



A professional development program designed to provide support to school administrators, supervisors, and others in positions of leadership

WORKSHOP/CONFERENCE SCHEDULE, 2006-2007

➔ HOW TO BUILD A MASTER SCHEDULE IN 10 EASY STEPS

Presenter: **Dr. Steven Kussin**, Educational Consultant, Adjunct Professor and former High School Principal (Lawrence High School)

The entire master schedule building process has been reduced to a 12-month, 10-step model, which will work for any middle or high school of any size. This methodical step-by-step procedure will be shared with participants in this hands-on workshop. Participants are asked to bring a calculator and several colored pens or pencils with them to the workshop.

Wednesday, November 8, 2006, 8 AM – 3:30 PM, **New Rochelle**

➔ LEADERSHIP FOR TODAY'S SCHOOLS: CINEMATIC SECRETS OF A SUPERINTENDENT

Presenter: **Dr. Carl Bonuso**, Superintendent of Schools, Wantagh Public Schools

Dr. Bonuso uses clips from contemporary and classic films to examine leadership styles and identify the characteristics that administrators and supervisors need to be successful school leaders at the district and building levels.

Thursday, November 16, 2006, 8 AM – 3:00 PM, **Plainview**

➔ IMPROVING INSTRUCTION THROUGH EFFECTIVE SUPERVISORY PRACTICES

Presenter: **Ms. Michelle L. Lineal**, Educational Consultant, Former Assistant Superintendent for Curriculum and Instruction, Lawrence Public Schools

How supervisors and teachers collaborate to improve instruction through goal setting, observations, data collection and action research.

Thursday, December 7, 2006, 8 AM - 3:30 PM, **Plainview**

➔ BUILDING SUCCESSFUL MIDDLE SCHOOL TEAMS: TAKING *YOUR TEAM* TO THE NEXT LEVEL

Presenters: **Dr. Seth Weitzman**, Principal, Hommocks Middle School, Mamaroneck Public Schools

This workshop will examine the leadership role of middle school administrators in improving interdisciplinary teams. Topics include criteria for organizing teams, assessing performance, setting goals, incorporating teachers of encore subjects, resolving friction, improving communication with parents, and developing interdisciplinary units of instruction.

Thursday, February 8, 2007, 8 AM – 3:30 PM, **Plainview**



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WORKSHOP/CONFERENCE SCHEDULE, 2006-2007 - CONTINUED

➔ **HOW TO TALK SO PEOPLE WILL LISTEN - EFFECTIVE COMMUNICATION STRATEGIES**

Presenter: *Dr. Karen Osterman*, Chair, Department of Foundations, Leadership and Policy Studies, Hofstra University

Participants will learn basic communication strategies that will enrich the supervisory process by helping teachers become more reflective practitioners and enabling the administrator and supervisor to facilitate collaborative problem solving by working more effectively with staff, students, and parents.

Thursday, March 15, 2007, 8 AM - 12 Noon, **Plainview**

➔ **THE SCHOOL ADMINISTRATOR...A WOMAN'S PERSPECTIVE**

Presenters: *Dr. Phyllis Harrington*, Superintendent of Schools, Oyster Bay-East Norwich School District; and *Dr. Lydia Begley*, Assistant Superintendent for Instruction, Wantagh Public Schools

This workshop will look at the ways in which women approach leadership roles as seen through the eyes of two dynamic and successful school leaders. Analysis of current research will focus on historical perspectives of women in administration as well as on such issues as time constraints, dilemmas and choices, stereotypes, and career moves.

Thursday, March 22, 2007, 8 AM – 3 PM, **Plainview**

PLEASE SCROLL DOWN TO PRINT A COPY OF THE REGISTRATION FORM

LOCATIONS

Plainview workshops take place at the **Holiday Inn** located at Exit 46 on the north side of the Long Island Expressway (Rte. 495).

New Rochelle workshops take place at the **Radisson Hotel** located just off Exit 16 (New Rochelle Exit) of the New England Thruway (I-95).

FEE STRUCTURE

Full Day Workshop (8 AM – 3:00 or 3:30 PM)

\$135 per person; \$110 per person for districts registering teams of three or more participants prior to workshop date (includes continental breakfast and lunch)

Half Day Workshops (8 AM – 12 Noon)

\$100 per person; \$85 per person for districts registering teams of three or more participants prior to workshop date (includes continental breakfast)

HOW TO SUBMIT PAYMENT

Please mail a copy of the registration form found on the next page with your check payable to **CAS** or attach a copy of your school district purchase order to the registration form and mail or fax to:

CAS
One Huntington Quadrangle
Suite 3NO5A
Melville, NY 11747

Fax No. 631 293-2716

**PLEASE SCROLL DOWN TO NEXT PAGE TO PRINT A COPY OF THE REGISTRATION
FORM.**



REGISTRATION FORM

Name _____

Position _____

School _____ District _____

School Tel No. _____ Home Tel No. _____

E-mail address _____ Cell Phone _____

Check # _____ PO# _____ Amount Enclosed _____



Please check the workshops for which you are registering

- _____ HOW TO BUILD A MASTER SCHEDULE, Nov 8, 2006, **New Rochelle**, \$135
- _____ LEADERSHIP FOR TODAY'S SCHOOLS, Nov 16, 2006, **Plainview**, \$135
- _____ IMPROVING INSTRUCTION THROUGH EFFECTIVE SUPERVISORY PRACTICES,
December 8, 2006, **Plainview**, \$135
- _____ BUILDING SUCCESSFUL MIDDLE SCHOOL TEAMS, February 8, 2007, **Plainview**, \$135
- _____ HOW TO TALK SO PEOPLE WILL LISTEN, March 15, 2007, **Plainview**, \$100
- _____ THE SCHOOL ADMINISTRATOR...A WOMAN'S PERSPECTIVE, March 22, 2007, **Plainview**, \$135

PLEASE NOTE: **MAIL** the completed registration form with your check or purchase order
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PLEASE CALL 631 293-2820 FOR FURTHER INFORMATION