

Cohort 9 - Long Island, NY Cohort 10 - Syracuse, NY

2012 Transition to Superintendency Program (TSP)

For experienced school administrators preparing to
become Superintendents of Schools
and
For the newly appointed Superintendents of Schools

Two Wednesdays
and
Two Thursdays

Long Island
July 11 & 12
August 1 & 2
2012

Syracuse
July 18 & 19
August 8 & 9
2012

Open to currently
employed and
tenured school
administrators (or
with special permission
of the Executive
Program Administrator)
and
Newly appointed
Superintendents

Four full-day
sessions

Session topics
listed inside

Certificate
upon
successful
completion

The Superintendent of Schools is one of the most challenging and rewarding positions in the field of education and the American society. The position gives unique opportunities and places unusual demands on the individual educator. It is important for the prospective superintendent to understand the job and its responsibilities.

The *Transition to Superintendency Program* is an orientation to the knowledge, skills, and attitudes needed for successful transition into the superintendency. This is provided through an integrated curriculum designed by experienced superintendents. Participants in the program receive both training and confidential career support.

The *Transition to Superintendency Program* is practical and valuable. The eight half day sessions are a reasonable time commitment. Participants get practical advice from successful, experienced superintendent faculty and guest faculty.

- Explore the environments of the superintendency - self - district - community
- Understand the knowledge, skills, attitudes, and strategies critical to successful transition to the superintendency.

Long Island Program Administered and Hosted by the
Eastern Suffolk BOCES

Syracuse Program Administered and Hosted by the
Educational Leadership Institute

Both locations coordinated by
Rich Boyes, Ed.D., Long Island Regional Program Administrator
Jim Merrins, Ed.D., Executive Program Administrator
SUNY Oswego, School of Education
Pamela Michel, Ph.D., Interim Dean

www.SuperintendentOfSchools.com

About the Transition to Superintendency Program

The *Transition to Superintendency Program (TSP)* is to help experienced school administrators understand and prepare to enter the superintendency and help new superintendents transition into their district. The program has a comprehensive, integrated curriculum consisting of coordinated sessions to develop participant familiarity with and understanding of the New York State Superintendency. .

Certificate and Program Costs Information

Certificate of Completion

Requires attendance at all four full day classes

Costs

Long Island \$1,950 (BOCES Aidable) Syracuse \$1,395 (Not BOCES Aidable)

Other Superintendent Preparation Programs

There are other programs available to help school administrators enter the superintendency. TSP participants are encouraged to take advantage of all opportunities. *"Life is short and the art is long."*

- **Superintendent Development Program (SDP)** - This is the best, more extensive, and intense superintendent preparation program. It is an "enculturation" program. Associates work on authentic issues, meet weekly, have a small faculty/associate ratio, experience extensive networking with superintendents and BOCES District Superintendent, get placement support, and earn nine graduate hours credits upon completion. This is an annual program starting in January and ending in November. Participants in the *Transition to Superintendency Program (TSP)* should seriously consider entering the Superintendent Development Program.
- **Future Superintendents Academy** - LEAF, Inc. (The Council, NYSCOSS - New York State Council of School Superintendents) has a yearlong intense program for those aspiring to the superintendency. This program starts in July and ending in June. Information and an application are available on its website.
- **Professional Organizations** - Professional organizations and BOCES offer excellent workshops, sessions, and/or programs for aspiring superintendents. Participants in the *Transition to Superintendency Program (TSP)* will want to participate in all these programs to supplement their training efforts. Associate membership in The Council (NYSCOSS - New York State Council of School Superintendents) is recommended.

Executive Program Administration

James M. Merrins, Ed.D., Executive Program Administrator

Jim Merrins is Executive Program Administrator for the Educational Leadership Institute, SUNY Oswego. He administers the statewide *Transition to Superintendency Program*, *School Business Officials Training*, and numerous workshops for superintendents, school administrators, and school officials across New York State. Jim has over 38 years experience in school administration, 16 years as a Superintendent of Schools in Fredonia and Honeoye, New York. Dr. Merrins is NYS certified as a School Business Administrator. To help superintendents and senior school administrators across New York State, he developed and manages the website www.SuperintendentOfSchools.com with the popular resource center - *The Superintendent's File Cabinet*. Dr. Merrins taught school finance and school law at SUNY colleges for several years.

J. Richard Boyes, Ed.D., Long Island Regional Program Administrator

Rich Boyes is Long Island Regional Program Administrator for the Educational Leadership Institute, SUNY Oswego. He administers a variety of professional development programs for central office administrators and personnel on Long Island. Currently Superintendent of the Southampton UFSD, Rich has 40 years' experience in education, including 36 years in various administrative roles. He has taught educational leadership and school business management courses for SUNY Oswego, SUNY Brockport, St. John Fisher College, and the University of Rochester. Rich is familiar with the diverse needs and cultures of upstate and Long Island school districts from academic, political, and economic perspectives.

