



WOODBIDGE GROUP NEWSLETTER

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SPRING 2007

Editor's Choice:

The 7 traits of effective leaders:

How many do you share?

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Are leaders born or made? Can you learn superior leadership skills? No one is sure, but experts have noticed seven specific actions that successful leaders carry out, regardless of the organization or cause they lead.

Effective leaders:

...Make others feel important. If your goals and decisions are self-centered, followers will lose their enthusiasm quickly. Emphasize their strengths and contributions, not your own.

...Promote a vision. Followers need a clear idea of where you're leading them, and they need to understand why that goal is valuable to them. Your job as a leader is to provide that vision.

...Follow the Golden Rule. Treat your followers the way you enjoy being treated. An abusive leader attracts few loyal followers.

...Admit mistakes. If people suspect that you're covering up your own errors, they'll hide their mistakes too, and you'll lack valuable information for making decisions.

...Criticize others only in private. Public praise encourages others to excel, but public criticism only embarrasses and alienates everyone.

...Stay close to the action. You need to be visible to the members of your organization. Talk to people, visit other offices and work sites, ask questions, and observe how business is being handled. Often you will gain new insights into your work and find new opportunities for motivating your followers.

...Make a game of competition. The competition drive can be a valuable tool if you use it correctly. Set team goals, and reward members who meet or exceed them. Examine your failures, and celebrate your group's successes.

—Adapted from *The Toastmaster*

by

The Manager's Intelligence Report—MR612

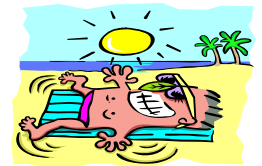
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From the Desk of Woodbridge Group's Executive Director...

National Charter Schools Week to be Celebrated April 30-May 4

From April 30 - May 4, charter advocates, parents, teachers and students from across the country will celebrate the role high-performing charter schools play in opening doors to hope and opportunity for families. With the theme of "Closing the Gap," the 8th annual National Charter Schools Week will highlight how charter schools are making meaningful gains for disadvantaged children.

To assist the charter school community in planning, the National Alliance for Public Charter Schools has developed a toolkit (http://www.publiccharters.org/files/1866_file_CharterSchoolsWeekToolkit_2_14_07b_3_.pdf).

The toolkit offers a wealth of resources for helping make the week a success, including suggested engagement activities and talking points for speaking with a variety of audiences. It also provides several templates, including a sample press release, a sample school fact sheet, and a sample legislative letter.

Source: National Alliance for Public Charter Schools, (02/10/2007) <http://www.publiccharters.org/content/publication/detail/1866/> ▪





On the Lighter side...

WHAT TEACHERS MAKE

The dinner guests were sitting around the table discussing life.

One man, a CEO, decided to explain the problem with education. He argued, "What's a kid going to learn from someone who decided his best option in life was to become a teacher?"

He reminded the other dinner guests what they say about teachers: Those who can, do. Those who can't, teach."

To stress his point he said to another guest; "You're a teacher, Sidney. Be honest. What do you make?"

Sidney, who had a reputation for honesty and frankness replied, "You want to know what I make? (She paused for a second, then began...)

"Well, I make kids work harder than they ever thought they could.

I make a C+ feel like the Congressional Medal of Honor.

I make kids sit through 40 minutes of class time when their parents can't make them sit for 5 without an iPod, Game Cube or movie rental...You want to know what I make?" (She paused again and looked at each and every person at the table.)

I make kids wonder. I make them question.

I make them criticize. I make them apologize and mean it.

I make them have respect and take responsibility for their actions.

I teach them to write and then I make them write. I make them read, read, read. I make them show all their work in math.

I make my classroom a place where all my students feel safe. I make my students stand to say the Pledge of Allegiance to the Flag because we live in the United States of America.

Finally, I make them understand that if they use the gifts they were given, work hard, and follow their hearts, they can succeed in life.

