

# **Announcing.....**

## **Workshops and Retreat Programs for 2012**

*Available to school districts and BOCES*

**Administrative Support Programs**  
Provided by Educational Support Services

These presentations are available in 2012 for workshops or retreats for superintendents, board of education members, principals, and/or district administrators. Each presentation has been developed over time by experienced professionals to meet the needs of New York State education professionals. Each presentation and presenter has received the highest marks on evaluations completed by prior participants.

**At the Table Negotiating Skills (lecture & simulation)**  
**Best Practices for Extraclassroom Activity Funds**  
**Claims Auditor Training**  
**Dare to Lead**  
**Effective Evaluation of the Problem Teacher**  
**Everything is Negotiable**  
**Successful Administration of School Construction Projects**  
**Successful Administration of the Teacher Improvement Plan**  
**Tenure: Developing a Culture of Quality and Accountability**  
**The Great Game**  
**Winning Teachers Over to Your Side**  
**Winning Strategies for a Winning Administrative Team**

Please contact me to obtain a quote for presentations to your group.

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**www.SuperintendentOfSchools.com**

# *Workshop and Retreat Programs for 2012*

## Administrative Support Programs – Page 1

*Provided by Educational Support Services*

### **2012 Menu of Presentations**

Contact:

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<b><u>PROGRAM INFORMATION</u></b>	<b><u>PROGRAM DESCRIPTION</u></b>
<p style="text-align: center;"><b>Tenure: Developing a Culture of Quality and Accountability</b></p> <p style="text-align: center;"><b>For Superintendents, Board Members, All District Administrators Great for the Whole Administrative Team</b></p> <p><b>Length – 5 hours</b></p> <p><b>Presenter –</b> <b>Wayne Vander Byl</b> <b>School Attorney</b></p>	<p><u>Why This Workshop is Important</u> 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. They can use section 3020-a as a practical and effective method of discipline and dismissal.</p> <p>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.</p>
<p style="text-align: center;"><b>Winning Teachers Over to Your Side</b></p> <p style="text-align: center;"><b>Transforming Your School with Teacher Support</b></p> <p style="text-align: center;"><b>For Building Administrators</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter –</b> <b>Jim Mills, Ph.D.</b> <b>Superintendent (Retired)</b></p>	<p><u>Why This Workshop is Important</u> The school building principalship can be a lonely job if teachers are not supportive of you and/or are passive participants in the school’s culture. Your personal leadership initiatives can change that culture - inspiring teacher support of you and their involvement in the school culture.</p> <p>The ability of the principal to see one’s self, as others perceive you, is essential to generating personal support and success. This workshop provides the participant with self-analysis criteria based upon effective leadership skills and values (such as visibility, integrity and trust in others), combined with the technical skills (such as influence and persuasion).</p> <p>This workshop focuses on:</p> <ul style="list-style-type: none"> <li>▪ examining the behaviors that engender personal support;</li> <li>▪ correcting mistakes made when “managing by walking about;”</li> <li>▪ exposing why teachers don’t trust administrators;</li> <li>▪ making time spent at extra curricular and community events worthwhile;</li> <li>▪ using influence and persuasion to gather support;</li> <li>▪ generating a higher level of personal satisfaction with one’s performance;</li> <li>▪ improving building culture and organizational success.</li> </ul>

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## Administrative Support Programs – Page 2

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<b><u>PROGRAM INFORMATION</u></b>	<b><u>PROGRAM DESCRIPTION</u></b>
<p style="text-align: center;"><b>Winning Strategies for a Winning Administrative Team</b></p> <p style="text-align: center;"><b>For Superintendents, All District Administrators Great for the Whole Administrative Team</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter – Ron DeCarli Superintendent of Schools</b></p>	<p><u>Why This Workshop is Important</u>            What does 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 nine-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.</p> <p>The Akron 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.</p> <p>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.</p>
<p style="text-align: center;"><b>Everything is Negotiable</b></p> <p style="text-align: center;"><b>For Superintendents, Board Members, All District Administrators Great for the Whole Administrative Team</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter – Jim Mills, Ph.D. Superintendent of Schools</b></p>	<p><u>Why This Workshop is Important</u>            Superintendents, building administrators, board members are continually involved in trying to meet needs, change relationships, and get agreements. Almost all interactions involve some form of negotiations. This workshop is design to provide participants with an understanding of the art of negotiations, enhance basic negotiating skills, and appreciate the dynamics of collective bargaining in the public sector.</p> <p>Participants will learn the stages of concession; how splitting the difference is a bad move; why listening is more important than talking; how to play to people’s fantasies; and knowing when to close the deal. Participants will also learn about the stages of collective bargaining; techniques at the table: why hard bargaining is costly; why the Taylor law is outdated; and what to expect from PERB.</p> <p>This workshop will be of value to every educator because of its practical everyday value. It will be of considerable value to school administrators, superintendents and board members because of its application to and focus on public sector bargaining.</p>

