

## From the Commissioner

*This brochure includes information about the 2007-2008 New Administrator Mentor Program which is coordinated by the Connecticut Principals' Center at CAS. The Center is asking you to recommend new candidates for the program in order to provide new administrators from your district with direct support from experienced school and district leaders who will serve as their mentors. In addition, the Center will provide nine professional development programs over the course of the next two years for mentors and mentees to participate in together.*

*I strongly encourage you to nominate new administrators from your district to participate in the Tier I (year 1) program and to support last year's Tier I participants by continuing in the Tier II (year 2) program. In the absence of a formal requirement for administrator mentorships, I believe it should be an expectation that all beginning administrators in the state have an opportunity to be part of a mentoring program. I ask that you support the Center in its mission to provide such opportunities by identifying new administrators, urging - or even expecting - them to participate and allowing them the time and opportunity to attend the related professional development activities.*

*Our new administrators need and deserve guidance and support from experienced professionals to help them meet the challenge of their new responsibilities. Research shows that a good mentoring experience plays an important role in a new administrator's success. This can be a rewarding investment in your district's future.*

*Thank you.  
Mark K. McQuillan  
Superintendent of Schools*



## Mentor ~ Mentee Committee

Dr. Dale Bernardoni  
Chair; McKinley School  
Stephen Anderson  
EC Goodwin Technical High School  
Anna Cutaia-Leonard  
CT State Department of Education  
Loraine Giannini  
Marlborough Elementary School  
Linda Hartzer  
CAS & CSDE Consultant  
Debbie Kaprove  
East Hartford Public Schools  
Francis Kennedy  
Stafford High School  
Edward Lazaroff  
Horace Porter School  
Christine Mahoney  
East Granby Public Schools  
Rosie O'Brien Vojtek  
Ivy Drive School  
Dr. Gilbert Rebhun  
SCSU Consultant  
Kathryn Walsh, Ed. D.  
Parish Hill Middle/Senior High School

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The Connecticut Principals' Center  
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.3 CEU's are awarded for the successful completion of each program.

## The Connecticut Association of Schools



## 2007 ~ 2008 Administrator Mentor ~ Mentee Program



## The Connecticut Principals' Center



Sponsored by the  
CT State Department of Education  
Institute for Teaching & Learning

## Program Overview And Purpose

The Mentor-Mentee Program Committee recognizes the important need to provide as much support as possible to the beginning administrator. One of the proven effective ways to provide support is to assure that the beginning administrator benefits from a good mentoring program. The mentor provides modeling, support, advice, feedback, ideas, and guidance - a person who listens and encourages growth. Isolation can be reduced and collegial relationships developed. The shared professional development programs expand the opportunities for these benefits and sharpen the skill sets of both the mentor and the mentee.



Superintendents recommend mentees and experienced administrators from across the state volunteer to be mentors. Mentors and mentees are matched in as close a geographical proximity as possible and at similar levels. Same district matches are avoided for the most part to expand the perspectives in the relationship.

In addition to the personal contacts of the mentor and mentee, the Center provides professional development programs specifically designed for the mentor-mentee pairs to attend together. Tier I activities are for first year administrators new to the CAS Mentor-Mentee Program. Tier II activities are for participants in the 2006-2007 CAS Mentor-Mentee Program and who wish to continue for a second year.

## Tier 1 Activities

1. Now that you're in the job, how do you get off on the right foot and begin to set the stage for success? September 21, 2007 (8:00 a.m. - 12:00 p.m.)

*After a welcome by the Commissioner of Education and a presentation by a panel of "veterans" who have successfully negotiated their first year as an administrator, participants are guided through introductory activities focusing upon positive beginnings and the components of a successful mentor-mentee relationship. Goals and objectives for their year of working together are developed.*

2. How do you go about establishing and sustaining a culture of excellence for all students? November 2, 2007 (8:00 a.m. to 12:00 p.m.)

*Dr. Dale Bernardoni, principal of the McKinley School in Fairfield, will focus upon building and sustaining a culture of excellence and leading change that positively impacts students.*

3. How do you avoid the legal landmines that ensnare new administrators? December 14, 2007 (8:00 a.m. to 12:00 p.m.)

*Attorney Thomas Mooney, a partner of Shipman and Goodwin, L.L.C., and a professor at UCONN's Neag School of Education, brings participants through scenarios of legal issues relative to teacher evaluation, publications, FOI, technology, discipline and due process.*

4. How do you make sure teachers are doing what they're supposed to be doing to ensure student learning - and what do you do when they're not? January 25, 2008 (8:00 a.m. - 12:00 p.m.)

Note: Snow Date - January 28, 2008

*Dale Vanne, CREC consultant and former Assistant Superintendent for Personnel and Administration in South Windsor, will focus on communicating high expectations to staff and "walking the walk", tying policies and practices to staff performance, and dealing with challenging staff issues.*

5. How can you benefit from the experience of others? April 4, 2008 (8:00 a.m. to 12:30 p.m.)

*Experienced administrative members of the Mentor-Mentee Committee conduct separate sessions such as "Implementing Change with Veteran Teachers," "Writing Summative Evaluations," and "Resolving Conflict before Grievances." Participants select from a menu of choices.*

## Tier 2 Activities

1. How do you work with difficult people and deal more effectively with confrontation and conflict? October 9, 2007 (8:00 a.m. to 12:00 p.m.)

*John Hazard, Director of Employee Development for The Providence Journal Co., will focus upon communicating with different personality styles, connecting with diverse perspectives, and honing your conflict resolution skills.*

2. Helping all students to learn . . . What is your role in regard to special education? November 9, 2007 (8:00 a.m. to 12:00 p.m.)

*Susan C. Freedman, a partner at Shipman & Goodwin, LLC and professor at UCONN's Neag School of Education, will discuss IDEA in all of its ramifications including changes connected to its reauthorization and the implications of NCLB legislation.*

3. Media and good public relations . . . How do you make the most of a media situation? January 18, 2008 (8:00 a.m. to 12:00 p.m.)  
Note: Snow Date - January 21, 2008

*When a television camera or microphone is placed before you for just a few seconds, what you say and do can leave a lasting impression - for the positive or negative.. Diane Alverio, Media Marketing Consultant, leads a program on how to address the media and create good public relations. Taped mock interviews are included.*

4. How can you benefit from the experience of others? April 4, 2008 (8:00 a.m. to 12:30 p.m.)

*Experienced administrative members of the Mentor-Mentee Committee conduct separate sessions such as "Implementing Change with Veteran Teachers," "Writing Summative Evaluations," and "Resolving Conflict before Grievances." Participants select from a menu of choices.*

## Induction Upgrades

CAS, CSDE, and C.E.S. - with support from the Wallace Foundation - have collaborated to develop a series of standards-based school leader professional development programs specifically developed for the new administrator. Each takes the form of a two-day "academy" and, while open to all administrators, will be offered on a priority basis to participants in the CAS Mentor-Mentee Program and C.E.S. New Administrator Induction Program.

1. **Leading Change...And Getting Everyone on Board!** is scheduled for November 13 and 14, 2007.

2. **Classroom Data: Feedback, Follow up and Follow Through** is scheduled for February 6 and 7, 2008.

A separate registration is required for each academy and may be accomplished on-line at [www.casciac.org](http://www.casciac.org).

