

Central Office Academy

This year, our districts asked us to focus on providing professional development offerings with the intention of supporting front line administrators and educators who may be interested in transitioning to a Central Office position.

For our member districts, we are charging a small fee (\$300) per person to attend all four sessions. The nonmember district cost is \$800 per person. This includes breakfast, lunch, amazing professional development, and dialogue from professionals in the field and with your colleagues. We are also offering SCECHS for all participants.

All you need to do now is share this information with professionals in your district whom you believe will be your future central office leaders. **Deadline registering is March 9, 2023.** The registration form is attached or [register online](#). Invoicing will occur after registration.

If you have any questions, please contact me (MelissaBaker@wayne.edu). Our team will do everything we can to provide this outstanding opportunity for your future Central Office Leaders.

Four Sessions

March 23, 2023

April 19, 2023

May 24, 2023

June 22, 2023

**Mar
23**

Morning Session: 9:00 a.m. to 12:15 p.m. at Schoolcraft College

Turn Your Culture Around One Connection At a Time!

Featuring **Mark VanDellen** and **Jodi DeRoo** of **Become Unmistakable**

Tap into the brain science behind connection as we pull back the curtain on habits, behaviors and reactions that surface as we interact with others. Learn how we're wired for connection and how to use brain science to develop and empower your team.

Lunch: 12:15 p.m. to 1:00 p.m.

Afternoon Session: 1:00 p.m. to 3:00 p.m.

Central Office Overview with Panel of Experts

Featuring a Panel in Roles of:

- Business Official– **Neil Cassabon, Warren Woods**
- Human Resources– **Supt. Ben Kirby, Lake Orion**
- Curriculum– **Rachelle Wynkoop, Lake Shore**
- Superintendent– **Patrick Watson, Bloomfield Hills**

Answering these questions and more:

- Why Central Office?
- An Overview of their roles and responsibilities
- Building a team and working together across departments with other school leaders
- Q and A

Vista Tech Center
18600 Haggerty Road
Livonia MI 48152

**Apr
19**

9:00 a.m. to 3:00 p.m. at Royal Oak Public Schools Administration Building

Focus on Human Resources, Legal Topics, Business & Operations

Featuring **A panel of Legal, Business and Human Resource Professionals**

**May
24**

9:00 a.m. to 3:00 p.m. at Royal Oak Public Schools Administration Building

Focus on Curriculum

Featuring **A panel of Curriculum Leaders** with topics to include leading curriculum decision making in your district, evaluation, State guidelines and reporting, student handbooks

**Jun
22**

9:00 a.m. to 3:00 p.m. at Royal Oak Public Schools Administration Building

Wrap Up Day!

Featuring **A panel of Superintendents** • Internal and external communications • Building and supporting a district vision • Résumé building • Celebration!

Royal Oak Public Schools
800 DeVillien
Royal Oak MI 48073





Central Office Academy
March 23, April 19, May 24 and June 22, 2023

The Central Office Academy is open to all educators who may be interested in transitioning to a Central Office position. Please complete and return the registration form below to the Metro Bureau by **Monday, March 20, 2023**.

Cost for attendance is \$300.00 per person for Metro Bureau member districts and \$800.00 per person for non-member districts.

The Metro Bureau may offer 20 SCECHs credit for attendance at no added cost. The SCECHs credit will be received following the Academy sessions.

REGISTRATION FORM – or register at www.metrobureau.org

Central Office Academy
March 23, April 19, May 24 and June 22, 2023

School District: _____ Contact phone number: _____

NAME _____

TITLE _____

ADDRESS _____

E-MAIL _____

Pay by check – mail to address below

Pay By Credit Card

Account Type: VISA MASTERCARD DISCOVER AMEX Amount Authorized: _____

Account Number _____

Expiration Date: _____ / _____ (MM/YY) Security Code: _____ (Three digits on back of card, four digits on front of AMEX)

Cardholder Name: _____

Account ZIP CODE _____

Authorization

By checking this box you give the Metropolitan Detroit Bureau of School Studies, Inc. permission to debit your account for the amount indicated above and for the event indicated above. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

SIGNATURE _____ DATE _____

Return registration form to: **Metropolitan Detroit Bureau of School Studies, Inc.**
391 College of Education-Wayne State University - Detroit, Michigan 48202
OR Fax 313-577-8278 (*For security purposes, please do not e-mail credit card information*)
For questions dial 313-577-1611



Central Office Academy Overview

March
23

TURN YOUR CULTURE AROUND ONE CONNECTION AT A TIME!

