

Scheduling Your Board's Work: Development of an Annual Calendar

Pete Hoepfner AASB President
Timi Tullis Dir. of Board Development and Field Services

2017						2018					
January			February			March			January		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15
22	23	24	25	26	27	28	18	19	20	21	22
29	30	31					25	26	27	28	29
April			May			June			February		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17
22	23	24	25	26	27	28	20	21	22	23	24
29	30	31					27	28	29	30	31
July			August			September			April		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	8	9	10	11	12
15	16	17	18	19	20	21	15	16	17	18	19
22	23	24	25	26	27	28	22	23	24	25	26
29	30	31					29	30	31		
October			November			December			May		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	8	9	10	11	12
15	16	17	18	19	20	21	15	16	17	18	19
22	23	24	25	26	27	28	22	23	24	25	26
29	30	31					29	30	31		
Federal Holidays 2017			Federal Holidays 2018			Federal Holidays 2017			Federal Holidays 2018		
New Year's Day			New Year's Day			New Year's Day			New Year's Day		
Martin Luther King Jr. Day			Martin Luther King Jr. Day			Martin Luther King Jr. Day			Martin Luther King Jr. Day		
Presidents' Day			Presidents' Day			Presidents' Day			Presidents' Day		
Good Friday			Good Friday			Good Friday			Good Friday		
Memorial Day			Memorial Day			Memorial Day			Memorial Day		
Independence Day			Independence Day			Independence Day			Independence Day		
Labor Day			Labor Day			Labor Day			Labor Day		
Thanksgiving			Thanksgiving			Thanksgiving			Thanksgiving		
Christmas			Christmas			Christmas			Christmas		



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Importance of Planning

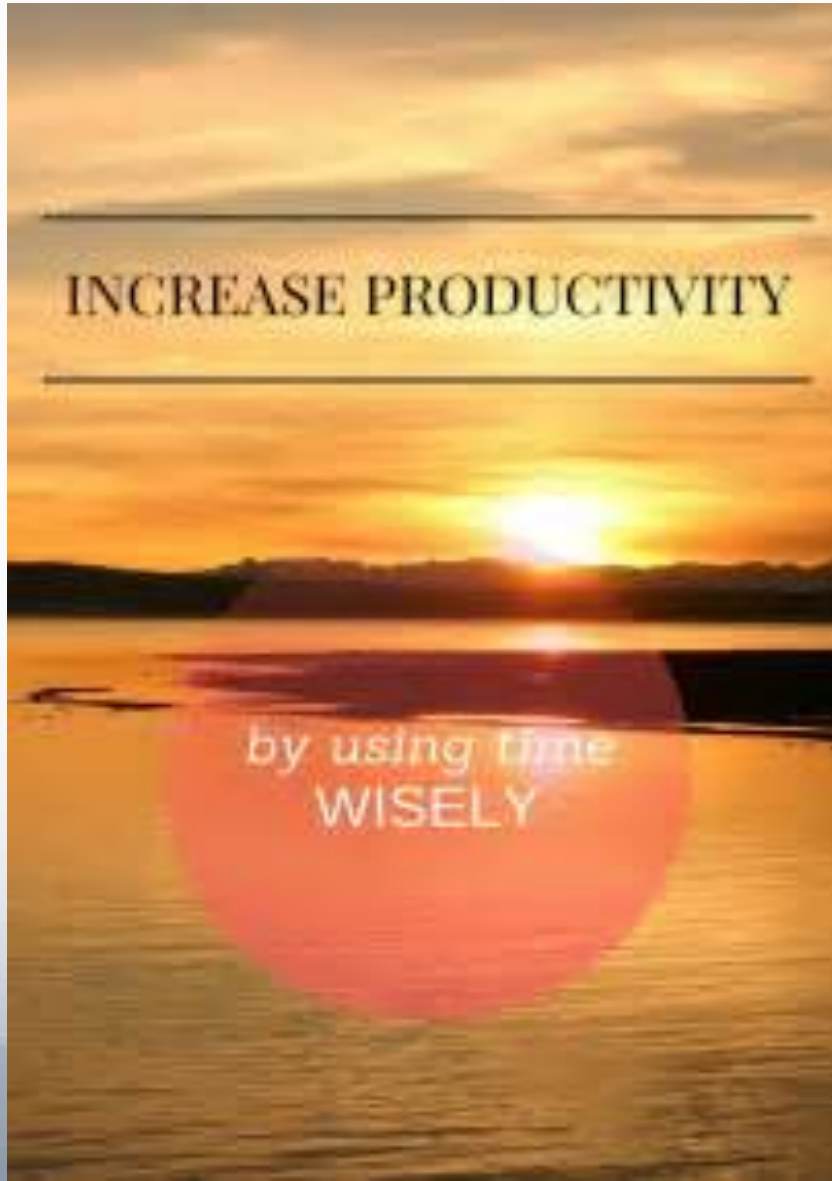
Failing to plan
is planning to
fail.

