Utah STATE OFFICE of Education

Leadership...Service...Accountability

State Charter School Board
Planning Year Training
"Employees"

Friday, October 22, 2010, 12:30 – 6:00
Utah State Office of Education, 250 E 500 S, Salt Lake City, Board Rooms

12:30 **Registration**

1:00 **Introductions/Needs Appraisal** –This time is to discuss your information needs regarding employees. Jeannie will lead a discussion to gather requests to help shape the afternoon's discussions. Facilitator: Jeannie Rowland, USOE, Jeannie.Rowland@schools.utah.gov

1:15 **Laying A Foundation For An Effective Relationship** – How do you find an administrator that can support your vision, will stand as an instructional leader, be a school manager, will keep you informed of student achievement progress, be responsive to parental input – and... all that wrapped up into someone you can work with? This presentation will provide an overview of positive administrator qualities, setting board expectations, and defining roles. Jeannie will share information about shoring up the communication bridge between the board and the staff of your school. Presenter: Jeannie Rowland, USOE, Jeannie.Rowland@schools.utah.gov.

2:15 **Appraising the Work of Your Administrator** – Now that you've found the perfect trailblazer, how do you know they're doing their job? The list of administrator skills and responsibilities is enormous and seems to grow each year. You will hear insights into processes to both evaluate and support your school's leader. Presenter: Jeannie Rowland, USOE, Jeannie.Rowland@schools.utah.gov.

3:00 **BREAK**

3:15 **Educator Licensing Alphabet Soup** – "Educationese" is full of acronyms: ARL, HQ, CACTUS, EYE, etc. This daunting code can be confusing, causing brain fatigue. As the governing board, what are your responsibilities when it comes to educator licensing? What questions should you ask your administrator? When should those questions be asked? What affects school funding? Robyn & Jeannie will offer perspective on relevant information and guide you in coming up with the right questions at the right time. Presenters: Robyn Roberts, USOE Teaching & Learning Robyn.Roberts@schools.utah.gov, and Jeannie Rowland, USOE, Jeannie.Rowland@schools.utah.gov.

4:30 "**At-Will" Employment** – What is the theory of "at will" employment? Sol will explain all the erosions that exist to the doctrine of "at will" employment, as well as describing the principle of "just cause" and how documenting it helps employers avoid liability. Presenter: Sol Garcia, Risk Management, sgarcia@utah.gov.

5:30 **Q&A**

6:00 **Adjourn**