



**Texas Bandmasters Association
Convention/Clinic July 26-28, 2018**

**Avoiding Trouble at Work –
Understanding the Ins and Outs of
Finances, Hiring, and Administrative
Expectations**

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Sponsor: Phi Beta Mu

TEXAS BANDMASTERS ASSOCIATION

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“Staying out of Trouble”

Presenters

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Be Professional - You are a Celebrity

- Elevate your standard of personal behavior, in and out of the school
- Develop a professional relationship with students, parents, and admin
- Dress appropriately
- Communicate respectfully
- Maintain high expectations for students, the program, and yourself
- Professional Development – take it seriously

Classroom Etiquette

- Model appropriate behavior
- Be consistent
- Tell your students what to do rather than what **not** to do
- Avoid painting yourself into a corner

Organization

- Physical spaces – rooms, offices, storage rooms, library
- Contest Entries – adhere to time deadlines

Follow the Rules

- Attend meetings
- Be punctual
- Copy Machine
- Travel and Transportation
- Grades
- Attendance
- Classroom Management
- Written Communication
- Lesson Plans
- Observations/Evaluations

Cooperation - Be a Team Player

- Remember your role
- Communicate - no surprises

Protect Your Resources

Instruments

- Maintain accurate, complete, up-to-date records
- Use the manufacturer's serial number, in addition to ISD number
- Mark cases with white marker
- Luggage tags with student name and serial number
- Student/parent responsibility form

Uniforms

- Utilize a numbering system for all pieces
- Have an ID system for Band shirts/personal items

Music Library

- Utilize a catalogue system
- Keep a score of everything you play, with reference notes
- No photocopies

People

- Colleagues
- Admin Assistants
- Campus and District Administrators
- School Counselors

- Facilities and Equipment Managers
- Communications Office
- Fine Arts Administrators
- On-line Info
- Peer Mentors
- Students
- Former students
- Clinicians
- Professional Organizations
- Professional Development
- Professional Artists
- Parents

Relationships

- Develop and maintain positive relationships
- Learn your students' names, interests and what is important to them
- Look for opportunities to cultivate positive relationships with adults
- Avoid scaring the students or parents
- Utilize **CPR** - Constant **P**ositive **R**einforcement

Financial Transparency

- Follow all district guidelines
- Maintain meticulous and up-to-date records
- Redundancy is imperative
- Use check # and receipt # in parallel records
- Communicate to students/parents clearly re: financial obligations – avoid changes and surprises
- Keep school monies and booster monies separate
- Always give a receipt when accepting money
- Always count money with another adult in the room
- Deposit money daily
- Be on good terms with financial secretary
- Have deposits organized when giving to him/her
- Keep a hard copy of deposit records with the signed receipt attached
- Carelessness is no excuse!!

Communication

- Strive for honesty and clarity
- Know how to communicate differently, based on your audience
- Written communication must be grammatically correct
- In a face to face meeting, be aware of eye contact, voice timbre, posture, body language, etc.
- Ask students to do as you say **and** do – model appropriate communication
- Provide calendars in advance
- Communicate with admin on a regular basis – about student success as well as issues
- Congratulate colleagues and administrators for their accomplishments

Social Media – the real “Permanent Record”

- Social media can be effective for communication, networking, and marketing
- Utilize appropriate apps
- Warning - social media can create and feed negative behavior
- Check your Facebook settings
- Post only appropriate photos – none with PDA or alcohol/drug use innuendos
- No controversial status updates - positive statements only
- No posting of any personal information that can be interpreted as inappropriate

- “Friend” students **after** they graduate

Cell Phone

- Return calls in a timely and prioritized way
- Update voicemail message when away
- A text becomes public once you hit Send!
- No texting to students, except in a group setting for professional responsibilities

Email

- Use email to exchange basic information, not to solve a problem
- Return emails in a timely and prioritized way, while keeping your inbox organized
- Email works best if you already have a relationship with the recipient
- Use emphatic typefaces sparingly
- Proof before you send
- An email becomes public once you hit Send!
- Avoid sending or forwarding inappropriate items

Parent Conferences

Before:

- Notify parents in advance to confirm date, time, place of conference
- Inform parents ahead of time about the purpose of the meeting
- If necessary, arrange for an interpreter or mediator
- Set up a friendly environment - sit at a table or have chairs in a conversational set up
- Be proactive, notify parents when issues arise – act before a problem has grown out of control
- Clarify who will be attending the conference – parents, guardian, relative, grandparent, foster parents, etc.
- Double check names!
- Have all behavioral documentation, notes, and/or written work available
- If the conference is a general meeting on the progress of the student, limit concerns to no more than one or two items
- If the conference is to discuss a major concern have all documentation, parent signed contracts, etc., available

During:

- Greet parents with smile and handshake
- Be sensitive – remember you are talking about who they value the most
- Recognize that you have shared goals – the success of the student
- Provide parents with specific information
- Remember to show, not just tell – provide specific examples
- Find positive information as well as the negative to share
- Listen actively
- Aim for a workable plan of action
- Summarize major points and clarify any action that will be taken
- Let parents know you are always available for follow up communication

After:

- Jot down some notes about the meeting
- Record your observations, perceptions and save for future reference

- Communicate with parents thanking them for their time

Watch Out - these should never be part of parent-teacher conferences!!

- Comparing one student with another
- Including another student's issues in the discussion
- Focusing on family issues
- Psychoanalyzing a parent
- Psychoanalyzing a child
- Blame a parent for the student's problems
- Talking about other teachers in the building
- Arguing with the parent

Dealing with Angry Parents

- Ask for administrative help
- Stay calm - anger doesn't accomplish anything, and usually makes things worse
- Maintain eye contact
- Encourage and demonstrate mutual respect
- Listen attentively
- No arguing or interrupting
- No accusations or judging
- Know when it's time to agree to disagree

Principal Conferences

- Timing is Everything!
- Remember your role
- Make an appointment
- Be organized
- Know what is important to him/her
- Have supporting data in hard copy form
- Have a solution
- Contact him/her before it's too late
- Come when you're called

Booster Clubs

- Know the laws and by-laws
- Stay out of parent to parent conflicts
- No Individual Student Accounts
- Follow the Guidelines as outlined in the UIL Booster Club Organizations Handbook
- **Never** sign a check, especially with only your name

Strategies for Serious Issues

- Relocate to a safe environment
- Remember that the root of the problem may not be something you don't know or didn't see
- Individualize the remedy
- Student's demeanor may not be an accurate reflection of their emotions
- Understand that the root of the problem may not be something you don't know or didn't see
- Remind yourself that it's not about YOU
- Take their statements seriously
- Communicate with parents
- Get some adult help

Finally – Remember

- **WHY** you do **WHAT** you do
- **WHO** you serve