- Allen Lakein



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Increases Efficiency



Ensures a More Productive Use of the District's Resources



Ensures Productive use of the Board and Superintendent's time



Makes the Board and District more Responsive to the Public

NOTES:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

95. blood press

49 platelets

no BMED in AM

no FEVERS

poop - 1 watery meals

same, 1 same

7 H Ate!!

Noodles, NANA

yogurt, SALAD

walked all night!

Cyclo - good

1 Bandage chg

poop - purged soup

diarrhea 1,1,1

15.9 NOFEVERS

8 Clinic

platelets

100.1

NOSE

HOSE

poop loose

1x, 1x

Slept all day

Washington's Birthday (US)

oxy - 3 pm

1 clay diarrhea

3 ft. 4 inches cat

102.1 100.5

102.9 8.3 AM poop

oxy 11 7 AM clump

103.1 10.5

oxy 11 1 pm

102.2 3 pm Tyl 15ml

104.2 4.15 - 1.15 ml

101.1 8 35 AM

2 OFF TPN - only lipid

poop - carrot soup

1,1,1

off 12oz penim

OXY - Tummy

stitches cut w/versed

PARVO VIRUS - 100.5

FEVERS/RASH

catheter

108.4 100mm Tylmol

102.8 95mm

16 Clinic

poop 1x, 1x

walked

gymnastics

4

OXY

versed - noon - 9 pm

98.9 platelets - 12

112

R. 2.7

156 atypical 8.2

23 10 30 Clinic

H. HESITANT

Speech 2A

3:45 FT. Puup chg

5:45 - 4.6 - 2.116 - Tracy

10.30 Horsecare diarrhea

10.7

15.8 5.9 100.5

Clinic 1 30

CEFTAZ

Tulise

101.1 8 35 AM

3 AM 101.3 100.5

IVIG

desq chg.

10 Home from

BEACH

platelets

SEPTAR

103.4 101.7

102.15.1

17 Ash Wednesday

Pred TAPER

back on IVIG, Hydri

- Antibiotic

poop - viet hamburger

1x, 1x

200

H. cancel

Sept 6-9: OXY

versed

OXY

103.5 8.5

102.2 2.1

24 100 7 Tyl

2.1

Red blood

platelets

Pred 2ml / ml

poop - 1x

versed 15 oxy 6 pm

10.5 102.8 Tyl

Sept most day 102.6 100

4 Red blood

+ platelets

HOME

poop - carrot soup

bdg chg

11 Clinic

IVIG

Red Blood

poop - purged choc

1x, 1x

1x, 1x, 1x

102

18 poop - choc pen

diarrhea 1x

activity nurse

stayed

waterfront, train

Tops LUS

102.8 8.1

oxy 11am

poop - 1x day

diarrhea 1x

4pm 16 Tyl w/eds

spun, versed

appt 1st oxy

10.5 102.8 Tyl

Sept most day 102.6 100

5 100.8 - few mml

diarrhea 2x

HOME

poop - carrot soup

bdg chg

12 100.8

L. 102 Apont

varied menu needs

a treat

H. CANCELLED

BACK 104.6

103.4 102.15.3

19 .77 mg

Clinic 12 30

prozac? versed

atypical 5%

platelets

poop, diarr - 1x, 1x

102 - desq chg 15.8

26 Clinic 10 AM

Tul 20 / oxy 8.2

platelets - cyclo

10.30 atypical 23.6

Tul 10.5 - 1x

diarrhea 1x - 1x

Nurse chg 1x

10.5 102.8 Tyl

Sept most day 102.6 100

6 Cyclo - Hosp

1 pm

diarrhea 1x, 1x

feels Great!!

