

Summer 2011 Administrative Leadership Academy



The purpose of the school division's Summer Administrative Leadership Academy is to enhance the knowledge and skills of newly appointed principals and assistant principals. Seminars will be structured to provide relevant information, to engage participants in problem-solving activities, and to promote collaboration. Through the academy, administrators will have an opportunity to examine their new roles with specific attention to tasks they are likely to handle as they begin the new school year.



Easy
Registration

Each seminar has a specific target audience. Use the electronic (fillable) registration form provided by the Department of Staff Development to register for seminars offered through the Summer Administrative Leadership Academy. **Submit your registration form by Thursday, June 23, 2011.**

TRAINING TOGETHER . . . LEADING TOGETHER . . . ACHIEVING TOGETHER!

CHESAPEAKE PUBLIC SCHOOLS

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*When a newcomer first arrives, it is critical that that person spend time
looking very carefully at the whole environment
to see what story is being told.*

Daresh, J. C. (2001). *Beginning the principalship: A practical guide for new
school leaders* (2nd ed.). Thousand Oaks, California: Corwin Press.

SUMMER LEADERSHIP SEMINARS

#1 - INTRODUCTION TO SUMMER ADMINISTRATIVE LEADERSHIP ACADEMY

Dr. James T. Roberts will welcome participants and provide the purpose of this summer training academy designed specifically for newly appointed administrators.

SPECIAL EDUCATION: TRENDS, ISSUES, AND SOLUTIONS

In order to serve students with disabilities effectively, school administrators must be knowledgeable of the legal and practical aspects of special education. This session will focus on key highlights of Virginia's special education regulations, critical IEP compliance issues, common discipline challenges, and tips on how to avoid costly mistakes.

Through simulations and real life scenarios, participants will experience the challenges of the administrator's role in an IEP meeting and discuss effective techniques for fulfilling that role. This session will also provide new school administrators with proactive tips and essential resources for monitoring and managing special education within their building.

Day/Date: Thursday, July 14, 2011

Time: 8:30 a.m. – 3:30 p.m.

Location: SAB – Multipurpose Room

Presenters: Mr. Craig Pinello, Director of Special Education
Mrs. Karen Niedermeier, Assistant Director of Special Education
Mrs. Lisa Perkins, Special Education Compliance Officer

Target Audience: New Assistant Principals (includes Assistant Principal I)
(Optional for New Principals)



#2 - PUPIL DISCIPLINE AND ATTENDANCE

This session is designed to educate participants on the School Board policy regarding guidance and legal requirements when addressing pupil discipline. Participants will review sections of the Code of Virginia and School Board policy focusing on discipline for students. Special attention will be given to the due process procedures that must be afforded students, including students who have an identified disability.

Day/Date: Tuesday, July 19, 2011

Time: 8:30 a.m. – 11:30 a.m.

Location: SAB – Multipurpose Room

Presenters: Mr. Wayne Martin, Director of Student Services
Mr. Lenny Vaughan, Supervisor of Student Discipline

Target Audience: New Assistant Principals (includes Assistant Principal I)
(Optional for New Principals)

#3 - SOL DATA: UNDERSTANDING HOW IT IMPACTS ACCREDITATION AND AYP

New building administrators will walk away from this session with a better understanding of the Accreditation (State) and AYP (Federal) testing process. Participants will review SOL reporting results for their individual schools and learn how to make targeted instructional decisions based on disaggregated data. Additionally, participants will learn how to determine the appropriate Other Academic Indicator (OAI) used for making AYP. Remember, data can be an administrator's best friend!

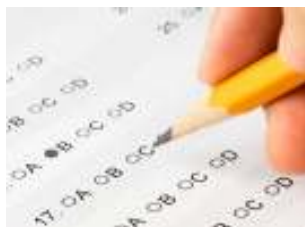
Day/Date: Tuesday, July 19, 2011

Time: 1 p.m. – 3:30 p.m.