(Sidney paused one last time and then continued.)

"Then, when people try to judge me by what I make, I can hold my head up high and pay no attention because they are ignorant...You want to know what I make?

I MAKE A DIFFERENCE. What do you make?" ■

Just a good reminder to always look at the bright side of things! Have a great day!

The 92-year-old, petite, well-poised and proud lady, who is fully dressed each morning by eight o'clock, with her hair fashionably coifed and makeup perfectly applied, even though she is legally blind, moved to a nursing home today.

Her husband of 70 years recently passed away, making the move necessary. After many hours of waiting patiently in the lobby of the nursing home, she smiled sweetly when told her room was ready. As she maneuvered her walker to the elevator, I provided a visual description of her tiny room, including the eyelet sheets that had been hung on her window. I love it," she stated with the enthusiasm of an eight-year-old, as if having just been presented with a new puppy. "Mrs.. Jones, you haven't seen the room. Just wait."

"That doesn't have anything to do with it," she replied, "Happiness is something you decide on ahead of time. Whether I like my room or not doesn't depend on how the furniture is arranged... it's how I arrange my mind. I already decided to love it "It's a decision I make every morning when I wake up. I have a choice; I can spend the day in bed recounting the difficulty I have with the parts of my body that no longer work, or get out of bed and be thankful for the ones that do. Each day is a gift, and as long as my eyes open - I'll focus on the new day and all the happy memories I've stored away ... just for this time in my life. Old age is like a bank account: you withdraw from what you've put in.

So, my advice to you would be to deposit a lot of happiness in the Bank account of memories. Thank you for your part in filling my Memory bank. I am still depositing. Remember the five simple rules to be happy:

1. Free your heart from hatred.
2. Free your mind from worries.
3. Live simply.
4. Give more.

JUST 4 FUN

"MINDBENDERS"

This exercise in mental health uses words, letters, symbols (and their positions) to represent common words, phrases, expressions, people, places, and events.

Example:

SOMEWHERE

RAINBOW

"SOMEWHERE OVER THE RAINBOW"

| | |
|---|---|
| S | T |
| I | U |
| T | H |
| | S |

1. _____

TW O

2. _____

| | | | | | |
|---|---|---|---|---|---|
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| | | | | L | |
| | | | L | | |
| | | | A | | |
| | | | C | | |
| | | I | | | |
| | S | | | | |
| U | | | | | |
| M | | | | | |

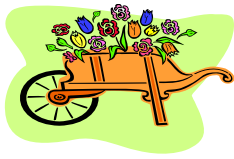
3. _____

FEWFEW
MENTION
MENTION

4. _____

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| R O A D S |
| D |
| S |

5. _____



Inside the Mind of Tina Miller Administrative Services Manager

Maintaining I-9's: Top 10 do's and don'ts

Issue: Mistakes in processing employment eligibility verification forms can still land you in trouble.

Risk: Discrimination claims; penalties of up to \$10,000 per employee.

Acton: Take stock of your I-9 compliance.

Don't get sloppy with your I-9 employment eligibility verification forms, even if you figure the feds are too busy looking for terrorists to bother checking out your worker documentation.

Yes, the U.S. Citizenship and Immigration Services concentrates more on security-related sites such as airports and water supplies in the wake of September 11, 2001. But it will respond to complaints, including those files by employees bumped from jobs by illegal workers. And penalties can be high: Poor documentation can cost you \$1,000 per worker, and knowingly hiring an illegal alien can result in a \$10,000 per-worker fine.

