



**OASSA**  
8050 N. High Street  
Suite 180  
Columbus, Ohio 43235-6484  
(614) 430-8311  
Fax (614) 430-8315  
<www.oassa.org>



**OAESA**  
445 Hutchinson Avenue  
Suite 700  
Columbus, Ohio 43235  
(614) 547-8087  
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<www.oaesa.org> • info@oaesa.org

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**To:** City, Exempted Village, Local, Joint Vocational, Career Center, and ESC Superintendents  
**From:** Ken Baker, OASSA Executive Director and Dr. Julie Davis, OAESA Executive Director  
**Re:** Beginning Administrators Academy  
**Date:** June 2019

## OASSA and OAESA ARE OFFERING AN ACADEMY FOR BEGINNING ADMINISTRATORS

**PLEASE NOTE: ONLY for administrators who have NO experience or who have COMPLETED ONE YEAR of administrative service**

Several years ago, changes in school funding eliminated the state-supported Entry-Year Principals (E.Y.P.) Program, leaving a gap in the professional development for new principals and assistant principals. The absence of a state program, however, does not reduce the need that beginning principals and assistant principals have as they enter their new positions. In an effort to fill that gap, the Ohio Association of Secondary School Administrators and the Ohio Association of Elementary School Administrators are offering a program to assist beginning K-12 principals and assistant principals (or those who have completed their first year of service) in meeting their new responsibilities.

**The Beginning Administrators Academy will offer two separate, different programs:**

- **September 16-17, 2019**
- **December 11-12, 2019**

Both are designed to address practical topics of immediate importance to educational leaders including using data to enhance student achievement, evaluating teachers, working with staff and parents, student discipline, licensure, budgeting, legal issues, and many more topics.

On the enclosed **Superintendent Only Form**, we are requesting that you send us the names of **NEW** administrators employed in your district (**ONLY** employees who have **NO** experience or who have **COMPLETED ONE YEAR** of administrative service).

Sincerely,

Kenneth C. Baker  
OASSA Executive Director  
(614) 430-8311  
<kbaker@oassa.org>

Sincerely,

Dr. Julie Davis  
OAESA Executive Director  
(614) 547-8087  
<jdavis@oaesa.org>



## THIS FORM IS FOR THE SUPERINTENDENT ONLY

List **NEW** elementary, middle and secondary administrators in your district who are responsible for students in grades K-12.

- Include principals, assistant principals, interns, and deans of students, etc.
- Please list only those who have **NEVER BEEN AN ADMINISTRATOR BEFORE** or who have completed **JUST ONE YEAR OF EXPERIENCE**.
- Administrators who have **MOVED FROM ANOTHER DISTRICT** to yours with more than one year of experience **SHOULD NOT BE INCLUDED ON THIS LIST**.

Please return this form by Friday, August 9, 2019 via e-mail, fax, or US mail to:

Darbie Carlson, OASSA  
8050 N. High Street, Ste. 180  
Columbus, OH 43235-6484  
Fax: (614) 430-8315 • <dcarlson@oassa.org>

SCHOOL DISTRICT _____	COUNTY _____
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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ This building's philosophy aligns more with  Elementary level  Secondary level. Check one.

**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ This building's philosophy aligns more with  Elementary level  Secondary level. Check one.

**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ This building's philosophy aligns more with  Elementary level  Secondary level. Check one.

**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ This building's philosophy aligns more with  Elementary level  Secondary level. Check one.

**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ This building's philosophy aligns more with  Elementary level  Secondary level. Check one.

**TO LIST ADDITIONAL NAMES, SEE REVERSE SIDE**

**THIS IS NOT A REGISTRATION FORM - PLEASE DO NOT SEND A CHECK**

**SUPERINTENDENT FORM - Additional Names**

**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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**(NEW)** Administrator \_\_\_\_\_ Title \_\_\_\_\_

Name of School \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Bldg. Grade Level** \_\_\_\_\_ **This building's philosophy aligns more with**  **Elementary level**  **Secondary level. Check one.**

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# OASSA/OAESA BEGINNING ADMINISTRATORS ACADEMY



**HILTON COLUMBUS AT EASTON**

**September 16-17, 2019**

**oaesa**

Co-Sponsored by: the Ohio Association of Secondary School Administrators **AND** the Ohio Association of Elementary Administrators

## AGENDA

### Monday, September 16

8:00 a.m. - 9:00 a.m.