atypical - 11.7

HOME

poop - viet hamburger

1x, 1x

104.5 Tylmol 1x, 2x

Threw up juice

oxy

pred - 2m

102.2 10.5

Schwaben

allums (S)

103.3 10.5

104.5 Tylmol 1x, 2x

10.30 atypical 23.6

Tul 10.5 - 1x

diarrhea 1x - 1x

Nurse chg 1x

10.5 102.8 Tyl

Sept most day 102.6 100

NEW

HOSE

L. 2

no drugs



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Aids in Organizing and Providing Direction

2010																												
January							February							March							April							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			
May							June							July							August							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
					1	2		1	2	3	4	5	6				1	2	3	4						1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
31																					30	31						
September							October							November							December							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			



Gives Direction and Reduces Uncertainties



Allows for Anticipative Action



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Increases the Effectiveness of the Administration



Helps to Achieve Goals and Objectives

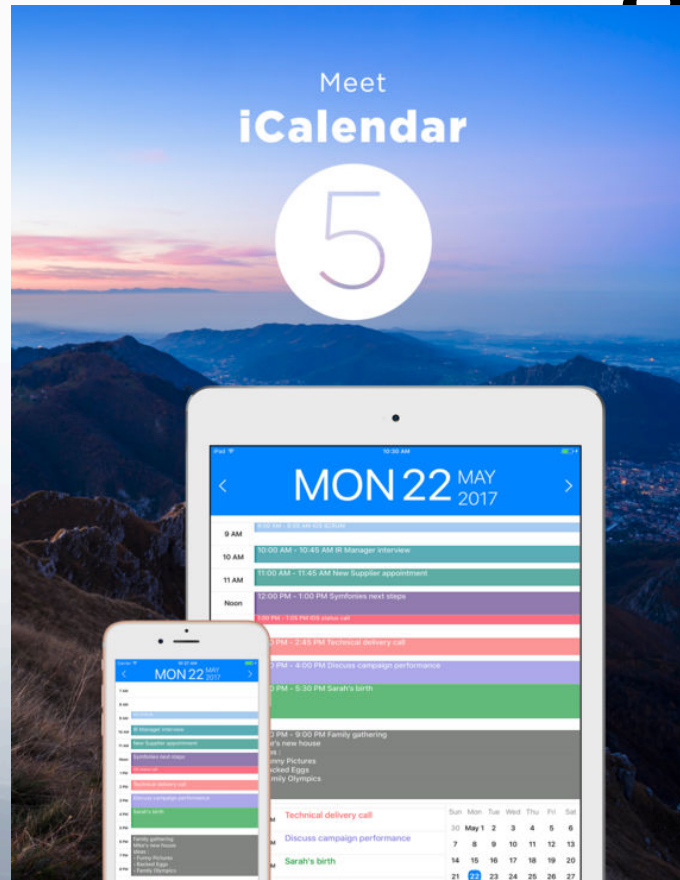
"The tragedy of life
doesn't lie in **NOT**
reaching your goal.
The tragedy lies in
having **NO GOALS**
to reach."

~ Benjamin Mays



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Reduces Mistakes and Oversights (things are not forgotten!)



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Minimizes Impulsive and Random Decisions

IMPULSIVE

TENDING TO DO THINGS SUDDENLY AND WITHOUT CAREFUL THOUGHT



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Helps in Decision Making & Reduces Unnecessary Pressures of Immediacy



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Your Board's Accountability Timetable

- What do you include on your yearly calendar?
- If your board does not have a calendar, what do you think should be included on one?
- Who is the keeper of the calendar and who makes sure that things are done in a timely manner?

What questions can we answer?

- Thanks for your attention! Let us know if we can ever be of assistance to you.

Pete Hoepfner

Cordova SD and AASB Board President 2017

Timi Tullis ttullis@aasb.org

Director of Board Development and Field Services

Office # 907-463-1660!!!