

2009 Summer Leadership Conference

Registration and Session Selection forms are at the end of this document

Oswego County BOCES and the Educational Leadership Institute will be sponsoring the 2009 Summer Leadership Conference on August 12, 13, 14, 2009 at the SUNY Oswego campus in Oswego, NY.

This is a 2 ½ day conference for school administrators and administrative teams dealing.

with 13 session topics, such as teacher tenure, dealing with problem teachers, transitioning into an administrative position, and fiscal operations. There are three workshop options each morning and afternoon of the conference.

Each day will begin at 8:00 a.m. with a daily gathering, coffee starter, and sign in. On Thursday evening, there will be a conference social from 7:00 pm to 10:00 pm. The location will be announced at the conference. Full conference registration fee includes the program, materials, coffee starter, lunch, and parking each day. Registration, and registration changes, must be made by August 5, 2009.

View the schedule of the day and write-ups for each workshop. At the end of the write-ups, there are two documents that must be completed to register for the conference and to select the sessions you want to attend.

For further information, contact Jane Suddaby, Asst Supt of Instructional Support Service, at 315-963-4248 or jsuddaby@oswegoboces.org

Summer Leadership Conference Schedule

[Registration Form and Workshop Selection links](#)
follow the workshop descriptions

Wednesday, August 12, 2009

8:00 to 9:00 AM - Daily Gathering, Coffee Starter, and Sign-in

Sessions 1 - 9:00 AM to 12:00 Noon

“Tenure: Developing a Culture of Quality and Accountability” (5 hours)

Wayne Vander Byl, School District Counselor and Attorney

THIS IS A FIVE-HOUR SESSION (two hours after lunch in Session 2 - you must register in Session 1 and Session 2). The common wisdom is that New York's tenure law entrenches mediocrity and protects incompetence. Once a teacher has tenure, a proceeding under section 3020-a is so difficult, costly, and time-consuming that it should be avoided at all costs except in the most egregious cases. Is this true? No! By understanding and working with the tools the law gives them, superintendents can set and enforce high standards for tenured teachers. This workshop will review the legal standards and procedures for conferring and denying tenure, and for disciplining and dismissing tenured teachers. It will dispel the myths that impede action to weed out ineffective and incompetent teachers. Superintendents will learn practical skills for writing powerful observations and evaluations, investigating complaints, warning and counseling, enforcing improvement plans, and building the case in the classroom so that it can be proven in the courtroom. Materials will be practical and useful.

“Transitioning to a New Administrative Position”

Timothy McElheran, Superintendent (retired), Victor Central Schools

Career transition (shift) is a common decision for educational administrators. To successfully navigate from position to position, and district to district, usually requires a thoughtful approach and an articulated plan. The educator's ability to navigate the unknown waters of career change may well dictate his/her future success in the profession. The how, why, and when to transition will be the focus of the first part of this session. We will discuss personal impact factors such as family, confidence, and values, and professional factors such as insight, training, mentoring, and role anticipation.

Accepting a new position has its own personal and professional challenges. The second part of this session will focus on successful adjustment to a new position. We will explore issues related to school and district culture, superintendent's and school board expectations, and how to address "office politics." We can look at what to do if the job description is different from your actual work day, how to translate new ideas into action when new, and how to minimize stress on your

family with a move to a new community. There will be time for sharing personal experiences and observed situations.

"Toto, I have a feeling we're not in Kansas anymore." Transition to Technology Integration

**Brian McQueen, Director of Instructional Technology, Whitesboro Central Schools,
Gregory W. Toussaint, Network Administrator, Oneida BOCES and Whitesboro Central Schools**

As a district or school administrator, you may be refocusing many of your essential administrative skills for technology leadership. We will discuss useful and creative solutions for building technology accountability into the planning process for your school district or school building. Creating a technology vision and mission, managing change, aligning technology to meet your district's/school's initiatives and technology policies, security, and fiscal needs will be our focus. Attendees will explore the current paradigm shift from textbooks to integrated technology and the aggressive world of technology in education today.

