

BEGINNING ADMINISTRATORS ACADEMY

September 14-15, 2010
December 6-7, 2010

HILTON COLUMBUS AT EASTON

If you are new to the world of educational administration, this conference is for you!!

You will have the opportunity to hear speakers discuss topics that will be of major importance to you during your first and future years as an administrator in Ohio schools. We have built the program around speakers who are, and have been, successful administrators because we know that this is the best way to start your career—learning from the masters!

Sponsored by the Ohio Association of Secondary School Administrators.



DIRECTIONS:
HILTON COLUMBUS AT EASTON
3900 Chagrin Drive
Columbus, OH 43219
(614) 414-5000



From Cleveland: Take interstate 71 south to Interstate 270 east to Easton exit (exit 33) – exit onto Easton Way. Remain on Easton Way through two traffic lights. Make right on Chagrin Drive and right into hotel parking lot. (hotel is on the corner of Chagrin Drive and Easton Way).

From Cincinnati: 71 North to Interstate 670 (to Port Columbus International Airport). Remain on 670 to Interstate 270 North (Approximately 1 Mile). Take Easton exit (Exit 33) onto Easton Way. Remain on Easton Way through two traffic lights. Make right on Chagrin Drive and right into hotel parking lot. (hotel is on the corner of Chagrin Drive and Easton Way).

From the East: Take 70 West to 270 North. Take Easton exit (Exit 33) onto Easton Way. Remain on Easton Way through two traffic lights. Make right on Chagrin Drive and right into hotel parking lot. (hotel is on the corner of Chagrin Drive and Easton Way).

From the West: Take 70 East to 71 North to 670 East (to Port Columbus Airport). Remain on 670 to 270 North. Take Easton exit (Exit 33) onto Easton Way. Remain on Easton Way through two traffic lights. Make right on Chagrin Drive and right into hotel parking lot. (hotel is on the corner of Chagrin Drive and Easton Way).

From Toledo: Take 75 South to 23 South. Continue on 23 South to the Columbus Outerbelt. Take 270 East to Easton exit (Exit 33) onto Easton Way. Remain on Easton Way through two traffic lights. Make right on Chagrin Drive and right into hotel parking lot. (hotel is on the corner of Chagrin Drive and Easton Way).

NOTICE: Registrants who cancel at least three (3) workdays before the date of the seminar will be not 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 workshop 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.

REGISTRATION FORM • BEGINNING ADMINISTRATORS ACADEMY
Hilton Columbus at Easton - September 14-15, 2010 & December 6-7, 2010

Name _____ Title _____ OASSA Membership # _____

School _____ School District _____ County _____

School Address _____ Street _____ City _____ Zip _____

E-Mail Address _____ School Phone # (____) _____ Cell Phone # (____) _____

Registration fee: \$225 Members • \$325 Nonmembers ** **Register for both sessions for \$400 - OASSA Members (\$650 for Nonmembers)** Registration fee includes breaks, lunch, breakfast, hospitality, program, and materials. Amount Enclosed \$ _____ **OR** fax form with PO # _____ (614) 430-8315

Please check which session you will attend: September 14-15, 2010 _____ December 6-7, 2010 _____ Both _____

We now accept credit card payment MC/Visa/Discover - Card # _____ Exp. date: _____

If paying by credit card, please include home address: _____

Street _____ City _____ Zip _____

Make check payable to OASSA and mail with this form to: OASSA, 8050 N. High Street, Suite 180, Columbus, OH 43235-6484



Please check here if you are disabled and require special services. Attach a written description of needs.

BEGINNING ADMINISTRATORS ACADEMY

September 14-15, 2010

HILTON COLUMBUS AT EASTON

AGENDA

Tuesday, September 14

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

Registration/Continental Breakfast

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

WELCOME/OVERVIEW

James J. Harbuck, OASSA Executive Director

9:15 a.m. -10:35 a.m.

GENERAL SESSION

Tips for New Administrators - A Panel Discussion

Karie McCrate, Principal, Dover High School

Matt Lutz, Principal, Walnut Springs Middle School (Westerville City)

Dustin Miller, Assistant Principal, Dublin Coffman High School

Ty Olverson, Principal, Licking Heights High School

10:35 a.m. -10:45 a.m.

BREAK

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

GENERAL SESSION

Data Tools to Enhance Student Achievement

Michael Tefs, Superintendent, Wooster City Schools

11:45 a.m. - 1:00 p.m.

LUNCH

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

GENERAL SESSION

Working with Staff and Parents

Kenneth C. Baker, OASSA Associate Executive Director

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

GENERAL SESSION

Implementing Your Code of Conduct/Do's and Don'ts of Discipline

Jim Harbuck, OASSA Executive Director

3:15 p.m. - 3:30 p.m.

BREAK

3:30 p.m. - 5:00 p.m.

GENERAL SESSION

Legal Issues for Building Administrators

Richard Mann, OASSA Legal Counsel

5:00 p.m.

Adjourn for the Day

5:00 p.m. - 6:00 p.m.

Hospitality/Networking

6:00 p.m.

Dinner on your own

Wednesday, September 15

7:30 a.m. - 8:30 a.m.

Breakfast

8:30 a.m. -11:30 a.m.

GENERAL SESSION

Staff Evaluation Procedures

William Holko, Director of Curriculum and Instruction, Summit County ESC

11:30 a.m.

Closing Comments/Adjourn

**NEXT ACADEMY SESSION WILL BE ON
DECEMBER 6-7, 2010**

**WITH A DIFFERENT AGENDA THAT WILL
INCLUDE SESSIONS ON:**

Special Education, School Safety, Administrative Contracts, Licensure, Budgeting, Stress Management, and Working With Your Superintendent

Participants in this conference will receive a certificate of completion at the end of the program.
The conference includes 9.30 contact hours.

Participants will:

- Be introduced to available data tools that enable administrators to collect, analyze and use data to improve instruction and enhance student achievement. (Ohio Standards for Principals (OSP)1, 2, 3, 4)
- Gain insight into techniques that improve communication and relationships with staff and parents. (OSP 3,4, 5)
- Discuss principles of effective student discipline that promote a positive school climate and review procedures for enforcing the school's code of conduct, including compliance with Ohio Revised Code. (OSP 1, 3)
- Review legislative and judicial decisions that influence their performance as school administrators. (OSP 1, 3)
- Be introduced to a systematic approach to observation and evaluation of teachers, including planning and scheduling observations, conducting pre- and post-conferences, utilizing the Ohio Standards for the Teaching Profession, complying with Ohio Revised Code, and conducting walk-throughs. (OSP 1, 2, 3, 4)
- Gain perspective and knowledge by networking and collaborating with colleagues from across the state. (OSP 1-5)

Questions? Contact Ken Baker @ 614-430-8311 or E-mail <kbaker@oassa.org>

Please refer to our website to check whether or not you are on the registration list. <www.OASSA.org>