9:00 a.m. - 9:15 a.m.

9:15 a.m. - 10:15 a.m.

10:15 a.m. - 10:30 a.m.

10:30 a.m. - 11:45 a.m.

11:45 a.m. - 12:45 p.m.

12:45 p.m. - 1:45 p.m.

1:45 p.m. - 2:00 p.m.

2:00 p.m. - 3:15 p.m.

3:15 p.m. - 4:00 p.m.

4:00 p.m. - 5:00 p.m.

5:00 p.m.

#### **REGISTRATION/CONTINENTAL BREAKFAST**

#### **WELCOME/OVERVIEW**

Dr. Julie Davis, OAESA Executive Director & Ken Baker, OASSA Executive Director

#### **GENERAL SESSION #1 - Championship People! The Winning Spirit of Today's Leaders!**

Mike Gallina, Director of Outreach & Organizational Development, Aultcare Health Network

#### **BREAK**

#### **GENERAL SESSION #2 - Codes of Conduct Do's and Dont's**

Ken Baker, OASSA Executive Director, Tim Freeman, OASSA Associate Executive Director and Mark Jones, OAESA Associate Executive Director

#### **LUNCH AND ROOM CHECK-IN**

#### **GENERAL SESSION #3 - Legal Basics for Administrators**

Diana Brown and Laura Anthony, Attorneys, Bricker & Eckler Law Firm

#### **BREAK**

#### **GENERAL SESSION #4 - Building Positive Relationships with Staff & Parents**

Ken Baker, OASSA Executive Director, Tim Freeman, OASSA Associate Executive Director and Mark Jones, OAESA Associate Executive Director

#### **GENERAL SESSION #5**

Dr. Dan Ross, former school administrator and OHSAA Executive Director

#### **HOSPITALITY/NETWORKING**

#### **ADJOURN/DINNER ON YOUR OWN**

### Tuesday, September 17

8:00 a.m. - 9:00 a.m.

9:00 a.m. - 10:15 a.m.

10:15 a.m. - 10:30 a.m.

10:30 a.m. - 11:45 a.m.

11:45 a.m. - 12:00 p.m.

12:00 p.m.

#### **BREAKFAST**

#### **GENERAL SESSION**

#### **Administrative Contracts - Your Rights as an Administrator**

Mark Jones, OAESA Associate Executive Director and Denny Pergram, Attorney, Manos, Martin & Pergram Co., LPA

#### **BREAK**

#### **GENERAL SESSION: OPES**

Principal Panel

#### **CLOSING COMMENTS**

Dr. Julie Davis, OAESA Executive Director and Ken Baker, OASSA Executive Director

#### **ADJOURNMENT**

# OASSA/OAESA BEGINNING ADMINISTRATORS ACADEMY



**HILTON COLUMBUS AT EASTON**

**December 11-12, 2019**

**oaesa**

Co-Sponsored by: the Ohio Association of Secondary School Administrators **AND** the Ohio Association of Elementary Administrators

## AGENDA

**\* AGENDA WILL BE UPDATED AND POSTED TO OUR WEBSITE AS DETAILS ARE FINALIZED.**

### Wednesday, December 11

8:00 a.m. - 9:00 a.m.	<b>REGISTRATION/CONTINENTAL BREAKFAST</b>
9:00 a.m. - 9:15 a.m.	<b>WELCOME/OVERVIEW</b> Dr. Julie Davis, OAESA Executive Director & Ken Baker, OASSA Executive Director
9:15 a.m. - 10:15 a.m.	<b>GENERAL SESSION #1</b> Jennifer Schwanke, Principal, Indian Run Elementary, Dublin City Schools and Author of You're The Principal: Now What?
10:15 a.m. - 10:30 a.m.	<b>BREAK</b>
10:30 a.m. - 11:30 a.m.	<b>GENERAL SESSION #2 - What Your Superintendent Expects of You</b> Paul Imhoff, Superintendent, Upper Arlington Schools
11:30 a.m. - 12:30 p.m.	<b>LUNCH AND ROOM CHECK-IN</b>
12:30 p.m. - 1:30 p.m.	<b>GENERAL SESSION #3 - What Your Treasurer Wants You To Know</b> Hugh Garside, Treasurer, South-Western City Schools
1:30 p.m. - 1:40 p.m.	<b>BREAK</b>
1:40 p.m. - 2:40 p.m.	<b>GENERAL SESSION #4 - ODE - Office of Professional Conduct</b> Speakers from the Ohio Department of Education, TBD
2:40 p.m. - 2:50 p.m.	<b>BREAK</b>
2:50 p.m. - 4:00 p.m.	<b>WHAT WOULD YOU DO?</b> OASSA & OAESA Staff
4:00 p.m. - 5:00 p.m.	<b>HOSPITALITY/NETWORKING</b>
5:00 p.m.	<b>ADJOURN/DINNER ON YOUR OWN</b>

