

2011-2012



New Superintendents Institute



A Year-Long
Seminar Series for
New Superintendents

Welcome to the Superintendency

On behalf of The Leadership for Educational Achievement Foundation, Inc. (LEAF) and the New York State Council of School Superintendents (The Council), it is my pleasure to welcome you to the superintendency and to invite you to participate in a program designed specifically for new superintendents – the New Superintendents’ Institute. As the Foundation of The Council, LEAF provides high quality professional development to New York’s school superintendents and school leadership teams.

The New Superintendents’ Institute has been developed with input from new and veteran superintendents to ensure quality, applicability and authenticity. It’s a wonderful way to meet your colleagues and learn of the many resources and services available to you as a member of The Council and LEAF. We also have a highly experienced Superintendent-in-Residence, Dr. Robert McClure, to assist you throughout your career as a superintendent. Our Executive Director, Dr. Robert Reidy, Jr., is also an experienced former superintendent. We encourage you to reach out to them with any questions or concerns you may have. They are an invaluable resource for our membership and can guide you as you embark on your new responsibilities. We encourage you to make the New Superintendents’ Institute series a part of your personal professional development plan.

Feedback from past years’ participants has been consistently positive. Here’s how they assessed the experience:

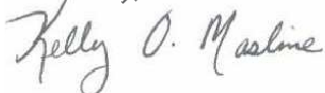
“I found all of the information and resources to be very beneficial and quite timely given the dire fiscal situation in New York State.”

“As a new superintendent, hearing from experienced superintendents is extremely valuable.”

“The New Superintendents Institute gives individuals the opportunity to meet others in the field and to hear directly from veteran superintendents. I found the sessions to be informative and interesting.”

Please feel free to contact Vren Banks, Programs and Resource Development Associate, at 518/694-4875 or at vren@nyscoss.org with any questions regarding the New Superintendents Institute. We look forward to meeting you and working with you throughout your career.

Sincerely,



Kelly O. Masline
Director, LEAF



The mission of LEAF, Inc. is to be the premier organization offering comprehensive professional development to ensure the success of educational leaders and the students they serve through opportunities that are excellent in quality, pertinent in focus, and readily accessible to all.

GOALS

1. Professional Development - Provide professional development to school leaders and district leadership team members by offering opportunities that are responsive to changes in expectations, timely, relevant, and affordable.
2. Communication - Expand the knowledge of superintendents, assistant superintendents and district leadership team members about LEAF’s professional development offerings by effectively marketing opportunities and services throughout NYS.
3. Technology - Utilize technology to operate more effectively as an organization and provide greater professional development opportunities to superintendents, assistant superintendents, and district leadership team members.
4. Governance - The LEAF Board of Directors will continually review the organizational structure of the Foundation to ensure that they are operating effectively and providing the highest quality programs and services to school leaders.
5. Fiscal Wellness - The LEAF Board of Directors will develop a LEAF fiscal wellness plan to ensure fiscal health and sustainability.



The Council’s vision is to be the pre-eminent professional organization in New York State, influencing the development of educational policy and asserting the leadership role of the superintendent.

The purpose of The Council shall be to provide leadership and membership services through a professional organization of school superintendents:

- To promote the interest of education and children in New York State;
- To influence local, state and national policy affecting education;
- To enhance the superintendency as a profession;
- To uphold the integrity of the office;
- To foster support and collegiality among its members;
- To provide leadership and membership services through a professional organization of school superintendents.

About the New Superintendents Institute

The New Superintendents Institute is a year-long seminar series, consisting of five Success Seminars, tailored to making the transition to the superintendency successful. Participants may opt to attend individual or all five of these workshops. Topics throughout the series include developing superintendent/school board relationships, finance and budget development, the superintendent's role as district advocate and leadership responsibilities and ethics. Each session includes small group discussions with experienced superintendents.

The first workshop, the New Superintendents Orientation will be held in July, prior to the start of the school year, and offers an introduction to The Council, LEAF, Inc. and the New York State Education Department. The Institute continues with sessions in September, November, January and March. The September and March workshops coincide with The Council's annual conferences. A tentative agenda for the New Superintendents Institute is outlined on the right.

LEAF has also developed a New Superintendents Resource Binder which new superintendents receive upon attending their first New Superintendents Institute workshop. It contains articles, reference materials and practical examples and should be added to as information is provided in workshops. Sections of the Resource Binder are developed according to topics that mentor superintendents and the Superintendent-in-Residence have identified as important issues in the first year of the superintendency, as well as references for succeeding years.

Registration materials for each session will be available 6-8 weeks prior to each workshop.

