



NEW SUPERINTENDENTS TIPSHEET

NEW YORK STATE COUNCIL OF SCHOOL SUPERINTENDENTS

7 ELK STREET ♦ ALBANY, NY 12207- 1002

518/449-1063 ♦ FAX 518/426-2229

Critical Yearly Events – A LIST

School superintendents encounter many scheduled responsibilities and tasks that require a background of information and experience to handle with confidence and effectiveness. At the same time, the superintendent's role is often event-driven and requires analysis of new situations and reactions in a manner that brings confidence. This list of "critical events and topics"¹ provides a reference for the mentor and colleague to use to structure discussions throughout the year. The list has been organized according to:

- Scheduled – events and topics which occur on a regularly scheduled basis throughout the year. Mentors and colleagues may wish to schedule these discussions according to past patterns of occurrence in the colleague's district.
- Predictable – events and topics that are not regularly scheduled but are common to a superintendent's experience, i.e., at some point will predictably occur.
- Unpredictable- events and topics that are not predictable or may not occur. These are often surprises that may be unique to an individual superintendent's experience.

Scheduled Events and Topics

- Developing a Budget Calendar and Handbook/ Budget Cycle
- Reviewing Emergency/ Safety Plans
- Report Card Issues
- Personnel Hiring Cycles and Contractual Requirements
- New Teacher Orientations and Superintendent Role.
- Teacher/ Administrator Tenure Decisions
- District Goal Setting
- School Board Retreat/ Board of Education Evaluation
- Superintendent Evaluation Process
- Superintendent to Board Communications
- Board Elections
- Budget Presentations and Vote
- Contract Negotiations
- School Report Cards

¹ *These lists were developed by the NYSCOSS Mentors in August, 2004.

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- Traditions/ Celebrations/ Ceremonies/ Recognitions- Superintendent's Role
 - Staff Development
 - Financial Audits and Response
 - Policy Development
 - Management of Committees, e.g. Board, District Level
 - Review of Multi-Year Plans, e.g., Shared Decision Making, Facilities, Curriculum
 - NYSED Reports
 - Superintendent's Professional Development
 - Enrollment Projections
 - Newsletters- Community, Staff

Predictable Events and Topics

- Class Size Decisions
- Coaching Conflicts
- Media Relations
- Board Member Orientation
- Special Education: Budget, IEP Approved, Hearings, Medicaid
- Compliance Audits
- Bus Inspections
- Community Use of Facilities
- Internal Facility Use Conflicts
- Enrollment Management
- Working with Board President
- Succession Planning, i.e., principals, other administrators
- Dealing with Endorsements, Recommendations
- Unique Time/ Leave Requests from Staff
- Weather Related Decisions, Snow, Tornado, Thunderstorms
- Public at Board Meetings
- Requests for Superintendent Time/ Participation, e.g., events, classes, public meetings, community groups.
- Social Behavior of Superintendent and/ or Family
- Residence Decisions
- Use of School Attorney, when, how, expectations
- Use of Insurance Company
- Responding to Death, student, staff, other.
- Late State Budgets
- Equalizations Rate Changes
- Law Suits
- Testing Related Issues
- Certiorari- Tax Assessment Appeals
- Coverage During Administrator Absence
- Employee Removal
- Hiring Requests, patronage, nepotism, pressures
- Emergency Communications with Parents, Public

Unpredictable Events and Topics

For more information, contact:

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Douglas Gerhardt, Assistant Director & Legislative Counsel (douglas@nyscoss.org)

(518) 449-1063

- Coaching Controversy
- Sex Offender: Notification of Residence
- Sexual Harassment Complaints
- Environmental Issues, e.g., oil spills, air quality, mold, radon, gas leak
- Bomb Threats
- Weapons in School, on Busses
- Neighborhood Crisis Impacting School, e.g., fire, gas leak, flooding, police action
- School Educations
- Employee Arrests
- Bus Accidents or Incidents
- Unpredictable Issues at Public Meetings
- Violence, e.g., hazing, fights, gay bashing
- Inappropriate Use of Technology
- Financial Issues, e.g., inappropriate expenditures

None of these lists should be considered all inclusive or entirely compliant with New York State Law or regulation. They offer guidance on the major areas superintendents are likely to come across throughout the calendar year. Working with a mentor and seeking input from the Council will assist superintendents in completing these tasks.

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