have within arms reach of your desk: 1) Illinois School Code; 2) Brian Braun's Illinois School Law Survey; 3) All labor contracts; 4) Title 23: Illinois Administrative Code; 5) A Summary of the Open Meetings Act and the Freedom of Information Act; and 6) Student/Parent Handbooks for all schools.
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