

First 100 Days as CBO

Presented by

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1st 100 Days

- Importance of planning an effective approach to beginning a new CBO job
- Understanding common reasons for eventual success or failure
- Locate sources of information, colleagues and organizations for assistance

1st 100 Days

- **Structured Collaborative Inquiry**
 - Information-Gathering
 - Interviews with Staff
 - Interviews with District Colleagues
 - Interviews with Site Colleagues
 - Interviews with Other Agencies Leaders
 - Interviews with Community Leaders

1st 100 Days

- Effective Approach to Job
 - Planning and Organizing the 1st 100 Days
 - Who to Interview and When
- Interview Process – Time to Listen
 - Ask Open Ended Questions – FCMAT Predictors
 - Take Lots of Notes
 - Don't Make Any Commitments
 - Discuss Expectations
 - Weave in Your Management Style
 - (remember this is not all about YOU)

Before You Start

- Tour the District
 - Drive the District
 - Walk the Sites
- Talk with the person that held the job before you
 - Are you following a Hero or....
- Review the Financials
 - Adopted Budget, Interim Reports, Audit Report

Before You Start

- Go Through Human Resources Orientation for all Employees
- Review the Collective Bargaining Contracts
 - Compare to FCMAT Predictors

Day One

- *Forget the name of the District you just left*
- Arrive Early
- Meet with Your Assistant
 - If you have one!
 - Review Expectations and Working Style
- Have Superintendent Make Introduction at Individual Offices or Work Locations
- Start the Interview Process
- Leave Late

Day Two

- Arrive Early
- Bring in goodies for Staff
- Meet with your Assistant
 - Review prior day and schedule for day
- Get out to a School Site for an Interview
- More Interviews
- Leave Late

Day Three

- Arrive Very Very Early
 - Go for a Morning Bus Ride
- Meet with your Assistant
 - Review prior day and schedule for day
- Dig into the Financials
 - Schedule time with Fiscal Services
 - Ask for Training on the Financial Systems
 - Review Budget to Actual Variance Reports
 - Review Off Balance Sheet Obligations
- More Interviews and Leave Late

Day Four

- Arrive Early
- Meet with your Assistant
 - Review prior day and schedule for day
- Get out to a Site for a Interview of Food Service Staff and Have Lunch in School Cafeteria – (Pay for it)
- Walk Around the Office and Talk with Staff – ID the Star Employees
- More Interviews - Leave Late

Day Five

- Arrive Early
- Meet with your Assistant
 - Review prior day and schedule for day
- Call your Mentor and review what you have uncovered in the 1st four days
- Review the CASBO Job Finder
- More Interviews
- Leave Late – Assuming it is during the school year attend a extra-curricular event at a school

Interview Process

- Mock Interviews with Class Participates
 - 3 minutes each
 - New CBO interviewing classmate based on current position.
 - What would you say about your current job and District
 - Quick review of FCMAT Predictors to Start the interview process.

Interview Process

FCMAT Predictors

- **1. *Leadership breakdown****
- a. Governance crisis**
- b. Ineffective staff recruitment
- c. Board micromanagement and special interest groups influencing boards
- d. Ineffective or no supervision
- e. Litigation against district

Day Six, Seven, Eight, Nine, Ten

- Arrive Early
- Meet with your Assistant
 - Review prior day and schedule for day
- Meet with Labor Representatives
- Tour the Technology Department
- Do a Williams Facilities Inspection of a School Site with the M&O Director
- Make a Work Plan for Uncompleted Projects
- Leave Late

Day 11 to Day 100

- Arrive Early
- Meet with your Assistant
 - Review prior day and schedule for day
- Leave Late
 - Identify yourself as a Marathon Manager
 - Leadership will come later.....
 - Make Time to Get out of the Office to Departments and Schools
 - Notice Employees Work Habits and Give Praise for the Positive

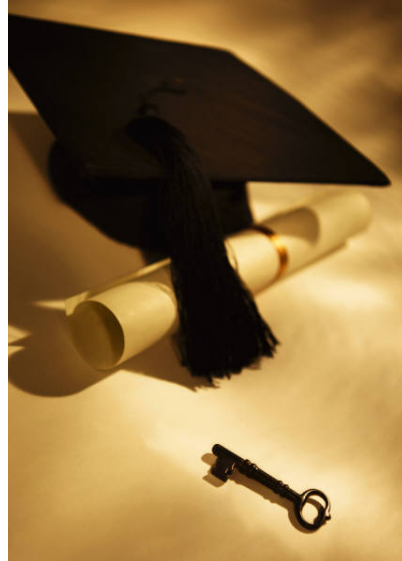
Day 11 to Day 100

- Develop Chart and Tables of Key Priorities from
 - Interviews
 - Site Visits
 - Walk Arouns and Inspections
- Discuss with Superintendent - Appraisal of your work to date. Commendations and Recommendations

Next Steps

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- Graduation



- Go forth and make ALL of us Proud!