Academics

- ❖ How to communicate to stakeholders
- ❖ Ongoing process of Curriculum
    - ➢ Development
    - ➢ Monitor
    - ➢ Improving
- ❖ Professional Growth - Aligned to SIP, BIP, PDP
- ❖ Auditing
    - ➢ Assessment
    - ➢ Curriculum
    - ➢ Leader's Learning
    - ➢ Staff Learning
    - ➢ Program
        - ■ Courses
        - ■ Interventions
        - ■ Enhancements
- ❖ Model Instruction
- ❖ Assessment Data - State & Local Data
    - ➢ Access
    - ➢ Analyze - use to make decisions for students
    - ➢ Explain decision making
- ❖ Vision/Goals establishment
- ❖ What you look for in an academic leader
- ❖ Evaluating practices and approaches
- ❖ Keep abreast - developing study groups
- ❖ Focus on vision despite demographic changes
- ❖ Be aware of structure used to monitor district data
- ❖ Provide feedback and monitor to improve instructional leadership

Facilities and Grounds

- ❖ **Repair vs. Remodel**
    - ➢ Prevailing wage
    - ➢ Bidding
    - ➢ Contracted Services
- ❖ Scope and need for specific programing and use
- ❖ **Custodial and Facility standards for maintaining buildings**
- ❖ **Master Facility Planning**
    - ➢ Policies related to purchasing/bid (Process)
    - ➢ Cooperative Purchasing
- ❖ Request for Proposal (RFP)
- ❖ Requests for Quotation (RFQ)
- ❖ Relation with these clients

- ➢ **Architect**
- ➢ Engineer
- ➢ Construction
- ➢ **Local Companies**
- ❖ **Building Options**
  - ➢ Build
  - ➢ Lease Purchase
  - ➢ Design and Build
- ❖ **Politics of Bid/Contracted Services**
- ❖ Safety Practices - New Legislation
- ❖ **Technology Infrastructure**
- ❖ **How to strategically plan**
  - ➢ Who to use to help you
  - ➢ Financial Planning when building - short and long term
- ❖ **Running a Bond**

Politics

- ❖ Legislative Process
- ❖ How legislators impact your district
- ❖ Behind the scenes
- ❖ What you can/cannot say politically
- ❖ Understanding the local political structure - key players
- ❖ Expectations for political involvement (Community,CTA, MNEA, MSTA)
- ❖ How to connect with political stakeholders and build relationships
- ❖ BOE relations
- ❖ Understanding your audience
- ❖ Public relations
- ❖ How to work effectively with the board
- ❖ Optimist/Rotary/Kiwanis
- ❖ Know when to talk and when to listen

Other

- ❖ What is YOUR support system? Board policies
- ❖ Board meeting procedures
- ❖ Safety and security
- ❖ Crisis Communications
- ❖ Managing social media
- ❖ Intentional networking
- ❖ Contracting out services
- ❖ Levy - small quicker & Big slower
- ❖ Support staff relationships
- ❖ Sustainability - Climate & Culture

Finances

- ❖ More knowledge on terms and affects
  - ➢ Prop C
  - ➢ CTF
  - ➢ Levy
  - ➢ Federal Programs
- ❖ Bonding issues and provisions
- ❖ Reserves - Board expectation
- ❖ The role the audit serves
- ❖ Effective purchasing strategies
- ❖ Budget reduction - strategies & philosophy
- ❖ Maintenance of Effort
- ❖ Federal Funds requirement
- ❖ Civil rights compliance requirements
- ❖ Tiered monitoring requirements
- ❖ Information from DESE website and how to use it
- ❖ How to project
- ❖ Local/federal/state monies
  - ➢ How it works
  - ➢ How is it generated
- ❖ How each fund works
- ❖ Budget development
- ❖ How to communicate to stakeholders
- ❖ How to monitor ongoing
- ❖ Who is the expert? Network
- ❖ Budget workshop for BOE
- ❖ Ongoing technology costs
- ❖ E-Rate

Human Resources

- ❖ Insurance procedures - bidding
- ❖ Legal contract language
- ❖ Certification paths/requirements
- ❖ Hiring process
  - ➢ Regulations
  - ➢ Who does what?
  - ➢ Interview and proposal & hire
- ❖ Structure outline of hiring/supervision
- ❖ Benefits
- ❖ Posting avenues
- ❖ District vision in terms of HR - selling it to the community
- ❖ Induction

Internship Essentials

- ❖ Evaluation/supervision
- ❖ Federal & State HR Regulations
- ❖ Retention
- ❖ Wellness
- ❖ Benefits
- ❖ Contracts vs. at will employee
- ❖ Letter of recommendation
- ❖ Who is your attorney & what is their phone number
- ❖ How to maximize the relationship with your attorney
- ❖ Staff involvement in benefits/salaries - Meet and confer
- ❖ Salary negotiations
- ❖ Calendar development
- ❖ Professional Development
- ❖ Retention Plan
- ❖ Firing Process and Fierce Conversations