

The Superintendent's Planner: A Monthly Guide and Reflective Journal September and October

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Opening Year Communication

- Review and share student achievement results
- Post student achievement data on your district website
- Report on school opening to the board and the community
- Share feedback and appreciation with those who did the hard work preparing schools for a successful opening

- Develop key points about achievement, budget, and facilities
- Convene your first meetings
- Hold your first principals' meeting to share issues, concerns, and accomplishments from the school opening
- Reach out to the media

Evaluating Staff

- Communicate clear expectations and processes for staff evaluation
- Ensure all district and site administrators understand the evaluation procedures for teaching and support staff
- Ensure all staff have been notified regarding evaluation timelines

- Discuss with all administrators the process for their evaluations and establish goals
- Review any employees about whom other administrators have concerns
- Meet with new administrators to review goals and expectations

School Board Elections

- Plan and hold a workshop for all board candidates
- Work with the current board to determine the process
- Review election guidelines and legal information with staff
- Serve as a resource to staff should they have questions about the election

- Offer to meet with candidates individually and provide identical information to each one
- Use discretion in dealing with the press, who may ask you about the candidates or the election, keeping in mind you work for whomever is elected
- Plan for possible changes in board membership

Showing Up

- Participate in welcome-back events
- Schedule community presentations with consistent messages related to the new school year
- Thank publicly and privately those who organized all opening activities
- Develop your school site and department visitation schedule

Action Plan

My leadership actions for September and October will be:

- Building Relationships
- Planning/implementing
- Communicating
- Monitoring/revising
- Coaching/mentoring