Lunch - 12:00 Noon to 1:00 PM

Sessions 2 - 1:00 PM to 4:00 PM

"Tenure: Developing a Culture of Quality and Accountability - 2nd half" (5 hours) **Wayne Vander Byl, School District Counselor and Attorney**

This is a continuation of the Session 1 workshop (two additional hours) completing a full-day workshop. You must sign up for Session 1 and 2 of this workshop.

Creating Balance, Maintaining Balance...Is this even possible?"

Rebecca "Becky" Kaune, Educational Leadership Consultant

Where does my day go? How do I handle this rat race? Regardless of how dedicated, experienced, or skilled you are as an administrator, the question remains -- HOW DO I DO ALL THIS???? Most of us experience stress at one time or another. Let's call "TIME!" for these few hours and share ways to set priorities in the work day, keep those things (and people) that are near and dear to us in the picture, manage the time with the tasks, and maximize the resources available to us!

"Data Mining for Administrators"

Once you have the gold...what do you do with it?

**Barbara Battaglia, Director of the Office of Accountability and
Chief Information Officer, Kenmore Town of Tonawanda UF Schools**

This session will foster discussion around student performance data and how administrators can

analyze it, share it with staff, engage in Root Cause Analysis, develop instructional improvement plans, and ultimately watch student performance improve! We will explore the basic tenants of data mining and analysis (reviewing some good exemplars), practice some of the analysis processes, and understand how to transfer and apply the learning.

Thursday, August 13, 2009

8:00 to 9:00 AM - Daily Gathering, Coffee Starter, and Sign-in

Sessions 3 - 9:00 AM to 12:00 Noon

"Effective Evaluation of the Problem Teacher" (5 hours)

Wayne Vander Byl, School District Counselor and Attorney

THIS IS A FIVE-HOUR SESSION (two hours after lunch - you must register in Session 3 and Session 4). When a teacher is not performing satisfactorily, the administration has to deliver the message so the teacher can be held accountable, whether the teacher likes it or not. If it does not achieve the primary objective of improving the teacher's performance, then the message has to be clear enough to be enforceable in a disciplinary proceeding.

This workshop will review the practical skills and legal standards for observing, evaluating, counseling, and warning teachers when they are performing unsatisfactorily or when they have committed misconduct. It will offer specific options and techniques for clearly documenting teacher performance and the administration's expectations. Participants will learn how to avoid common mistakes and learn practical skills both for writing and speaking to problematic teachers.

"What Was I Thinking?" ... Making Ethical Decisions in Everyday Administration

Susan Gray, Ph.D., Superintendent (retired), Penfield Central Schools

We are all tested... How do we personally maintain high ethical and moral standards in our daily decision-making and best serve our school district? We will look at what we mean by "Being Ethical" as a leader and what process questions we can ask ourselves in choosing the ethically best direction in a difficult situation.

What does research say about "Ethical Dilemmas in Public Education?"

How do we handle others whose behavior and values are unethical?

This session will encourage you to share your ethical dilemmas and consider examples provided by the presenter. Information from the presenter's research will be shared as part of the presentation. We will discuss common areas of ethics conflict from the experiences of educational leaders, along with "best practices" that have successfully prevented and/or resolved ethics issues that we commonly face as school administrators.

"Formative Assessment for Leaders: Are Students Learning?"

Leela George, Director of Data, Curriculum & Assessment, Cayuga-Onondaga BOCES

"Assessment systems must provide decision makers with a variety of different kinds of information in different forms at different times to support or to verify student learning."
- Stiggins

Using the concept of leadership competencies in assessment by Rick Stiggins, participants will assess their own knowledge and skills and establish goals for their school or district. An articulation of the systemic blocks to assessment leadership, as well as an identification of the components that facilitate assessment leadership, will be examined. A roundtable sharing of the assessment leadership skills needed to build effective intervention programs for students will conclude the session. We will overview the concept of formative assessment and offer strategies for school leaders to support assessment practices. Topics in this interactive workshop include: Data Driven Decision-Making, Barriers and Bridges to Assessment Leadership, and Connections to AIS and RTI.

