

New Administrators' Institute

November 15 through November 17, 2022

Location

Marywood Retreat Center, 235 Marywood Dr, St Johns, FL 32259

Accommodations are included in the registration fees and are located on the grounds.

Check-in begins at 11:00 am, and all sessions will take place in Villa A.

Facilitators/Hosts

Deacon Scott J. Conway, Superintendent, Diocese of St. Augustine

Mrs. Rhonda Rose, Assistant Superintendent, Diocese of St. Augustine

Dr. Mark Majeski, Assistant Superintendent, Diocese of St. Petersburg

Dr. Jackie Flanagan, Assistant Superintendent, Diocese of Orlando

Ms. Patty Dailey, Assistant Superintendent, Diocese of Orlando

Ms. Tricia Finkenberg, Assistant Superintendent, Diocese of St. Augustine

Ms. Mary Camp, Associate Director for Accreditation, FCC

Ms. Katie Kervi, Program Coordinator, Diocese of Palm Beach

Sponsors

Archangel Tables, Catapult Learning, Eduscapes, FACTS SIS and Education, Flynn & O'Hara, NWEA, R & D Education, Sadlier Publishing Company, Step Up for Students

Agenda

Tuesday, November 15, 2022

4:00

How to Streamline and Effectively Implement Services for ESE Students

Dr. Jackie Flanagan, Assistant Superintendent, DORL

This discussion will include an overview of the principal's role in working with the LEA to provide services to ESE students. This presentation will also examine best practices and effective uses of various ESE services including multi-tiered systems of support and positive behavioral intervention. These practices are essential to the Catholic school mission of serving all students and will provide a specific focus on increasing ESE student achievement.

1:00 Welcome and Introductions

Deacon Scott J. Conway, Superintendent, DOSA

1:30 History of Catholic Education and Our Identity

Deacon Scott J. Conway, Superintendent, DOSA

Development of a greater understanding of the foundation of Catholic education which began in 1606 in what is now the Diocese of St. Augustine through the present day. We grew out of a need to assist immigrant families and the poor and now stand on the shoulders of great Catholic school educators.

5:00

Dinner

Kelly Center

2:30 School Leader Best Practices for Implementing Professional Development and Services for Low-Income Students

Dr. Jackie Flanagan, Assistant Superintendent, DORL

A discussion about the principal's role in implementing Title I, IIA, III, and IV. This will include an overview of the professional development resources provided through Title II, how to increase teacher involvement, and best practices for follow-up and progress monitoring. This presentation will also include a discussion of the services and resources available for serving low-income students, the process for obtaining and implementing these services, and how to ensure that these services drive student achievement and well-being.

6:30

Building a Diverse Student Body and Effectively Recruiting Qualified Teachers

Mark Majeski, Assistant Superintendent, DOSP

A presentation to equip school leaders with strategies to recruit well-qualified educators committed to Catholic education and student achievement along with methods to reach students of diverse backgrounds including students with disabilities and students from low-income families. This includes knowing your audience, knowing your resources, understanding Millennials, using Social Media, building smarter websites, and knowing the value of good communication and relationship building.

3:30 Engaging Parents, Families, and Community Stakeholders

Deacon Scott J. Conway, Superintendent, DOSA

School leaders must build strong relationships with families and other community partners. However, when difficult family circumstances arise how can school leaders best navigate those circumstances and serve those families well? School leaders must recognize the importance of understanding how these circumstances may affect student achievement, mental health, and overall well-being. This session includes a basic understanding of family law issues and how best to engage parents in difficult situations so as not to disrupt student learning or the continuation of educational or personal support services. This session also includes a discussion on best practices for community engagement events, school publicity, and operational development.

7:30

Social Event

Villa A Lounge

Wednesday, November 16, 2022

7:30

Breakfast

Kelly Center

8:30

Everything You Need to Know about Dynamic School Leadership!

Mary Camp, Associate Director for Accreditation, FCC

A discussion of school governance, operational vitality, and instructional leadership. This presentation will include the creation of Enrollment and Management plans with a focus on transitioning students from low-income families, or students with disabilities, into a high-achieving, standards-aligned instructional environment. Additionally, this presentation will discuss the creation of plans for safe, clean, and sanitary learning



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environments, technology plans, and other development plans along with how to implement those plans within a standards-aligned curriculum. Participants will also discuss the development and implementation of short- and long-term goals focused on building a strong school culture that increases data-driven student achievement.