Morning Session – 9:00 a.m. to 12:15 p.m.

Tap into the brain science behind connection as we pull back the curtain on habits, behaviors and reactions that surface as we interact with others. Learn how we're wired for connection and how to use brain science to develop and empower your team.

Learning Outcomes

- Learn the brain science behind creating environments where people thrive
- Gain skills to deepen relationships with your teams
- Unlock new energy in your people to drive engagement and a sense of belonging
- Leave with tangible tools and exercises to help you make stronger connections

Presenters:

Mark VanDellen, Lead Facilitator, Become Unmistakable
Jodi DeRoo, Director of Learning, Become Unmistakable

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Afternoon Session – 1:00 p.m. to 3:00 p.m.

Learning Outcomes and Questions Answered:

- Why Central Office?
- An overview of their roles and responsibilities
- Building a team and working together across departments with other school leaders
- Q and A

Presenters:

Neil Cassabon, Deputy Superintendent for Business Services, Warren Woods Public Schools
Ben Kirby, Superintendent, Lake Orion Community Schools
Rachelle Wynkoop, Assistant Superintendent for Academic & Student Services, Lake Shore Public Schools
Patrick Watson, Superintendent, Bloomfield Hills Schools

**April
19**

HUMAN RESOURCES, THE BUSINESS OFFICE, AND OPERATIONS - THE ENGINES UNDER THE HOOD - WHAT CENTRAL OFFICE LEADERS NEED TO KNOW

Those looking to pursue a career in central office will hear from a panel of experts from their fields sharing experiences and best practices for effective educational leaders. Participants will hear legal updates; best practices for labor relations; budget development practices; bond development; and working with their constituents effectively in these areas. Participants will hear first-hand accounts of how these important departments work behind the scenes to support student learning in a school district.

Morning Session – 9:00 a.m. to 12:15 p.m.

Overview of Human Resources Best Practices, including:

Learning Outcomes:

- Negotiations and implementation of collective bargaining agreements
- Ongoing labor relations
- Benefits management
- Employee handbooks and job descriptions
- Recruitment, mentoring and retention
- District staffing – instructional and non-instructional

Presenters:

Gary Collins, Attorney, Collins and Blaha PC

Chadd Hodkinson, Area Senior Vice President, Gallagher Benefit Services

Keith McDonald, Assistant Superintendent of HR/LR, and Title XI Coordinator, Bloomfield Hills Schools

Justin Washington, Executive Director of Human Resources, Utica Community Schools

Y'londa Kellum, Assistant Superintendent of Human Resources, Pontiac School District

Afternoon Session – 1:00 to 3:00 p.m.

Overview of Business and Finance, including:

Learning Outcomes:

- Budget development and management/monitoring
- Bond planning and implementation
- Accounts Payable and payroll functions

Presenters:

Maria Gisting, Director of Business Development, Baker Tilly Municipal Advisors, LLC

Daryl Dombrow, Project Executive, Barton Malow Builder

Karl Paulson, Superintendent, Lakeview Public Schools (Macomb)

Dale Jerome, President, FRENCH associates, Inc.

Bill McCarthy, President, McCarthy & Smith, Inc.

Overview of the Operations Department, including:

Learning Outcomes:

- Facility management and staffing allocations
- Cleaning and maintenance planning
- Transportation
- Service and communication

Presenter:

Erik Edoff, Superintendent, L'Anse Creuse Public Schools

May
24

LEADERSHIP FOR TEACHING AND LEARNING: WHY WE ARE HERE!