Thank you to our Premier Diamond Partners for sponsoring the New Superintendents Institute:



Session 1

Sussman Sales
Company

Session 2



Session 3



Session 4



Session 5



New Superintendents Institute 2011-2012 Schedule

SESSION 1 – JULY 14-15, 2011 (Albany)

Cost: \$175

- Superintendent – School Board Relations / Executive Sessions
- Evaluating Principals/Leadership Standards
- LEAF/Council Overview
- Roundtable Discussions
- NYSED Overview

SESSION 2 – Sunday, September 25, 2011 (Fall Leadership Summit - Saratoga)

Cost: \$85

- Financial Leadership – Good Fiscal Health
- The Care and Feeding of Your Board of Education
- Roundtable Breakfast
- Breakfast with Commissioner King

SESSION 3 – Friday, November 4, 2011 (Syracuse)

Cost: \$135

- School Budget Communications
- Advocating for Your Students/Capitol Update
- Roundtable Discussions

SESSION 4 – Friday, January 20, 2012 (Albany)

Cost: \$135

- Financial Responsibilities of the Superintendent
- Ethics & the Superintendent
- Labor Relations and Negotiations
- Roundtable Discussions

SESSION 5 – Sunday, March 4, 2012 (Winter Institute - Albany)

Cost: \$75

- Leadership Actions and Responsibilities Aligned to Standards
- Superintendent – Business Official Relationship
- Roundtable Breakfast
- Breakfast with Commissioner King

Topics may be subject to change.

CONTACT INFORMATION:

The Council and LEAF, Inc.
7 Elk Street, Albany, NY 12207
Phone: 518/449-1063
Fax: 518/426-2229
www.nyscoss.org

Support for New Superintendents

New Superintendents Website

The Council has developed a website specifically for new superintendents at www.nyscoss.org/newsupers. The purpose of this site is to provide support to new superintendents in their first few years as district leaders. It offers detailed information on a variety of topics from finances to board meetings as well as providing sample evaluation instruments and entry plans.

Superintendents-in-Residence

In addition to a staff ready to assist you, The Council also has a Superintendent-in-Residence available to support you in your transition and development as a school district leader. Having formerly served as a superintendent, the Superintendent-in-Residence is in a unique position to offer firsthand advice and guidance to new superintendents. Dr. Robert McClure collaborates closely with Council staff to design and implement programs such as the New Superintendents Institute and is available to answer questions and concerns you may have on tough issues.

Dr. Robert McClure - Bob served as Superintendent of Schools for both the Shenendehowa and Kenmore-Town of Tonawanda school districts. You can contact Bob at 518/449-1063 or via email at mclure@nyscoss.org.

Superintendents Resource Bank

The Superintendents Resource Bank (SRB) is a valuable resource for active Council members. It involves member superintendents with a desire to respond to requests for information and assist colleagues. Responses come in the form of materials and concise answers to questions on financial, pedagogical and other matters. Often contact information is provided so a dialogue can be established for sharing experiences. The Council will send your request for information to members without identifying information (name or district). Responses are then compiled and forwarded to the requesting superintendent. Other superintendents that are interested in the responses may also request to receive them. The typical turnaround time is 3-5 days. The SRB can be found at: <http://www.nyscoss.org/resourceBank.php>.

Disclaimer: The SRB is a service to Council members. It may from time to time explain ways to adhere to legal requirements but should not be construed and is not in any way legal advice. As with any matter facing a school district, it is advisable to consult the district counsel before acting. Nothing in the SRB or information from The Council generally can substitute for formal legal advice.



LEAF's Educorps Services

Through LEAF's Educorps service, highly regarded educational experts offer customized assistance to superintendents and districts in New York State. LEAF's Educorps consultants participate in training and have vast knowledge and a wealth of rich educational resources not found with many private, and often costlier consulting firms. Services offered reflect the needs of superintendents in a time of increasing demands at the local, state and national levels. The goal of LEAF's Educorps program is to provide superintendents with high quality consulting services and confidential support. The range of services falls into several categories:

Informal/Confidential (free to members):

Superintendents can reach out to an Educorps consultant who will provide advice, research best practices and help troubleshoot the best course of action. Conversations are confidential and can be held over the phone or in person.

Customized Services (fee-based service):

Customized Services require direct involvement of consultants over time. Consultants with the appropriate background and experience are identified and a cost for the service is determined. Some of the services offered include: Staff Development Plans, Team Building, Conflict Management, Labor Relations, Transportation Studies, Facility Utilization studies, and Long-Range Planning.

Customized Professional Development

& Regional Retreats (fee-based service):

LEAF can provide customized professional development such as administrative retreats and workshops. LEAF's Educorps consultants will work directly with the superintendent to provide professional development designed to meet specific needs. Topics can include strategic planning, Professional Learning Communities, Superintendent and School Board Relations or a specific topic identified by your group.

Fresh Perspective (fee-based service):

Fresh Perspective is delivered jointly by the New York State School Boards Association. The service is designed for new and early career superintendents to support them and their school boards by providing current status information and recommendations designed to generate an action plan for the district's leadership team. The service is also helpful to veteran superintendents moving to a new district and/or governance teams undergoing significant changes. Through LEAF's Educorps program, a team of trained consultants are sent into districts requesting the service. For a proposal and/or pricing information, please contact NYS School Boards Association at 800/342-3360 or info@nyssba.org.

For more information please contact Kacey Feldman, Program Associate at kacey@nyscoss.org or 518-694-4872.