Lunch - 12:00 Noon to 1:00 PM

Sessions 4 - 1:00 PM to 4:00 PM

"Effective Evaluation of the Problem Teacher - 2nd half" (5 hours)

Wayne Vander Byl, School District Counselor and Attorney

This is a continuation of the Session 3 workshop (two additional hours) completing a full-day workshop. You must sign up for Session 3 and 4 of this workshop.

"Winning Strategies for a Winning Administrative Team"

Ronald DeCarli, Superintendent, Frontier Central Schools

What do a winning Division 1 basketball team and winning administrative team have in common? Everything -- according to eight-year, former basketball coach at St. Bonaventure University and twelve-year, Superintendent of Schools Ron DeCarli! Inside/outside offense, team players, man-to-man defense, and full-court press are all leadership concepts or strategies for the winning administrative team. Ron will discuss his use of sports coaching strategies to hold the administrative team together, and his experiences as a "Teaming-Leader," coach, and superintendent.

The Frontier administrative team uses the Kouzes and Posner LEADERSHIP PRACTICES INVENTORY [LPI] to assess and "goal" their administrative team. Superintendent DeCarli will discuss the Kouzes and Posner LPI and THE FIVE PRACTICES OF EXEMPLARY LEADERSHIP,

together with his understanding of how to build an integrated team around the practices, to generate success for the individual administrator and administrative team.

Ron's highly-entertaining and motivational style makes him a popular speaker with individuals and administrative teams ready to "walk the talk" in creative, team problem-solving and decision-making.

"Understand School District Fiscal Operations and Decisions"

James M. Merrins, Ed.D. Superintendent (retired), Fredonia Central Schools

The fiscal activities of a school district have heavy productivity, political, and strategic implications. Most school administrators have little experience with school business administration. We will discuss the scope of activities of school business operations and provide insight into key business decisions. We will discuss: the State, community, and district forces impacting fiscal decisions; fiscal stability and control; revenue management; and fund balance control and strategy. Your understanding of school fiscal operations may make you a better, stronger, more valuable school administrator.

Thursday evening - August 13

7:00 PM to 10:00 PM

Conference Social - Location provided at conference

Friday, August 14, 2009

8:00 to 9:00 AM - Daily Gathering, Coffee Starter, and Sign-in

Sessions 5 - 9:00 AM to 12:00 Noon

"Administration of a Personal Improvement Plan (TIP)"

Wayne Vander Byl, School District Counselor and Attorney

Putting a teacher on an improvement plan is a significant commitment of the supervising administrator's time and effort as it is a demand upon the teacher's. The district should not commit its resources to an improvement plan without knowing how to achieve a satisfactory conclusion. What must the teacher do to improve? How long should the teacher be given to improve? What are the indicators of progress? What if the teacher improves, but still does not meet the district's standards? When is it reasonable to end the plan, extend it, revise it, start over, or take disciplinary action? What is the relationship of the teacher improvement plan to the tenure decision timelines?

This workshop will offer practical suggestions for developing and administering teacher improvement plans so that they achieve acceptable results. In it, administrators will learn how to

make the plan a test of the teacher's ability to improve rather than of the administrator's ability to plan. It will offer specific techniques to secure improvement when it occurs and to document unsatisfactory results to support disciplinary action or dismissal. Materials will be practical and useful.