### Thursday, December 12

8:00 a.m. - 9:00 a.m.	<b>BREAKFAST</b>
9:00 a.m. - 10:15 a.m.	<b>GENERAL SESSION #1 - Leading for Hope</b> Jamie Meade, Managing Director, Battelle For Kids
10:15 a.m. - 10:30 a.m.	<b>BREAK</b>
10:30 a.m. - 11:45 a.m.	<b>CLOSING GENERAL SESSION</b> Bruce Boguski, The Winner's Edge
11:45 a.m. - 12:00 p.m.	<b>CLOSING COMMENTS</b>
12:00 p.m.	<b>ADJOURNMENT</b>

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A Conference Registration form is included in this packet (next page). Please pass this along to your NEW administrators. They may fill out and submit this registration form with payment or PO number to the OASSA Office. Please encourage your new administrators to also join either OASSA or OAESA (whichever association aligns closest to their building philosophy; OASSA serves grades 5-12 and OAESA serves grades K-8). Membership information can be found on the OASSA and OAESA websites. Contact the OASSA office at 614.430.8311 with any questions.

**REGISTRATION FORM - BEGINNING ADMINISTRATORS ACADEMY**  
**Hilton Columbus at Easton - September 16-17, 2019 & December 11-12, 2019**

Name \_\_\_\_\_ Position \_\_\_\_\_ OASSA Membership # \_\_\_\_\_

School \_\_\_\_\_ School District \_\_\_\_\_ County \_\_\_\_\_

School Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ School Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_

**Registration fee:** \$245 OASSA/OAESA Members • \$345 OASSA/OAESA Nonmembers  
(Registration fee includes breakfast, lunch, hospitality, and materials.)

**\*\* Register by September 18** for both sessions for \$430 - OASSA/OAESA Members (\$630 for Nonmembers)

Please check which session(s) you will attend: September 16-17, 2019 \_\_\_\_\_ December 11-12, 2019 \_\_\_\_\_ Both \_\_\_\_\_

Payment or PO **MUST** be included with registration form — fax form to: (614) 430-8315 OR email to Jeri Dill at JDILL@oassa.org

**MC/VISA/DISCOVER (do not email sensitive credit card info; phone or fax is acceptable)**

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Card Billing Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Receipt to: \_\_\_\_\_

 Check here if you are disabled and require special services. Please attach a description of your needs.

Participants in this conference will receive a certificate of completion at the end of the program.  
The conference includes approximately 9.25 contact hours (for each session).

**Participants will be exposed to the following Ohio Standards for Principals:**

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.
2. Principals support the implementation of high-quality standards based instruction that results in higher levels of achievement for all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.

**NOTICE:** Registrants who cancel at least three (3) workdays before the date of the conference will not be charged or may request a full refund. Registrants who cancel fewer than three (3) workdays before will be charged for food costs. No shows and registrants who cancel the day of the conference will be charged the full registration amount.

**SUGGESTION:** Before you attend the conference, please check with your treasurer to be sure that your registration has been processed. Please refer to our website to check whether or not you are on the registration list. <www.oassa.org>

## HILTON COLUMBUS AT EASTON

**3900 Chagrin Drive**  
**Columbus, OH 43219**  
**(614) 414-5000**

The Hilton Columbus at Easton has a personalized group web page for guests to make reservations for OASSA conferences. Click the links below to book your room(s).

**September Link:**

<https://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-OAS-20190912/index.jhtml>

Book your room for the September Beginning Administrators Academy by August 16, 2019 to receive the best rate.

**December Link:**

<https://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-OSS-20191207/index.jhtml>

Book your room for the December Beginning Administrators Academy by November 10, 2019 to receive the best rate.

