

## OVERVIEW

Have you ever faced a new or novel situation? Who do you turn to if you are not sure what to do or how to do it? The answer may be – participate in our Administrator Mentoring Program. Over the last 6 years this program has helped many School Districts to solve numerous administrative problems, regardless of whether the Superintendent has been on the job 10 days or 10 years.

We developed this Program with retired Superintendent Al Humpage. It allows clients to draw upon Al's many years of experience and vast expertise. It can help you to be successful and confident.

### AREAS OF MENTORING

- **Borrowing** Understanding your short and long-term debt issues. Basic understanding of short and long-term borrowing.
- **Staff Evaluations** Practical ways to staff evaluation. Training in certified and non-certified evaluations.
- **Remediation Process** The best practices to a successful remediation process.
- **Negotiations** Services from representing the board of education to working with the superintendent and/or board team to achieve a successful contract.
- **Dealing with a Crisis** Strategies for dealing with a serious crisis in the district that will help keep the crisis from getting bigger.
- **Tax Increment Finance (TIF)** Step-By-Step support from understanding how a TIF works, what a district can do, “and” educating your city leaders and board to working out an agreement with the city.

- **Enterprise Zone** How they work and how they differ from TIFs.
- **Handling Conflict** A major reason superintendents lose their job is the day-to-day dealings with people, problems and conflicts. Ways to deal with and reduce conflict.
- **Budgeting** The how to's of preparing and then working within your district budget.
- **Tax Levy** Learn how to prepare for the levy and how to present the levy to your board and the public.
- **Property Taxes** Understanding individual property tax bills, the assessment cycle, tax extensions, the collection cycle, and tax appeals. How to predict your district's equalized assessed valuation.
- **General State Aid** Calculating the formula to determine your future state aid payments. Understanding the factors influencing the state aid formula.
- **Federal and State Grants** How to determine which one to go after. How to incorporate grants into your short and long range budgeting.
- **Audit** Understanding the audit from a practical approach. What are the important findings in an audit and how to use this information.
- **Working with the Board Of Education** Learn how to orient new members and work with experienced ones. Learn the do's and do not's of superintendent board relations. Best practice for board agendas to board meeting. Workshops for your board of education.
- **Public Relations** Successful tips on building strong public relations within your district and community from newsletters to speaking with the media.
- **Your District's Financial Profile** Getting a handle on your district's financial condition.

- **Facilities Management** Getting a handle on the building's maintenance and repairs. Best practices to gain control in this area.
- **Referendums** Learn tested strategies for a successful referendum.
- **Superintendent Search** We are well equipped to provide your district with all of the services that it may desire for an efficient and professional search.
- **Other** Unusual issues faced by your district

### PROGRAM

Under the program an Administrator would receive a **one hour** personal conference each month, over a **three month** period of time. **You** will choose the topics for each of your meetings. The current monthly cost to participate in this program is **\$135.00**.

Sessions are normally held at our office, although we would gladly meet at your School District for a nominal additional charge. If your District requires more services we will provide that support at a reduced hourly rate.

*Our mentor can point you in the right direction or be a sounding board for your new proposal. **It can make all the difference!***

A number of Administrators have renewed participation in this program after the expiration of the initial term. This program is especially helpful to new superintendents.

### FIRM PROFILE

**Walter J. Zukowski** founded the Zukowski Law Offices in 1988, after six years as an attorney with another firm. Prior to that, he was a law clerk to the Illinois Supreme Court.

During the course of his career, Mr. Zukowski has litigated cases in state and federal courts. He has represented management in numerous types of actions.

Mr. Zukowski is a summa cum laude graduate from the University of Illinois - at Springfield, with a BA in Economics. He has a Juris Doctorate and Masters Degree in Business Administration, with honors, from the University of Notre Dame. Mr. Zukowski has done post-graduate work at the London School of Economics. He has also done post-graduate work in Financial Planning.

Mr. Zukowski is the former Chairman of the Illinois State Bar Association Section Council on Education Law. He is a frequent lecturer, and has had several articles published. Mr. Zukowski is also a former Chairman of the Illinois Community College Attorneys Association. He is also a member of the National Council of School Attorneys. Mr. Zukowski is listed in "Who's Who In American Law".

Zukowski Law Offices is a four attorney firm located in Peru, Illinois. The firm is committed to furnishing affordable experienced, aggressive, innovative high quality legal representation. We believe that bigger isn't necessarily better. Our attention to detail and thoroughness has earned us a statewide reputation for excellence. The firm engages in a comprehensive and technical approach generally associated with larger firms.

The firm distinguishes itself from larger specialized law firms by having a local presence in north central Illinois. This allows us to build client relationships, which are characterized by flexibility, responsiveness, and continuity; qualities that are the strength of a focused smaller firm. The 75 years of collective experience of our attorneys and mentor is our greatest resource.

## CONCLUSION

We understand the needs of local districts. We appreciate that many districts are experiencing tough financial times. We go to great lengths to provide prompt, clear, concise, and cost effective advice to all of our clients.

If you are looking for a little direction with a particular issue we ask that you **please consider us**. If you are considering a Mentoring Program to enhance your training we ask that you **call us**. We would appreciate the opportunity to work with you.

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## Zukowski Law Offices

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### ADMINISTRATOR MENTORING PROGRAM



817 Peoria Street  
PO Box 484  
Peru, IL 61354

Telephone: (815) 223-3434

Fax: (815) 223-3489

Email: [zukowski@theramp.net](mailto:zukowski@theramp.net)

Visit us online at [www.zukowskilaw.com](http://www.zukowskilaw.com)