2012 Transition to Superintendency Program

Cohort 9 - July 11 & 12, and August 1 & 2, 2012 (Wednesdays and Thursdays)
Eastern Suffolk BOCES, Long Island, NY

Cohort 10 - July 18 & 19, and August 8 & 9, 2012 (Wednesdays and Thursdays)
O-C-M BOCES, Syracuse, NY

Program locations can be found at www.SuperintendentOfSchools.com

Schedule of Session Topics

(session topics are subject to change -- revised November 2010)

ORIENTATION TO THE SUPERINTENDENCY

- Understanding the Superintendency - The Life Cycle of the Superintendency
- Current Status of the Superintendency
- Personal and Professional Readiness for the Superintendency
- The Superintendent's Annual Calendars

THE SUPERINTENDENCY AND THE LAW

- School District Legal Environment
- Superintendent / Attorney Relations
- School Law Impacts on Self, District, and Community

THE SELF ENVIRONMENT IN SUPERINTENDENCY

- Self Assessment Strategies
- Gathering Support from Those Around You - Personal Happiness
- Ethical Behavior - Trust - Responsibility - Power
- Strategy and Politics in the Superintendency - Cultural Leadership

THE DISTRICT ENVIRONMENT IN SUPERINTENDENCY

- Responsibility and Accountability for Student Academic Success
- Effective Administration of School Personnel (Labor Relations)
- Organizational Structuring and Administrators of the District

THE COMMUNITY ENVIRONMENT IN SUPERINTENDENCY

- Local Communities - Residents, Parents, Voters, Community Leaders, Business, Religious, Service, Fire, Police, Intergovernmental (Village, City, Town, County)
- Media Relations - Local and Regional - Radio, Newspapers, Television
- SED, Commissioner of Education, BOCES, District Superintendent
- State Legislators, Lobbying, Professional Organizations

THE SUPERINTENDENCY AND THE BOARD OF EDUCATION

- Board Order, Organization, and Efficiency
- Board Goals, Performance, and Evaluation Cycles
- Effective Board Strategies

THE SUPERINTENDENCY AND SCHOOL FINANCE

- The Superintendent's Annual Business Calendar
- School District Finance

TRANSITION TO THE SUPERINTENDENCY

- The Superintendent Hiring Process
- Accepting the Position - Preparation for the Superintendent Contract
- Actions Prior to Starting - Your Entry Plan and Strategies for Successful Entry

GENERAL INFORMATION

PROGRAM FACULTY

A list of Long Island Program Faculty and Upstate Program Faculty can be found on the TSP website.
Program faculty are subject to change based on availability

CERTIFICATE AND PROGRAM COST INFORMATION

See page two (inside cover)

The registration fee includes program materials and lunch each program day. This registration fee does not include accommodations, mileage, other meals, or other incidental costs.

NOTE: PARTICIPANTS MUST COMPLETE AN APPLICATION AND A REGISTRATION PROCESS

STEP 1 - APPLICATION PROCESS

Application on line at www.SuperintendentOfSchools.com (See TSP page)

All of the following information must be provided by the applicant:

- 1. Letter of interest (weighted for quality of interest in the TSP and writing skills)**
- 2. Current resume (weighted for professional standards)**
- 3. Separate list of the names, addresses, positions and telephone numbers of five professional references (must include current supervisors)**
- 4. Original letter of verification from your school district (District Clerk, Superintendent of Schools, or office of human resources) to the Executive Program Administrator certifying your current active employment as a full time school administrator and tenure in your current administrative position.**

NOTE: If you are not currently a full time school administrator and tenured in your current administrative position you may request permission to enroll in the program. (Example: you just moved to a new position.)

- 5. *Transition to Superintendency Program Application***

STEP 2 - REGISTRATION PROCESS (Use only one payment option)

BOCES REGISTRATION PAY PROCESS (BOCES Aidable - online)

http://www.esboces.org/professional_development/scd/staff_curriculum_dev2.aspx (See "July")

DISTRICT DIRECT PAY PROCESS (NOT BOCES Aidable - contact Dr. Merrins for form)

Dr. James M. Merrins, Executive Program Administrator
(716) 672-5473 jmerrins@cecomet.net

SELF PAY PROCESS (NOT BOCES Aidable - contact Dr. Merrins for form)

Dr. James M. Merrins, Executive Program Administrator
(716) 672-5473 jmerrins@cecomet.net

CONTACT FOR PROGRAM AND APPLICATION INFORMATION

Dr. James M. Merrins, Executive Program Administrator
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42 Rosalyn Court, Fredonia, NY 14063
(716) 672-5473 jmerrins@cecomet.net

On the web at www.SuperintendentOfSchools.com