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<b><u>PROGRAM INFORMATION</u></b>	<b><u>PROGRAM DESCRIPTION</u></b>
<p><b>Effective Evaluation of the Problem Teacher</b></p> <p><b>For Superintendents, Board Members, All District Administrators</b> Great for the whole Administrative Team</p> <p><b>Length – 5 hours</b></p> <p><b>Presenter – Wayne Vander Byl School Attorney</b></p>	<p><u>Why This Workshop is Important</u> When a teacher is not performing satisfactorily, the administration has to deliver the message so that the teacher can be held accountable, whether the teacher likes it or not. If the message 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.</p>
<p><b>At the Table Negotiating Skills (lecture &amp; simulation)</b></p> <p><b>For Superintendents, Board Members, All District Administrators</b> - Great for the Whole Negotiating Team</p> <p><b>Length – 2 Full Days (12 hours)</b></p> <p>NOTE: Presentation ( 3 hours Simulation (9 hours + evening)</p> <p><b>Presenter/Control – Jim Mills, Ph.D. Superintendent (Retired)</b></p>	<p><u>Why This Workshop is Important</u> Superintendents, senior district administrators, and other members of the district’s collective bargaining team are continually working to improve their at-the-table skill - whether acting as district spokesperson, advising the spokesperson, or preparing to step into the spokesperson role. Almost all negotiations interactions involve some form of posture, tactic, and strategy. Both understand what the other party is doing and how to react, and the preparation and execution of the district’s specific negotiating strategies, becomes critical to success. “For every move there is a countermove.” This workshop is designed to provide participants with an understanding of the art of table negotiations, enhancement of basic negotiating skills, and appreciation of the dynamics of face to face bargaining. Participants will team-work negotiations: preparation - ground rules and proposal writing; exchange of proposals; reaction; caucus; posture, tone, and tactics; concession; and closure. Different tactical moves will be practiced, debriefed, and evaluated. Listening skills and assessment skills will be practiced. Activities will be guided by a highly skilled professional negotiator.</p>

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<u><b>PROGRAM INFORMATION</b></u>	<u><b>PROGRAM DESCRIPTION</b></u>
<p><b>Successful Administration of School Construction Projects</b></p> <p><b>For Superintendents, Board Members, District Administrators Great for the Whole Facilities Project Team</b></p> <p><b>Length – 5 hours</b></p> <p><b>Presenter –</b> <b>Jim Mills, Ph.D.</b> <b>Superintendent (Retired)</b></p>	<p><u>Why This Workshop is Important</u> Similar to taking on the construction of your own home, the school capital construction experience is a major but infrequent event in the life cycle of a superintendent (and school community). Many school superintendents have a general lack of experience in school construction administration. They are vulnerable to the profit maximizing tactics of providers, and are open to the indifference or incompetence of others. The superintendent must maximize his/her understanding of the school construction process and take steps to protect the school district throughout administration of the project.</p> <p>This workshop will review the construction process from the superintendent's perspective and give practical advice and suggestions for the successful administration of the entire construction process. Participants will learn the life cycle of construction projects (Pre-Project Considerations, Design Stage, Bidding, Construction, Close Out), the roles and responsibilities of each of the professional parties, special issues (bonding, contracts, unions, liens, risk, liability, insurance), how to stay out of trouble, and how to get out of trouble if entangled. Materials will be practical and useful.</p>
<p><b>Best Practices for Extraclassroom Activity Funds</b></p> <p><b>For Superintendents, Principals, District Treasurers, Internal Auditors (3 CPEs) and Extraclassroom Activity Central Treasurers</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter –</b> <b>Jim Merrins, Ed.D.</b> <b>Executive Administrator</b></p>	<p><u>Why This Workshop is Important</u> The accountability and auditing requirements established by New York State have placed emphasis of extraclassroom activity fund managers and their administrators. The responsibility for the fiscal integrity, oversight, and the safety of student money rests with the Central Treasurer(s) and Faculty Auditor appointed by the Board of Education. The Central Treasurer has daily fiduciary oversight as representative of the Board of Education, administration, and students. The Faculty Auditor serves as a necessary check of fund safety.</p> <p>This workshop is a foundation for the effective management and administration of extraclassroom activity funds. The Central Treasurer(s) and Faculty Auditor must understand what is happening, what is needed, and what can be done, to meet his/her duties and solving the practical problems of control needed to maintain the fiscal integrity of student funds. The Central Treasurer(s) and Faculty Auditor must act knowledgeably so as not to leave student funds open to mismanagement and the school open to potential embarrassment. The reputation of the district's administration and staff rests on knowledge and good fiscal decisions.</p>