To sidestep potential legal trouble and discrimination complaints, follow these I-9 do's and don'ts:

1. **Do** require all new hires to complete and sign Section 1 of the I-9 form on their first day of work .
2. **Don't** ask an applicant to complete and I-9 prior to extending a job offer. Unhired applicants can use I-9 information to allege that you discriminated against them.
3. **Do** review each employee's documents to make sure they're on the I-9's list of acceptable documents and that they appear genuine.
(For the list, see www.uscis.gov/graphics/formsfee/forms/I9.htm.)
4. **Don't** ask new hires for any particular documents or for more documents that the I-9 requires. The employee chooses the documents, not you.
5. **Do** establish a consistent procedure for completing I-9s, and educate your hiring managers.
6. **Don't** consider the expiration date of I-9 documentation when making hiring or firing decisions.
7. **Do** make and retain copies of all I-9 documentation provided. (This isn't mandatory, but it's a good idea.)
8. **Don't** forget to keep a tickler file to follow up on expiring documents that limit the employee's authorization to work. You don't have to re-verify identification documents, such as driver's licenses.
9. **Do** keep I-9s and copies of documents for three (3) years after the employee's hire date or one (1) year after his/her termination, whichever comes later.
10. **Don't** put the Form I-9 in an employee's personnel file. To protect your company against discrimination claims, keep the I-9 and supporting documentation in a separate file.

www.TheHRSpecialist.com (Compliance) ■

Knowledge—like the sky—is never private property...

Teaching is the art of sharing.

Abraham Joshua Heschel
(1907-72)

Polish Theologian, &
Educator

DO/DID YOU KNOW?

The Internet hasn't replaced the telephone yet, but it can help you locate a phone number. You can search by business name or category at:

www.superpages.com

or

www.switchboard.com.

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MINDBENDER ANSWERS:

1. Sit Down & Shut up
2. Split In Two
3. Musically inclined
4. 2 Few-2 Mention
5. Crossroads

HR Corner:

Revealing Clothes, Flip-Flops Top Fashion Faux Pas in Workplace

Executives say that wearing revealing clothes or flip-flops to work are employees' most common fashion faux pas, according to a survey by TheLadders.com.

The survey found that 63 percent of executives said that wearing revealing clothes to the office is the most common fashion blunder. Sixty-two percent said wearing flip-flops was the most common fashion faux pas.

Fifty percent of executives said employees push the boundaries of office dress codes by wearing jeans, according to the survey, which included 2,245 executives.

Sixty-three percent of executives say that employees who dress in business suits are taken more seriously. Thirty-six percent of executives said employees who are dressed casually are perceived to be creative.

"Presenting yourself in the best possible light, whether you're dressed for a relaxed or formal environment, can help boost your confidence level," says Marc Cenedella, president and CEO, TheLadders.com. "When you look good, you feel good, and you increase your shot at success."

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What's in the Future for:

CCA - Crossroads Charter Academy
WMAAA - W MI Academy of Arts & Academics
BCCS - The Byron Center Charter School
TMCS - The Morey Charter School

National Charter School Week

April 30—May 4, 2007

April 2007

WMAAA, BCCS, TMCS, CCA — 2-6 Spring Break
April 23-May 4—MAP Testing for WMAAA students
CCA—12th & 17th Parent/Teachers Conferences

May 2007

BCCS—Graduation: May 24
CCA—Graduation: May 26
Memorial Day—No School: May 28
BCCS—Last Day of School—May 31

June 2007

CCA—Last Day of School—June 6
WMAAA—June 8th Last Day of School
TMCS—Last Day of School—June 13



WELLNESS at work “Stay Smart”

Exercising your brain is as important as exercising your muscles. It keeps you sharp and may delay some brain diseases that occur as we age. Stretching your mind muscle is also fun! During break time, stay mentally fit by:

- Solving puzzles
- Figuring out math problems
- Learning new vocabulary every day
- Making up rhymes and songs
- Playing work games
- Reading
- Playing a musical instrument

Find fun mind games online at:

www.dana.org/brainweek/puzzles.cfm

Keep your brain safe as well as smart. When biking, skiing, snowmobiling, and motorcycling, always wear a helmet. When working in areas that have head dangers, always wear a hard hat. In the car, always wear your seat belt.

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