6:00 Dinner

Kelly Center

7:30 Social Event

Villa A Lounge

Thursday, November 17, 2022

10:30 Break

11:00 Dynamic Professional Development Programs, Feedback Mechanisms, and Navigating Professional Relationships When HR is Involved

Greg Reed, Director of Human Resources, DOSA

A discussion of the hiring process, monitoring new teacher progress, verbal and written feedback, how to handle constructive criticism, implementation of Performance Improvement Plans, FMLA, and how to navigate the termination process.

8:00 Breakfast

Kelly Center

9:00 Financial Practices

Deacon Scott J. Conway, Superintendent, DOSA

A discussion of budget planning (using historical data, enrollment figures, salaries, fixed and variable costs, and identifying trends), protecting the budget (finding hidden challenges such as discounts, fees, and service charges; dealing with bad debt; and researching funding programs, grants, donors, and scholarships), and making budget progress (spending wisely, fundraisers, and thinking outside the box).

Noon Lunch

Kelly Center

1:00 Effective Leadership: School Leader Time Management and How a Balanced School Administrator Can Create Positive School Environment and Drive Student Achievement

Katie Kervi, Program Coordinator, DOPB

Change is never easy. This is especially true in the school environment. This presentation will help new administrators manage their time in a way that leads to positive change in the school environment and allows them space to develop a sharper focus on school culture, safety, and student achievement, while also providing effective professional development for teachers and staff.

10:00 Professional Development and Students Data Resources for School Leaders

Claire Albano

A presentation from FACTS about their comprehensive school information system and how this system uses student data to improve student achievement, school learning environments, and how it strengthens institutional protections for student data privacy. This presentation will also provide an overview of FACTS' professional development offerings for educators and how these offerings can increase teacher recruitment and retention, as well as student achievement

2:00 Break

2:30 How School Leaders Can Provide Positive Working Conditions and Safe and Healthy Learning Environments

Rhonda Rose, Assistant Superintendent, DOSA

An interactive session to discuss difficult situations new principals may face. This includes managing the teacher feedback process, forming partnerships with outside mental health programs or diocesan pastoral resources, treatment referral processes, navigating family relationships through disciplinary, mental healthcare, and/or pastoral care processes. This session will also discuss school safety as it relates to student discipline.

11:00 ABC's of School Safety

Patty Dailey, Assistant Superintendent, DORL

School emergencies can happen anywhere, and schools must remain prepared to respond and to protect students and staff. Overwhelmingly, schools are safe and nurturing places for students, and school administrators are dedicated to making sure schools remain safe learning environments for all students. This presentation will outline some of the primary elements of school safety, organized under three categories: Awareness, Balance, and Control. The presentation will provide the new administrator with an understanding of the key components to better prepare, prevent, protect, mitigate, and respond to emergency situations. This will include an overview of best practices for implementing these key elements via in-service trainings for teachers and staff.

Noon Lunch

Kelly Center

3:30 Break

3:45 Principal as Instructional Leader

Mark Majeski, Assistant Superintendent, DOSP

How to develop and conduct high-quality classroom visits that motivate and provide practical strategies for increasing student engagement, classroom management, and student achievement. This will also include best practices for assessing student achievement and using student data to drive instruction. This session also includes a discussion of how school leaders can inspire positive change and teacher growth mindsets while also creating a faculty-wide vision for effective teaching that promotes student achievement.

1:00 State Scholarship Programs

Lauren May, School Advocacy & Catholic School Initiatives

A comprehensive review of the scholarship programs available in Florida: Family Empowerment Scholarship: Educational Options, Family Empowerment Scholarship: Unique Abilities, the scholarship for students of active-duty military personnel and law enforcement, etc. The discussion will include marketing materials and the annual audit process (agreed-upon procedures with the FLDOE school choice office).

2:00 Q & A – Stump the Superintendents

Deacon Scott J. Conway, Superintendent, DOSA

Mrs. Rhonda Rose, Assistant Superintendent, DOSA

Dr. Mark Majeski, Assistant Superintendent, DOSP

Dr. Jackie Flanagan, Assistant Superintendent, DORL

Ms. Patty Dailey, Assistant Superintendent, DORL

Ms. Tricia Finkenberg, Assistant Superintendent, DOSA

Time will be given for any questions that participants have about their experiences and challenges they have faced so far.

5:00 Mass

Celebrant: Bishop Erik Pohlmeier, DOSA

