



# Administrative Services

2022-2023

## Networking and Professional Learning

Superintendent and Principal Forum Participation

- Includes weekly webinars, weekly newsletters, and any in-person forums at either of our Greenbush locations

Central Office Staff Forum Participation

- Includes registration for two attendees

Aspiring Principals Workshop

- Includes registrations for unlimited attendees

Budget Workshops

- Includes the annual KSDE Budget Workshop and occasional just-in-time support workshops

## Communications Support

Written Communications and Board and Stakeholder Presentation Support

- GB Provided: On topics of common interest or need, Greenbush will provide customizable templates for your use
- District Provided: Greenbush will review and provide timely feedback on your already-developed communications and presentations.

## Leadership Development, Capacity Building, and Customizable Supports

Customizable 1:1 Administrator Mentoring and Coaching

- Personalized leadership development through consultation, coaching, feedback, collaboration, and continuous support

Annual Summer Administrative Planning Meeting

- Half-day or full-day customizable sessions that focus on team building, goal-setting, and planning for the next school year

OnDemand Emergency or Special Administrative Meeting

- We can connect with you and/or your administrative team in a matter of minutes or as needed through web conferencing to thought-partner and problem solve

Evaluation Training and Support for Building Administrators

- Half-day customizable session that focuses on evaluation processes and procedures align to Kansas Statutes and your local negotiated agreement

Customizable Instructional Feedback Walkthrough Tool

- Creation of custom walkthrough tool and support provided for implementation

Professional Learning Communities Development and Support

- Assist building leadership teams in structuring and implementing PLCs

Building and District Site Council Development and Support

- Provide support and assistance to administrators in the development, structuring, and implementation of school and district Site Councils

Personnel and Human Resources Support

- Confidential consultation to discuss personnel issues and strategies to address challenges
- Human Resources planning, recruitment, and retention support
- Hiring procedures, interview questions, and on-boarding/orientation procedures

Enrollment in an EAP for the Superintendent

- Includes access to legal, financial, and counseling support

Professional Services Support for Administrators

- Resume, cover letter, and application materials review
- Conduct preparatory mock interviews

## Discounted Member Services

\*plus travel expenses when applicable

MEMBER FEE	SERVICE	NON-MEMBER FEE
\$3,500	Strategic Planning	\$5,000
\$1,200	Budget Preparation (MAPP Software)	\$1,700
\$1,400	Budget Preparation (Non-MAPP Software)	\$1,900
\$800	Budget Projection/Review (Per Occurrence)	\$1,300
\$1,000	Budget Monitoring	\$1,500
\$700	Closing Budget Year	\$1000
\$150	Additional Office Staff Forum Enrollment	\$350

**\$1,450**  
**Annual**  
**Fee**

### CONTACT US:

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