

Welcome to the District of Choice! In order for us to support you and your work, we have planned New Administrator Orientation. The purpose of the orientation is to give you an overview of each of the District departments.

Date:            June 27

Location:     Educational Services Center, 4476 W 68<sup>th</sup> Ave.

8:00 – 8:15     Continental Breakfast

8:15 – 10:00   Learning Services

10:00 – 11:00   Human Resources

11:00 – 12:00   Community Relations

12:00 -- 1:00   Lunch

Date:            June 28

Location:     Educational Services Center, 4476 W 68<sup>th</sup> Ave.

Bus transportation will be provided to Auxiliary and Technology Services

8:00 – 9:30     Auxiliary Services – continental breakfast included

9:45 – 10:15   Technology Services

10:30 – 12:30   Financial Services

12:30 – 1:00   Lunch

We look forward to working with you. Please feel free to contact me if you have any questions.

Kathy Near  
Curriculum & Staff Development Director  
720-542-5024

## **New Administrator Orientation**

### **Learning Services**

- Welcome to Learning Services
- Names of directors and coordinators
- District profile
  - Demographics—Facts about D50
  - Achievement—CSAP, ACT, AYP
- Elementary School Highlights
  - Each school:
    - Principal
    - SAR
    - Free/reduced lunch
    - Mobility
    - Ethnic minority
    - ELL population
    - Special program
  - Programs common to elementary schools
  - Current/recent initiatives
- DIRC
- Title I overview
- Principal expectations for continuous school improvement
- Middle and High School Highlights
  - Each school:
    - Principal
    - SAR
    - Free/reduced lunch
    - Mobility
    - Ethnic minority
    - ELL population
    - Special program
- ELL Programming in District 50
- Administrative Services
  - Truancy process flowchart
  - Summer School
  - Sundown Program
- School Improvement and Accountability
  - Large Scale Summative Assessments chart
  - Conceptual Framework for Assessment
- Three Year School Wide Improvement Planning Process (SIP2)
- What is DAAC, BAAC, etc. handout
- C2D3 handout
- Student Services Department
  - Names and responsibilities
  - Programs

- Gifted and Talented Program summary
- Curriculum & Professional Development
- Calendar of August events
- New Teacher Orientation overview
- Induction summary
- Professional development guidelines
- Job-embedded Learning handout
- Strategic Plan
- Closure

**The Leadership Training Institute, LTI, is offered throughout the school year to new administrators. Attached are four sample agendas for the 2006-2007 school year.**

### **SESSION 1**

The purpose of this e-mail is twofold.

**First**, to serve as a reminder regarding the first session of the Leadership Training Institute that we spoke about at our last elementary principals meeting and **second**, to ascertain your interest in participating so that we can have adequate materials available.

This training is mandatory for new elementary principals and the attendance of more veteran elementary principals is based on individual need. As this first training topic is also relevant to secondary level and the presentation will be made by Dr. Swanson, **secondary administrators are also invited to attend**. I realize this is the first notice for secondary folks, so if you can make it that would be great, if not, please let Copper know.

**Monday's topic and outcome is:** Supervision and Evaluation - Understand how staff supervision and evaluation promote better performance.

We will be meeting at the **Board Room at the ESC** from 9:00 - 11:00 am. Please send me a return e-mail, if you will be in attendance on Monday. We will also take time on Monday to discuss future training opportunities. If you have any questions please let me know. Thanks!

### **SESSION 2**

The purpose of this e-mail is two-fold.

**First**, to remind you about our second LTI Session; and **Second** to inform you that there has been a change in topic. The topic: Association Agreements and Negotiations Process has been moved to November 27 as Pam Swanson is not able to be present with us on Monday.

Therefore, **Monday's topic and outcome is:** Student Discipline- 1. Know and understand the student discipline expectations and processes detailed in the Discipline Operations Manual. 2. Increase awareness regarding creating and sustaining a school wide positive learning environment for all. James Duffy and Donna Killmon have graciously agreed to rearrange their schedules to be with us on Monday.

We will be meeting at the **Board Room at the ESC** from 9:00 - 11:00 am. Please send me a return e-mail, if you will be in attendance on Monday so we can plan for numbers. If you have any questions please let me know. Thanks!

Oliver Grenham, Ed.D.  
Director of Learning Services  
Adams County School District 50  
Phone: 303 657 3813  
Fax: 720 542 5055

PS As was the case last time, this training opportunity is mandatory for new elementary principals and the attendance of more veteran elementary principals is based on individual need. Secondary administrators are welcome to attend.

### **SESSION 3**

Team:

This e-mail serves as a reminder about our next LTI scheduled for Monday, October 23.

**Monday's topic** is Association Agreements and the Negotiations Process:

**Outcomes:**

1. Know and understand the Licensed Employees Agreement
2. Know and understand the Educational Support Professionals Agreement
3. Understand the District negotiations function and process

We will be meeting at the DIRC from 9:00 - 11:00 am. Please send me a return e-mail, if you will be in attendance on Monday so we can plan for numbers. If you have any questions please let me know. Thanks!

**SESSION 4**

Team:

This e-mail serves as a reminder about the next LTI scheduled for **Monday, January 22**. Please note that this is the agenda that was postponed from November.

Monday's topic is: Progressive Discipline, a close look; and  
Supervising the Marginal Employee

**Outcomes:**

1. Know and understand the four steps involved in progressive discipline;
2. Be able to distinguish and address behavior versus performance issues; and
3. Understand how to support the marginal employee.

