



# TRANSITIONING TO A NEW DISTRICT

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# Assessing the Local Culture: What is Important to Your Local Community?

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- Put yourself out there:
  - Visit your local Chamber of Commerce.
  - Check out local newspapers and your town/city website.
  - Introduce yourself; make an effort to get to know people.
  - Write an introductory letter to community members.
    - Town/City Officials
    - Vendors/agencies with whom you have relationships or contracts with.
    - Any agency that is a community partner: museums, aquatic centers, libraries, etc.
      - Express your appreciation for community support and involvement.



# Getting to Know your Board of Education

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- This is worth the read:
- <https://blog.boardsource.org/blog/do-you-know-your-board-members>
- “. . . . The longtime veterans of the dairy didn’t seem to have the difficulties I did in getting the cows’ cooperation.. . . . One particularly frustrating morning, I was given some advice: “Hardy, you have to learn to think like the cows if you want their cooperation.”
- **Get to know your cows!!**
- Find out your Board members’ interests, their passions, their specialties/occupations. Form your own opinions and forget about hearsay.
- Remember, no two cows are alike. Look for an opportunity for a one-on-one conversation and be a **good listener**.



# Getting to Know the Media

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- If they show up, make the first move and introduce yourself upon arrival.
- Work with Public Relations to invite the media for planned preparations for important events; don't always wait to be "surprised" by media coverage.
- Let the media know you value their efforts in promoting public education as community partners.
- In stressful situations, suggest calling on a guidance counselor or co-worker with a calming personality to assist you and your administrator.
- Think ahead of time about potential tough questions.



# Gaining Trust—Creating and Strengthening Relationships

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## FROM THE START

Dress appropriately

Act positively

Ask questions

Listen attentively

## GAIN TRUST

Avoid negative comments of ANY sort.

Concentrate on giving your best.

Show a strong work ethic; on time and focused.

## IDENTIFY YOUR TEAM

Who-Does-What—Make a Cheat Sheet

Attempt one-on-one meetings with key players.

Put your pride away in a box; it's ok to ask for help when learning new things!

## LETTING GO

Every day is a new day; develop your personal calm.

Open your mind to a new way of doing things. Change takes time.

# CREATE YOUR OWN SUCCESS STORY

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What do you feel have been some of your best accomplishments?

Are you the ultimate organizer; a mathematical marvel, a wizard with words?

Once you have settled in, recognize what aspects of your work make you the most happy. Look for opportunities to develop those areas in your job title. Don't be afraid to offer your services if you have a passion for an area that you notice is underdeveloped in a new District. Start with a respectful suggestion to avoid a perception that some other administrator is not doing their job.

**Starting with a phrase such as:**

“You know, I've wondered if the District has ever done any safety audits with the help of our insurance company. I know a great person who would assist with this and would be glad to take the lead on this with your help.”

**As compared to:**

“I've noticed the woods and manufacturing area is a mess! What a safety hazard! Something needs to be done!”

## Create Your Own Success Story (continued)

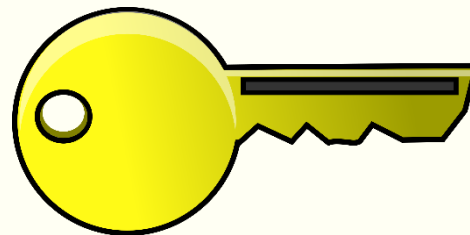
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On the flip side, is there something you dread doing every month? It is not your forte', it really doesn't relate to the scope of your position, yet somehow the former Business Manager "always did this for us." You feel that it takes time away from what should be your areas of responsibility for which you are most accountable. (Examples: Budget, insurance negotiations, state reporting, grants management.)

As time goes on, you will begin to notice who seems frantically overloaded with work, who seems to have plenty of time for chat sessions, long lunches, and/or is very rigid in their perception of what your job is.

After you have settled in and established your place in the organization, changes may be needed and should be made when the benefits to the District are evident and equitable.

In this situation the approach you take will be your **golden key** or lock down your idea before it even gets started. You want the key.



# Create Your Own Success Story (continued)

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Finger pointing and a lecture:



The “This is so ridiculous, and I can’t stand this stupid system anymore” approach:



The “I’m the Boss” Approach:





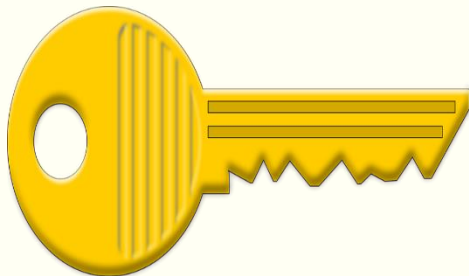
# Create Your Own Success Story (continued)

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- The “I really could use your help” approach:



The “I recognize you could do a really great job at this, so thanks for sitting down and discussing this with me” approach:



Sincerity is essential; co-workers do not like to feel manipulated.

# THANKS FOR COMING!

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May every new chapter in your life be better than the last!

Other resources:

<https://www.atlassian.com/blog/productivity/how-to-write-smart-goals>

(An explanation of SMART goals and how to write them.)

<https://enterpriseproject.com/article/2019/10/how-work-anyone-10-books>

**How to work with anyone: 10 must-read books**