

# Cycles of Success

## training and support for the new Superintendent

Educational Leadership Institute, SUNY Oswego - Jim Merrins, Ed.D., Executive Program Administrator

*Start at any time of the year for twelve months.*

## Mid-West New York

(Finger Lakes - Rochester - Southern Tier - Western NY area)

- *Understand the superintendent's roles and functions.*
- *Learn the cycle of the superintendent's work year.*
- *Improve knowledge, skills, and strategies in areas critical to the administrative responsibilities of the superintendent.*
- *Practical suggestions to meet the responsibilities, vision, goals, and accountability of the superintendency from successful school superintendents.*
- *Connect with experienced superintendents.*
- *Meet other new superintendents.*
- *Share in a confidential environment.*

### Program History and Description

The administrative responsibilities of the superintendency can be overwhelming. The superintendent needs to review foundation information (Superintendent/Board relations, school finance, school law, personnel, etc.), and understand the annual work cycles of the superintendency. The *Cycles of Success* is both training and a confidential support program for superintendents.

*Cycles of Success* was started in Western New York in 1996 to support new superintendents. In 1998 it was expanded into Southern Tier school districts. In 1999 it was extended into Central New York.

The *Cycles of Success* program is practical and valuable. The monthly sessions provide a superintendents time to discuss and understand what the superintendent should be doing next and why she/he should be doing it. Participants get practical advice from successful, experienced superintendent faculty and guest faculty

**[www.SuperintendentOfSchools.com](http://www.SuperintendentOfSchools.com)**

## Ongoing Topics

- Issues of concern to participants
- News of interest to superintendents
- Strategies for current educational problems

## Schedule of Topics, by Month

(revised subject to participant interests and needs)

July	<ul style="list-style-type: none"><li>- The Annual Goals/Evaluation Cycle (productive Board activities)</li><li>- Annual Review of the Board Agenda</li><li>- Board Discussion of Schedule of Reports</li><li>- New Staff Orientation, End of Summer Celebration</li><li>- A Smooth Start (Notice of Opening, Opening Day)</li></ul>
August	<ul style="list-style-type: none"><li>- Personal Administration and Negotiations</li><li>- Administration of Contract(s)</li><li>- Administration of the fiscal health of your school district</li></ul>
September	<ul style="list-style-type: none"><li>- Academic Accountability and the Curriculum Cycle</li><li>- Review of the Superintendent's Annual Fiscal Cycle</li><li>- The Budget Development Calendar</li></ul>
October	<ul style="list-style-type: none"><li>- District Fiscal Data (Reports and Long Range Plans)</li><li>- Internal Fiscal Controls</li><li>- The Healthy Lifestyle of the Superintendent</li></ul>
November	<ul style="list-style-type: none"><li>- Planning the Annual Budget Cycle</li><li>- Budget Communication Strategies</li></ul>
December	<ul style="list-style-type: none"><li>- The Superintendent and the Law</li><li>- The Superintendent's Contract</li></ul>
January	<ul style="list-style-type: none"><li>- The District's Administrative Structure - organization, communication, and politics for the next school year</li><li>- Evaluation of Administrators</li></ul>
February	<ul style="list-style-type: none"><li>- Finalizing the Annual Budget, Meeting and Vote</li><li>- Budget communication strategies revisited</li></ul>
March	<ul style="list-style-type: none"><li>- Standard Hiring Procedures</li><li>- Media Relations</li><li>- Preparation for the Board Reorganization Meeting</li></ul>
April	<ul style="list-style-type: none"><li>- Strategies for a New Board of Education (new Board Member Orientation)</li><li>- Employee Termination/Dismissal Timing and Strategies</li></ul>
May	<ul style="list-style-type: none"><li>- Transportation / Food Service / Maintenance</li><li>- Roles of BOCES and the District Superintendent</li><li>- Fellow Superintendent Support</li></ul>
June	<ul style="list-style-type: none"><li>- Final review of the Board Reorganization Meeting Agenda</li><li>- Working with the new Board of Education</li><li>- Summer work strategies</li></ul>

