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Note generali  Nota di bibliografia	getting ready for the new year September and October: starting smoothly and settling in November and December: checking in and celebrating progress January and February: taking stock and planning for next year March and April: staying focused and facing challenges 7. May and June: wrapping up and celebrating The routine and expected Crises, the unexpected, caveats, and musings Resource A: school site inspection Resource B: site readiness inspection sheet Resource C: summary of school inspections Resource D: key actions checklist Resource E: custodian school inspection sheet Resource F: playground inspections Resource G: portable building inspections Resource H: human resource annual calendar Resource I: meeting schedule Resource J: administrator evaluation form Resource K: administrator evaluation process Resource L: budget guidelines Resource M: budget calendar Resource N: planned priorities Resource O: organization chart Resource P: information for board members Resource Q: school

Chapter 1 - Welcome to the Superintendency; Chapter 2 - July and August: Reflecting and Getting Ready for the New Year; Chapter 3 - September and October: Starting Smoothly and Settling In; Chapter 4 - November and December: Checking In and Celebrating Progress; Chapter 5 - January and February: Taking Stock and Planning for Next Year; Chapter 6 - March and April: Staying Focused and Facing Challenges; Chapter 7 - May and June: Wrapping Up and Celebrating; Chapter 8 - The Routine and Expected Chapter 9 - Crises, the Unexpected, Caveats, and MusingsResources; References; Index

## Sommario/riassunto

This reflective calendar and planning journal helps new and veteran superintendents address day-to-day concerns while keeping student achievement in perspective throughout the year.