As the Board Room has become available, we will meet in the **Board Room at the ESC** from 9:00 - 11:00 am. Please send an e-mail to Jo Thompson if you are planning to be in attendance on Monday. If you have any questions please let Jo know. Thanks!

Oliver Grenham, Ed.D.  
Director of Learning Services  
Adams County School District 50  
Phone: 303 657 3813  
Fax: 720 542 5055

## School of Education Division of Continuing and Professional Education University Credit Request Form and Contract

**Instructions:** Please use this form to request university credit for your course or event. Under this arrangement, the University pays no course-related expenses. Complete and sign this form, attach a course syllabus and the instructor's resume, and submit all materials to the SOE Division of Continuing and Professional Education. (Note: if your course does not follow a traditional academic format, you may substitute for the syllabus a flyer or other information that describes the content in detail.)

Today's date: December 20, 2005 Your name: Kathy Near

Your title: Director of Staff Development Organization: Adams County School District 50

Address: 4476 W 68<sup>th</sup> Ave

City: Westminster State: CO Zip: 80030

Phone: 720-542-5024 Email address: knear@adams50.org

*We will email to you the registration and evaluation forms to copy and distribute to course participants, and we will also send you the final grade sheet at the end of the term. If someone else should receive these materials instead, please provide that person's name, email address, and phone number:* \_\_\_\_\_

### A. Course Information

Term (Summer/Fall/Spring): Spring Year: 06 Course prefix and number (if known): \_\_\_\_\_

Course title: Balanced Leadership

Start date: August 2, 2005 End date: April 29, 2006 Meeting days : Aug 2, Oct 1, 22, Nov 19, 2005 Jan 21, 2006 Feb 25, Mar 25, Apr 29, 2006

Meeting times: 7:30 AM – 4:00 PM Total contact hrs: 60 Number of credits requested: 4 semester

Location: Westminster High School Room: Commons County: Adams

State (if not Colorado): \_\_\_\_\_ Country (if not USA): \_\_\_\_\_

*Note that prior approval is REQUIRED when offering courses outside Colorado. Please allow 3 months to obtain approval.*

X – administrator training Check here if this course is a staff development opportunity delivered by your school district to its teachers.

### B. Tuition Payment Information

Who is responsible for paying the participants' tuition (the fee for obtaining university credit)?

X Individual participants

Third party: \_\_\_\_\_

\_\_\_\_\_ Check here if you want us to bill the third party, and please provide billing information:

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing address: \_\_\_\_\_

Other (explain): \_\_\_\_\_

### C. Instructor Information

1. Instructor name: Dr. Ron Cabrera

Phone: 720 – 542-5084 Email: rcabrera@adams50.org

2. Have you been in contact with any faculty or staff at the CU-Denver School of Education with regard to this course/event?

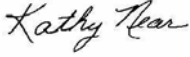
X Yes. I have been in contact with: Steve Jones \_\_\_\_\_ No. This is my first contact.

*Office use only*

Section #: \_\_\_\_\_ Division/Program: \_\_\_\_\_  
IOR: \_\_\_\_\_ Tuition rate (per credit hour): \$ \_\_\_\_\_

As a representative of the contracting organization or institution, I agree to the following:

- 1) I will assume all costs associated with the contracted instruction and provide all services associated with the instruction (e.g., teaching, registration). The CU-Denver School of Education is responsible only for assuring course content, awarding credit, and providing a transcript to the student.
- 2) I will not establish a tuition rate above that established by the CU-Denver School of Education.
- 3) I will be responsible for quality control.



\_\_\_\_\_  
Signature of Representative of Contracting Organization

December 20, 2005  
Date

Approved by:

\_\_\_\_\_  
Signature of Representative of CU-Denver

\_\_\_\_\_  
Date

# Course Syllabus

- I. Course title and course number: Balanced Leadership
- II. Instructor name and contact information: Dr. Ron Cabrera  
720 542-5084  
rcabrera@adams50.org
- IV. Course Description:  
This course is designed to help leaders increase their understanding of McREL's research on the effects of leadership on student achievement. The Balanced Leadership Framework™ comprises four major components: Leadership, Purposeful Community, Focus of Change and Magnitude of Change.
- V. Objectives:  
Participants will understand and be able to apply in their work...
- the 21 leadership responsibilities;
  - the components of a purposeful community:
    - collective efficacy
    - use of all available assets
    - establishing a purpose and produce outcomes that matter to all
    - working together through agreed-upon processes
  - the theory of first and second-order change
  - the theories and strategies for managing and leading change
  - choosing the right focus
- VI. Required reading:  
Balanced Leadership: School Leadership That Works™, McREL
- VII. Required assignments:  
a. Document application of tools and strategies learned  
b. Write reflections on the implementation and results of techniques and strategies
- VIII. Grading policy:  
Grading is A, B, F
- a. To earn a grade of A:
    - i. Attend and participate in all sessions
    - ii. Documentation of application of more than 2 tools and strategies
    - iii. A minimum of two full pages of reflection on application and results of strategies
  - b. To earn a grade of B:
    - i. Attend and participate in all sessions
    - ii. Documentation of application of tools and strategies
    - iii. A minimum of one full page of reflection on application and results of strategies
  - c. To earn a grade of failing
    - i. Missing one or more sessions
    - ii. Missing documentation of application
    - iii. Less than one full page of reflection on application and results of strategies