

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.

| | |
|------------|---|
| Name | |
| Title | |
| School | |
| Circle one | CAS Mentor CAS Mentee CAS Committee Member SCSU Intern |

_____ 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).

NEW ADMINISTRATOR MENTOR-MENTEE PROGRAM

Tier I & II – Program 5

April 3, 2007

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” _____
3. “Resolving Conflicts before Grievances – Working Relationships between Teachers and Administrators” _____
4. “Developing and Refining Your School Improvement Plan in Response” _____
5. “Implementing Change with Veteran Teachers” _____
6. “Better School Communication and Public Relations” _____
7. “Developing Professional Learning Groups” _____
8. “Internet Issues affecting Your Students and You” _____
9. “School Safety, Security, and Crises Management” _____
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