"The Great Game: The Fight for Economic, Productive, and Innovative Power"
Timothy McElheran, Superintendent (retired), Victor Central Schools
Dawn Santiago-Marullo, Superintendent, Victor Central Schools

The balance of educational, economic, productive and innovative power, long held by the United States, is being challenged by an awakening in the great population centers of the world. The legislation of action is not working - while lifting some it simultaneously depresses others - leveling towards the average. Educational leaders must respond or lose "The Great Game." The only points of light are coming for those local school districts that understand what's happening, accept the reality, and confront the challenge. Accepting that challenge requires community-district-parent-educator-student support. This workshop presents this challenge and discusses what can be done. We will review the major factors affecting the future of our country in a global economy and share insights gained from a recent trip to China. We will share successful leadership strategies for raising awareness and building consensus among staff, parents, and community members to raise academic achievement through continuous improvement and community involvement.

"The Painful Administration of Student Extraclassroom Activity Funds"
James M. Merrins, Ed.D., Superintendent (retired), Fredonia Central Schools

The school administrator inheriting the administration of student activities and oversight of student funds has her/his hands full. In recent years, New York State has placed renewed emphasis of extra-classroom activity fund management. The responsibility for the fiscal integrity, oversight, and safety of student money rests with the Central Treasurer, Faculty Advisors, and school administrators. The school administrator must understand the law, what is happening, what is needed, and what can be done to meet his/her duties and solve the practical problems of control needed to maintain the fiscal integrity of student funds. The school administrator must act knowledgeably so as not to leave student funds open to mismanagement and the school open to potential embarrassment. The reputation of the administrator and staff rests on knowledge and good fiscal decisions. This workshop is a foundation for the effective administration of extra-classroom activity funds.

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## **REGISTRATION INFORMATION**

Full registration includes the program, materials, coffee starter, lunch, and parking each day. Workshop attendance will be reserved on a first-come, first-serve basis.

If the workshop is cancelled, you will be notified and liability is limited to return of the registration fee. Participants may cancel up to one week prior to the workshop to receive full registration fee refund. Registration deadline is August 5, 2009. To cancel registration, please notify Kathy Mihalek. If not cancelled by August 5, your district will be billed for the conference option you registered for. If you need to substitute a participant for a registered individual, you may do so, but please notify us. Contact information is below.

Conference registration does not include accommodations. Local hotels can be found in the area. Participants are free to enjoy dinner on their own and local area attractions when not in sessions. The SUNY Campus and the surrounding area offer many attractions.

Upon registration, a confirmation and map will be emailed to you.

## CONFERENCE OPTIONS

Participants may attend the full 2 ½ day conference (\$445), one full day (\$225 with lunch), one half day (\$125 without lunch), or two different half days (\$250 without lunch). The second and subsequent attendees from the same school district who attend the full 2 ½ day conference will receive a \$25 team conference discount on their registration fee (\$420).

Participants must complete both the registration form and the session form to fully register.

### ~ ~ Registration Form ~ ~

Print the Registration Form page. Make sure you mark which Conference Billing Option you are signing up for and provide your email address (in case we need to contact you). You must obtain an *original signature* from your Superintendent or Business Administrator authorizing billing. You will not be considered registered without the signature. Send the signed registration form to:

Kathy Mihalek  
Oswego County BOCES  
1-315-963-4248  
1-315-963-3885 (Fax)  
or scan and email to [kmihalek@oswegoboces.org](mailto:kmihalek@oswegoboces.org).

### ~ ~ Session Selection Form ~ ~

Print the Session Selection Form page and select which workshops you

wish to attend during each session and send the form to:  
Jim Merrins, Exec. Program Administrator  
1-716-672-5472 (Fax)  
or scan and email to [jmerrins@cecomet.net](mailto:jmerrins@cecomet.net)

# REGISTRATION FORM

“2009 SUMMER LEADERSHIP CONFERENCE”

August 12, 13, 14, 2009 - SUNY Oswego Campus, Oswego, New York

(Please type or print clearly)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE (     ) \_\_\_\_\_ FAX (     ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DISTRICT \_\_\_\_\_ SCHOOL \_\_\_\_\_

## CONFERENCE SESSION CHOICE:

\_\_\_ **Full Conference** - \$445 for Full 2 ½ day Conference

\_\_\_ **One Conference Day** - \$225 for one conference day (with lunch) – Check which day: \_\_\_ Wednesday \_\_\_ Thursday

\_\_\_ **One - Half Conference Day** - \$125 for one conference day (without lunch):

\_\_\_ Wednesday a.m. \_\_\_ Wednesday p.m. \_\_\_ Thursday a.m. \_\_\_ Thursday p.m. \_\_\_ Friday a.m.

