

September 2009

Dear Superintendent/Principal:

The Principals' Center of the Connecticut Association of Schools is again offering a formal induction program for all beginning administrators in the state at no cost to districts. The Principals' Center Mentor-Mentee Program is designed to help all beginning administrators enjoy success during their initial administrator year through the assistance of a mentor and related professional development activities. It is a research-based program that has evolved into a model that will influence induction requirements at both the district and state levels.

If you have hired any beginning administrators since January 1, 2009, please register your new administrators on line at [www.casciac.org](http://www.casciac.org). Each beginning administrator will receive a personal invitation to become involved in the Mentor-Mentee Program as soon as we receive the necessary information. Please discuss the involvement in the program with your beginning administrators.

Administration is becoming, as you well know, more and more demanding each year. We need to provide support to our beginning administrators in order to enhance their chances for earlier and more substantive success. Please let us know who your new administrators are and encourage them to participate. You may nominate a new administrator at [www.casciac.org/register](http://www.casciac.org/register). Click on "Mentor-Mentee Program Nomination Form 2009-2010".

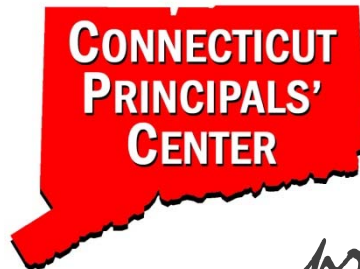
Sincerely,

*Dennis Carrithers*

Dennis Carrithers, Director  
Connecticut Principals' Center



*The Connecticut Principals' Center  
of the  
Connecticut Association of Schools*



*presents the*  
**2009-2010**  
*Administrator*  
*Mentor ~ Mentee Program*



# Program Overview & 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.

## Comments from 2008-09 Mentees:

- Whenever I am working on a difficult or new project I always contact some of the people I have met through the induction process to see how they are progressing with some of the same issues.
- I look back on my notes from the school culture workshop and continually reflect back and try to incorporate it into my faculty meetings. We have had wonderful discussions and have begun to move the school in a positive forward motion.
- One of the most valuable sessions was the one on legal issues. I have a lot of knowledge about Special Ed law, but general law was not an area of expertise. I have used the information from that session several times.
- I have used the workshops information to support, reinforce or provide instruction in my daily interactions with students, parents and staff. This has been helpful in turning negative initial encounters into positive outcomes.

# Program Dates & Topics

## **Workshop 1: September 25, 2009 (8:00 a.m.-12:00 p.m.)**

**Now that you're in the job, how do you get off on the right foot and begin to set the stage for success?**

After a welcome by the Commissioner of Education and a presentation by a panel of "veterans" who have successfully completed their first year in a new administrative position, participants are guided through introductory activities focusing on positive beginnings and the components of a successful mentor-mentee relationship. Goals and objectives for their year of working together are developed.

## **Workshop 2: October 29, 2009 (8:00 a.m.—12:00 p.m.)**

**How do you avoid the legal landmines that ensnare new administrators?**

Attorney Thomas Mooney, a partner at Shipman and Goodwin, LLP 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.

## **Workshop 3: December 10, 2009 (8:00 a.m.—12:00 p.m.)**

**How do you navigate the culture of a new school or district while planting the seeds for change?**

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 affects students.

## **Workshop 4: January 22, 2010 (8:00 a.m.—12:00 p.m.)**

**What else do you need to know about the effective supervision of staff that they didn't teach you in graduate school?**

This session will feature experienced human resources experts who will focus on communicating high expectations to teachers and "walking the walk," tying policies and practices to teacher performance, and dealing with challenging staff issues.

## **Workshop 5: April 1, 2010 (8:00 a.m.—12:00 p.m.)**

**What are the exemplary educational programs in Connecticut that you should know about?**

The last session of the series will feature the exemplary practices that the mentors and mentees in the group have identified as being worth knowing about among colleagues. Participants will have a chance to share the good work being done in their own schools, as well as network with fellow school leaders on programs they want to learn more about.



## **Registration**

Mentors and Mentees  
need to register for each  
Mentor ~ Mentee workshop  
individually at  
[www.casciac.org/register](http://www.casciac.org/register).

# Mentor~Mentee Committee

**Dr. Dale Bernardoni**  
Chair; McKinley School

**Dr. Dennis Carrithers**  
CAS/ CT Principals' Center

**Stephen Anderson**  
EC Goodwin Technical High School

**Gary Cotzin**  
Somers High School

**Richard Dellinger**  
Amity Regional Middle School

**Loraine Giannini**  
Marlborough Elementary School

**Cathy Goodrich**  
Seymour High School

**Kimberly Hellerich**  
East Windsor Middle School

**Debbie Kaprove**  
East Hartford Public Schools

**Francis Kennedy**  
Stafford High School

**Kristy LaPorte**  
Stafford High School

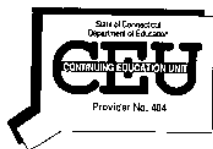
**Christine Mahoney**  
East Granby Public Schools

**Rosie O'Brien Vojtek**  
Ivy Drive School

**Dr. Gilbert Rebhun**  
SCSU Consultant

**Kenneth Saranich**  
Shelton Intermediate School

**Kathryn Walsh, Ed. D.**  
Preston Veterans Memorial School



**.3 CEU's are awarded for the successful completion of each workshop.**

*Registration:*

Please register for each Mentor~Mentee Program individually at  
[www.casciac.org/register](http://www.casciac.org/register)