**Rick P. Amundson, Superintendent, Lyons Central Schools**

Rick Amundson has been the Superintendent of Lyons Central School District in Wayne County, New York since 2005. Prior to entering the superintendency he had 18 years of administrative experience includes district level positions in the Webster Central Schools, Mamaroneck Union Free Schools, and Churchville-Chili Central Schools. Rick is a 2004 graduate of the Superintendent Development Program. He has been a presenter at the New York State Council of Schools Superintendents conference and New York State School Boards statewide conference. Professionally Rick has been active as an adjunct professor at SUNY Brockport, and as Past President of both Section V Athletics and the New York State Association of Health and Physical Education (NYS AHPED).

**Timothy McElheran, Superintendent, Victor Central Schools (retired)**

Timothy McElheran is retired Superintendent of the Victor Central School District. In addition to eight years of successful classroom teaching experience, Tim's resume' includes positions as Assistant to the Superintendent in the Webster Central School District, and Director of Human Resources and Assistant Superintendent for Human Resources in the Fairport Central School District. Tim has been a faculty member in the Superintendent Development Program. Tim also served as an adjunct professor for SUNY Brockport, instructing graduate students in Advanced Personnel Management. The New York State Association of Women Administrators recently recognized Tim's vision and ability to bring about change with the prestigious Linda Tinelli Shieve Award.

**James M. Merrins, Executive Program Administrator**

Jim Merrins is currently Executive Program Administrator for the Cycles of Success. He administers the statewide *Transition to Superintendency Program* and numerous workshops for superintendents and senior school administrators across New York State. Jim has 36 years experience in school administration, 16 years as a Superintendent of Schools, in Fredonia and Honeoye, New York. Dr. Merrins is also NYS certified as a School Business Administrator. To help superintendents and senior school administrators across New York State, he developed and manages the *www.SuperintendentOfSchools.com* website with the popular resource centers - *The New Superintendent's Transitional Toolbox* and *The File Cabinet*. Dr. Merrins taught school finance and school law at SUNY colleges (Brockport, Fredonia, and Oswego) for many years.

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**REGISTRATION FORM ON NEXT PAGE**

REGISTRATION FORM

# Cycles of Success

*(Please type or print clearly)*

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

Name of Superintendent \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone (        ) \_\_\_\_\_ FAX (        ) \_\_\_\_\_

Contact E-Mail \_\_\_\_\_

**First Year Costs:**

**Per year (12 sessions) - \$950** (free make-ups in the following year)

**Per Session - \$95**

**Second Year Costs:**

**Per year (12 sessions) - \$595**

The registration fee includes program materials each session day.

**Registration Process:**

**STEP 1 - Registration**

**FAX REGISTRATION to (716) 672-5472 >> then MAIL REGISTRATION to:**

Dr. James M. Merrins, Executive Program Administrator

Educational Leadership Institute, 42 Rosalyn Court; Fredonia, NY 14063

**STEP 2 - Cost and Method of Payment** - The cost of this program is \$950 for the first year, (\$95 per session); \$595 for the second year.

TOTAL AMOUNT: \$ \_\_\_\_\_

Check or purchase order # \_\_\_\_\_, payable to "SUNY Oswego" and noted as "Cycles of Success"

Mail Check or Purchase Order to: "SUNY Oswego" (EIN14-6013200)  
Educational Leadership Institute – School of Education  
Ms. Deborah Trionfero, Administrative Assistant  
7060 State Rt. 104 - 356 Wilber Hall  
Oswego, NY 13126

**IF YOU HAVE QUESTIONS: (716) 672-5473**

Or on the web at: **[www.SuperintendentOfSchools.com](http://www.SuperintendentOfSchools.com)**