Location: SAB – Multipurpose Room

Presenter: Mrs. Jackie Coppage-Miller, Director of Assessment and Accountability

Target Audience: New Principals and New Assistant Principals (includes Assistant Principal I)



#4 - SOL TEST ADMINISTRATION: PREVENTING COSTLY SECURITY VIOLATIONS AND IRREGULARITIES

It is important for all school personnel, especially administrators, to understand the SOL testing process. In this session, administrators will discuss best practices for SOL testing in regard to test administration, security procedures, and avoidance of situations that may lead to irregularities and security violations.

Day/Date: Tuesday, July 19, 2011

Time: 3:45 p.m. – 4:45 p.m.

Location: SAB – Multipurpose Room

Presenter: Mr. Jack Hannon, Supervisor of Testing and Title III Coordinator

Target Audience: New Principals and New Assistant Principals (includes Assistant Principal I)

#5 - THE SCHOOL LEADER AND THE USE OF TECHNOLOGY

The growing emphasis for on-line reporting and data analysis requires the school leader to understand how technology can be utilized to improve instruction and planning within the school and the school division. This session will provide insight into the time-saving capability available with modern technology and the resulting positive effect on other responsibilities of the school leader. Issues regarding e-mail, technology in the classroom, computer ethics, and security will also be examined.

Day/Date: Wednesday, July 20, 2011

Time: 8 a.m. – 10:30 a.m.

Location: SAB – Multipurpose Room

Presenter: Mrs. Kate Pitchford, Director of Information Technology

Target Audience: New Principals and New Assistant Principals (includes Assistant Principal I)

#6 - SUBFINDER FOR ADMINISTRATORS

This session will provide an overview of the site administrators' responsibilities in SubFinder, the electronic absence management system used by teachers and teacher assistants to report absences and secure substitutes.

Day/Date: Wednesday, July 20, 2011

Time: 11 a.m. – 12:30 p.m.

Location: SAB – Multipurpose Room

Presenters: Mrs. Amber Dortch, Human Resource Administrator
Mrs. Carolyn Parker, SubFinder Technician

Target Audience: New Assistant Principals (includes Assistant Principal I)

#7 - EMPLOYEE EVALUATION AND EMPLOYEE DISCIPLINE

This seminar will provide information regarding the role of administrators in personnel procedures and employee evaluations. Evaluation timelines will be reviewed, as well as the importance of documenting day-to-day concerns and the legal aspects of personnel records. Action plans, performance improvement plans, discipline letters, and procedures for the non-renewal and dismissal of teachers will be discussed. The guidelines for evaluating all levels of classified personnel and the management of work-related concerns will also be addressed. The facilitators will engage participants in scenarios that could occur with any employee. Particular attention will be given to guidelines for fair and consistent discipline of employees and appropriate documentation.

Day/Date: Wednesday, July 20, 2011

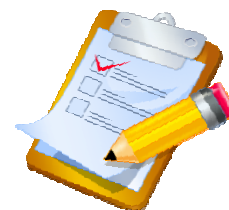
Time: 2 p.m. – 4:30 p.m.

Location: SAB – Multipurpose Room

Presenters: Mrs. Joanne Sawyer, Director of Human Resources
Mr. Michael Clayman, Human Resource Administrator
Mrs. Laurie Edgar, Human Resource Administrator

Target Audience: New Principals and New Assistant Principals (includes Assistant Principal I) **and** all other Administrators

Note: This session is open to all experienced administrators. Licensure points will be awarded for these individuals through the 2011-2012 Administrative Leadership Academy. A separate registration form will be sent to experienced administrators.



#8 - INSTRUCTIONAL LEADERSHIP: MONITORING INSTRUCTION

What are the common behaviors of effective instructional leaders? What steps can principals and assistant principals take to ensure they are developing as instructional leaders? Which teacher activities should school leaders monitor to promote effective instruction? Participants will address these questions as they examine research-based information and school division practices relative to the role of the administrator as an instructional leader.