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<b><u>PROGRAM INFORMATION</u></b>	<b><u>PROGRAM DESCRIPTION</u></b>
<p style="text-align: center;"><b>Dare to Lead</b></p> <p style="text-align: center;"><b>For Superintendents, Board Members, All District Administrators Great for the Whole Administrative Team</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter – Ron DeCarli Superintendent of Schools</b></p>	<p><u>Why This Workshop is Important</u></p> <p>The essence of the true leader having confidence to stand alone, courage to make tough decisions, and compassion to respond to the needs of others. This workshop provides participants with an understanding of qualities for leadership, the leadership fiber test, the risk-taking factors for success, and the paradoxical commandments of leadership.</p> <p>Workshop topics include: What is Leadership;? Building a Winning Team from the Ground Floor; How to Sustain a Focused Team; Getting What you Want With Proven Results for Student Success; and Leading on the Edge in an Arena of Constant Change. An interactive workshop format will be used.</p> <p>Ron DeCarli understands a winning Division 1 basketball team and winning administrative team.....as eight-year former basketball coach at St. Bonaventure University and nine-year Superintendent of Schools. Ron will discuss his use of sports coaching strategies and administrative team strategies, and his experiences as a “Teaming-Leader,” coach, and superintendent.</p> <p>Ron’s highly entertaining and motivational style makes him a popular speaker with individuals and administrative teams, in private businesses and in public school settings. Ron has been described as, “...high octane energy, with a passion for teaching and leading.”</p>

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<b><u>PROGRAM INFORMATION</u></b>	<b><u>PROGRAM DESCRIPTION</u></b>
<p style="text-align: center;"><b>The Great Game*</b>  <i>... is the worldwide competition for intellectual, innovative and productive capacity, and ... is affecting the future of our students, our schools, our communities, and our country</i></p> <p><b>For Superintendents,  Board Members,  All District Administrators</b>  Great for the whole Leadership Team</p> <p><b>Length – 3 hours</b></p> <p><b>Presenters –</b>  <b>Tim McElheran</b>  <b>Superintendent (Retired)</b>  <b>and</b>  <b>Dawn Santiago-Marullo</b>  <b>Superintendent of Schools</b></p>	<p><u>Why This Workshop is Important</u>  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 loose 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.</p> <p>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. We will share practical strategies and activities for creating pride and sustaining a positive school culture that supports the long-term vision of your district.</p> <p>* The name of this workshop has a historical origin. In a phrase coined by Captain Arthur Connolly of the East India Company before he was beheaded in Bokhara for spying in 1842, a "Great Game" was played between Tsarist Russia and Victorian England for supremacy in Central Asia. At stake was the security of India, key to the wealth of the British Empire. When play began early in the 19th century, the frontiers of the two imperial powers lay two thousand miles apart, across vast deserts and almost impassable mountain ranges; by the end, only 20 miles separated the two rivals. - Publisher Notes</p> <p style="text-align: center;"><b>Then Russia v. England - Now China/India v. U.S.</b></p>

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<u><b>PROGRAM INFORMATION</b></u>	<u><b>PROGRAM DESCRIPTION</b></u>
<p><b>Successful Administration of the Teacher Improvement Plan</b></p> <p><b>For Superintendents, Board Members, All District Administrators Great for the Whole Administrative Team</b></p> <p><b>Length – 5 hours</b></p> <p><b>Presenter – Wayne Vander Byl School Attorney</b></p>	<p><u>Why This Workshop is Important</u>            The teacher improvement plan (TIP) is a way to address a teacher whose performance has been judged unsatisfactory. It is a process, a means to an end, but not the end itself.            For the teacher, the TIP is an opportunity to improve; but it is also possible that the teacher will not improve. The TIP is an opportunity for the teacher to demonstrate satisfactory performance; but there also is a risk that the teacher will continue to demonstrate unsatisfactory performance. The TIP is as much a chance for the teacher to succeed as to fail. For the teacher, the TIP is a test – a pass/fail test. If the teacher achieves a satisfactory level of performance – the effort has been successful because we now have an acceptably effective teacher in the classroom.            If the teacher does not improve to a satisfactory level, then the TIP is not an end, but an intermediate step in the process of removing that teacher so that a better teacher can replace him or her. A TIP is successful if it results in the students having a competent, effective, satisfactory teacher. The goal is an effective teacher in the classroom - then successful administration of the plan means two things: (1) The teacher has a fair chance to improve his or her performance to the level the employer will find satisfactory; (2) The result of the TIP will be conclusive, meaning that it will be one the board and administration will be able to act on confidently, either to return the teacher to regular status or to take action to discipline or to remove the teacher.</p>
<p><b>Claims Auditor Training</b></p> <p><b>For Claims Auditors All District Administrators Great for the Whole Business Team</b></p> <p><b>Length – 3 hours</b></p> <p><b>Presenter – Jim Merrins, Ed.D. Executive Administrator</b></p>	<p><u>Why This Workshop is Important</u>            Chapter 263 authorizes the appointment of a Claims Auditor in each school district. Most school districts have appointed a Claims Auditor. New York State school districts, (reacting to external audits, internal audits and the NYS Comptroller audits) are seeking training for their appointed Claims Auditor and members of the school district business office staff. In addition, many school districts have a requirement for Claims Auditor training in their Board of Education policies. This workshop meets all policy training requirements.            The presenter for this workshop is an experienced school district and business administrator. Dr. Merrins is the Executive Program Administrator for the New York State School District Internal Auditing Alliance. The presentation is meant to review and highlight the needed actions of the Claims Auditor to meet NYS accountability legislation and sound fiscal practice.</p>