NEW ADMINISTRATOR MENTOR-MENTEE PROGRAM

Tier I & II – Program 5

April 3, 2007

7:45-8:20  Registration/Continental Breakfast  
8:20-8:30  Welcome and Explanation of Program  
8:30-9:30  Workshop I (see attached)  
9:40-10:40 Workshop II (see attached)  
10:50-11:50 Workshop III (see attached)  
11:50-12:30 Mentor-Mentee Discussions  
11:50-12:30 Lunch (Courtesy of Subway)

All mentors and mentees, urban and state-wide, are invited to this program. Please contact your mentor or mentee for attendance and then telephone, fax, or email your response to Mike Buckley by March 30, 2007. Tel: (203) 250-1111 Fax: (203) 250-1345 Email: mbuckley@casciac.org. You may also register online at www.casciac.org by scrolling down to “Mentor-Mentee Workshop” under CAS “News and Announcements”. Please send both pages unless you register online.

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<tr>
<td>Title</td>
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<tr>
<td>School</td>
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<tr>
<td>Circle one</td>
<td>CAS Mentor CAS Mentee CAS Committee Member SCSU Intern</td>
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_______ I will be attending the program and lunch.  
_______ I will be attending the program only.  
_______ I am unable to attend.

Participants who attend the full program will be eligible for 0.3 CEUs.

Directions:
From Danbury and Points West: Take I-84 East to Exit 27 (Route I-691). Take Exit 3 (Route 10) of Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).
From Hartford and Points East: Take I-84 West to Exit 27 (Route I-691). Take Exit 3 (Route 10) off Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).
From I-91 South or North: Take I-691 in Meriden West to Exit 3 (Route 10). At the end of the ramp, turn left onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).
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Please choose your top 5 priorities by listing your choices in priority order from 1-5. You will be scheduled for 1, 2, or 3 workshops according to your preference and interest in reserving time for mentor-mentee “networking”. We will do our best to schedule you according to your preference.

1. “Survival Tactics for New Administrators”
2. “Hiring New Staff – Making the Best Choices”
4. “Developing and Refining Your School Improvement Plan in Response”
5. “Implementing Change with Veteran Teachers”
7. “Developing Professional Learning Groups”
8. “Internet Issues affecting Your Students and You”
10. “Writing Summative Evaluations”
11. “Utilizing New Technology in the Classroom and Your Office”

Name_______________________________School___________________________

Circle whether you are a: Mentor  Mentee  Committee Member  SCSU Intern

Circle the number of sessions you wish to be scheduled for: 1  2  3