Day/Date: Tuesday, July 26, 2011

Time: 8:30 a.m. – 11:30 a.m.

Location: SAB – Multipurpose Room

Presenters: Dr. Anita James, Director of Elementary Curriculum and Instruction
Mrs. Deborah Hunley-Stukes, Director of Middle School Curriculum and Instruction
Mrs. Linda Byrd, Director of Secondary Curriculum and Instruction

Target Audience: New Principals and New Assistant Principals (includes Assistant Principal I)

#9 - **STAR STUDENT**

This class is designed for personnel who will use Star_Student to view student information. Participants will have the opportunity to gain basic knowledge of Star_Student and enhance their skills. Topics will include Star_Student security, navigation, basic queries, and printing reports.

Day/Date: Tuesday, July 26, 2011

Time: 1 p.m. – 3:30 p.m.

Location: ESC – Lab 120

Presenter: Mrs. Philomena Hoar, Senior Programmer Analyst

Target Audience: New Assistant Principals (includes Assistant Principal I)

#10 - **ACCOUNTING AND BUDGET: IMPLICATIONS FOR THE SCHOOL LEADER**

A clear understanding of the responsibility for properly managing public funds is essential for the building administrator and other supervisory central office personnel. Failure to properly manage public funds can lead to public distrust, loss of valuable financial resources, and personal liability. Participants will have the opportunity to review the operating budget process, the purchasing process, and the grant application process. Other financial responsibilities to include accounting for school activity funds and requests to the central operating budget will be addressed.

Day/Date: Tuesday, July 26, 2011

Time: 1 p.m. – 4 p.m.

Location: SAB – Conference Room

Presenters: Mr. Theo Faulk, Administrative Director of Accounting and Finance
Mrs. Kisha Allen, Director of Purchasing
Mrs. Tammy Rodriguez, Director of Accounting
Mrs. Marilyn Woodall, Director of Budget

Target Audience: New Principals





Summer 2011 Administrative Leadership Academy Registration Form

Registration Process: Using the appropriate column, please place a check in the space provided to confirm your plans to attend the designated seminars. **With the exception of seminars that are shaded or marked “optional,” attendance is required for the target audience.**

Name: _____
Last
First
Initial

Position: _____ **School/Department:** _____

Employee ID Number:

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Seminar Title	Date Time/Location	NEW PRINCIPALS	NEW ASSISTANT PRINCIPALS (incl. Asst. Prin. I)
#1 – Special Education: Trends, Issues, and Solutions	July 14 8:30 a.m. – 3:30 p.m. ~ SAB	<i>Optional</i>	
#2 – Pupil Discipline and Attendance	July 19 8:30 a.m. – 11:30 a.m. ~ SAB	<i>Optional</i>	
#3 – SOL Data: Understanding How It Impacts Accreditation and AYP	July 19 1 p.m. – 3:30 p.m. ~ SAB		
#4 – SOL Test Administration: Preventing Costly Security Violations and Irregularities	July 19 3:45 p.m. – 4:45 p.m. ~ SAB		
#5 – The School Leader and the Use of Technology	July 20 8 a.m. – 10:30 a.m. ~ SAB		
#6 – SubFinder for Administrators	July 20 11 a.m. – 12:30 p.m. ~ SAB		
#7 – Employee Evaluation and Employee Discipline	July 20 2 p.m. – 4:30 p.m. ~ SAB		
#8 – Instructional Leadership: Monitoring Instruction	July 26 8:30 a.m. – 11:30 a.m. ~ SAB		
#9 – Star_Student	July 26 1 p.m. – 3:30 p.m. ~ ESC		
#10 – Accounting and Budget: Implications for the School Leader	July 26 1 p.m. – 4 p.m. ~ SAB		

Return to: Staff Development mailbox at StaffDevelopment@cpschools.com

Return by: Thursday, June 23, 2011