\_\_\_ **Two – Half Conference Days** - \$250 half conference day on two different days (without lunch)

\_\_\_ Wednesday a.m. \_\_\_ Wednesday p.m. \_\_\_ Thursday a.m. \_\_\_ Thursday p.m. \_\_\_ Friday a.m.

**Team Conference Discount: Districts with 2 or more attending Full Conference Day = \$25 discount on 2<sup>nd</sup> and subsequent participants. Discounts will be computed after receiving all district registrations.**

\_\_\_ Our district has more than one person attending the Full Conference Day

## METHOD OF PAYMENT

\_\_\_ **Pre-Pay:** Make check payable to Oswego BOCES Treasurer and mark “2009 Leadership Conference. attach copy of registration form(s)

\_\_\_ **School Billing:** Oswego County component schools only will be billed through 533 Coser

\_\_\_ **Direct Billing:** All schools not in Oswego County -- will be billed through their BOCES – or may be billed on a non-contract invoice. **DO NOT SEND PO OR CROSS CONTRACT.**  
**The agreement below is in place of a cross contract.**

*Registration from school districts that participate in a School/Curriculum Improvement Coser can qualify for BOCES aid for certain conference expenses (registration, travel, substitutes).*

**District:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name of Superintendent/Business Administrator** \_\_\_\_\_

**Original Signature of Superintendent (required)** \_\_\_\_\_

**Full Name of Local BOCES:** \_\_\_\_\_

**Business Office Contact & Phone** \_\_\_\_\_

\*\* Mail, fax, or scan and email the signed form to: Kathy Mihalek, Oswego County BOCES  
179 County Rt 64, Mexico, NY 13114  
315-963-4248 315-963-3885 (fax)  
kmihalek@oswegoboces.org

# 2009 SUMMER LEADERSHIP CONFERENCE SESSION SELECTION FORM

Name \_\_\_\_\_ Email \_\_\_\_\_

School District \_\_\_\_\_ Position \_\_\_\_\_

Please mark the sessions you wish to attend.

## Wednesday, August 12 – Morning - Session 1

- Tenure: Developing a Culture of Quality and Accountability (part 1)
- Transitioning to a New Administrative Position
- "Toto, We're not in Kansas Anymore" – Technology Integration

## Wednesday, August 12 – Afternoon - Session 2

- Tenure: Developing a Culture of Quality and Accountability (part 2)
- Creating a Balance, Maintaining Balance ... Is This Even Possible?
- Data Mining for Administrators: Once You Have the Gold

## Thursday, August 13 – Morning – Session 3

- Effective Evaluation of the Problem Teacher (part 1)
- What Was I Thinking? Making Ethical Decisions in Everyday Administration
- Formative Assessment for Leaders: Are Students Learning?

## Thursday, August 13 – Afternoon – Session 4

- Effective Evaluation of the Problem Teacher (part 2)
- Winning Strategies for a Winning Administrative Team
- Understand School District Fiscal Operations and Decisions

## Friday, August 14 – Morning – Session 5

- Administration of a Teacher Improvement Plan (TIP)
- The Great Game: The Fight for Economic, Productive, and Innovative Power
- The Painful Administration of Extra-classroom Activity Funds

Send this form to:

Jim Merrins, Exec. Program Administrator  
Educational Leadership Institute  
42 Rosalyn Court  
Fredonia, NY 14063  
1-716-672-5472 (Fax)  
or scan and email to [jmerrins@cecomet.net](mailto:jmerrins@cecomet.net)