The Assistant Superintendent/Director of Curriculum and Instruction is generally expected to implement local policy, state regulations, federal legislation, and help teachers and principals employ practices which guarantee high student achievement. To lead improvement initiatives throughout a district, what process would a leader use? How would that leader create and communicate a vision for improvement, implement it, and maintain a focus on the improvement effort over time? Like all Cabinet level positions, the Assistant Superintendent/ Director of Curriculum one is evolving and today's presenters will share information that highlights the many areas of responsibility that fall under those titles. The overarching goal of today's work is for you to understand what the Assistant Superintendent/Director of Curriculum and Instruction does, how they do it, and how they know their efforts influence instructional practice. You will hear a recurring thread in what each of the presenters share and that is the value of collaboration in decision-making in all you do.

Morning Session – 9:00 a.m. to 12:15 p.m.

Learning Outcomes:

- How to begin and complete a curriculum review cycle
- How to manage the multiple elements of what it means to be in charge of curriculum and instruction
- Understand how critical it is to involve all stakeholders in every facet of the responsibilities that fall under your role

Presenters:

John Tafelski, Assistant Superintendent, Allen Park Public Schools

The Curriculum Review Timeline, Process, and Evaluation
Lesson Plans, Report Cards, Instructional Rounds

David Rice, Assistant Superintendent, Roseville Community Schools

PLCs, Teacher Teams, Coaches, Standards Alignment, Instructional Technology

Alex McNeece, Director of Instructional Services, Garden City Public Schools

Instructional Minutes, Scheduling, Offerings, Professional Development, Motivation

Elizabeth Jensen, Director of Academic Services, Fitzgerald Public Schools

Federal Programs, MICIP, Collaboration, Meeting Facilitation, Parent Involvement

Afternoon Session – 1:00 to 3:00 p.m.

Learning Outcomes:

- What must be considered when creating/revising student handbooks
- What programs, methods, staffing, etc. make for an outstanding special education program

Presenters:

Kevin Sutton, Attorney, Miller Johnson Attorneys

Best Practices in Handbook Development

John Tafelski, Assistant Superintendent, Allen Park Public Schools

Matthew Sokol, Director of Special Services, Allen Park Public Schools

Special Education – A Kettle of Fish

**June
22**

WRAP UP DAY - BEST PRACTICES IN EXTERNAL AND INTERNAL COMMUNICATIONS AND DISTRICT AND PROFESSIONAL VISION DEVELOPMENT

A picture may be worth a thousand words, but believe us, you will need words... and lots of them, to be successful in a central office position. Attendees will hear how critical it is to become skilled in verbal, non-verbal, written, and even active listening forms of communication. Vision, the ability to think about and plan a future for your district's students and staff with imagination and wisdom, is a topic that will be addressed, as well. Superintendents and a spokesman from a top recruiting institute will present information and experiences in all aspects of creating a central office team that works collaboratively to do the work of the district. This final session will be a time to celebrate what you have learned, how you will use it, and how the Metro Bureau can assist you as you grow in your career aspirations.

Morning Session – 9:00 a.m. to 12:15 p.m.

Learning Outcomes:

- Overview of best practices for internal communications
- Overview of best practices for external communication
- Overview for professional and district vision development

Presenters:

Kimberly Root, Section Manager, Office of School Safety, Grants and Community Services Division, Michigan State Police and K12 Media Consultant

Shawn Patterson, Founder and CEO, K12 Media

David Mustonen, Director, Communications and Marketing, Dearborn Public Schools

Suzanne Klein, Director, Galileo Institute for Teacher Leadership, Oakland University

Afternoon Session – 1:00 to 3:00 p.m.

Learning Outcomes:

- Overview from Superintendents regarding central office hiring, team building, and what makes a successful district leadership team
- Hiring best practices

Presenters:

Andrew Brodie, Superintendent, Flat Rock Community Schools

Mary Beth Fitzpatrick, Superintendent, Royal Oak Schools

Richard Machesky, Superintendent, Troy School District

Monica Merritt, Superintendent, Plymouth-Canton Community Schools

John Silveri, Regional President for Southeast Michigan, Michigan Leadership Institute