



Department of Public Instruction

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Dr. Wayne G. Sanstead
State Superintendent

MEMO TO: School Administrators and Business Managers

FROM: Linda M. Paluck, Director, School Approval and Accreditation

DATE: June 23, 2009

RE: New Administrators' Workshop for New-to-the-Position and New-to-the-State Superintendents and Principals (Elementary, Middle Level/Junior High and Secondary)

The annual two-day workshop for new-to-the-position and new-to-the-state superintendents and principals (elementary, middle level/junior high and secondary) will be held in Bismarck at the State Capitol, Brynhild Haugland Room on Thursday, August 6, and Friday, August 7, 2009. Registration will begin at 8:30 a.m. on August 6 and the workshop will conclude approximately 3:30 p.m. on August 7.

This workshop, sponsored by the Department of Public Instruction and the North Dakota Council of Educational Leaders, will provide assistance to new administrators in developing an awareness of the functions and responsibilities facing administrators in North Dakota. Districts are encouraged to see that their new administrators attend. The first day emphasis will be on the preparation of state forms and reports that administrators must complete during the first month of school. The second day focus will be on leadership issues. Keep in mind that this workshop is open to all administrators and would serve as a refresher course in new educational information.

A continental breakfast and a luncheon will be provided both days. Each workshop participant will be responsible for arranging his/her own lodging accommodations.

An \$85 registration fee for each participant is being assessed this year to cover expenses. We encourage school boards to reimburse those administrators who attend this workshop. School board presidents and county superintendents/designees are asked to contact their new-to-the-position and new-to-the-state administrators to inform them of this workshop. Any administrators attending who will need special facilities or assistance relating to a disability, please contact us at least two (2) weeks prior to this workshop.

Registration may be completed online at www.dpi.state.nd.us/approve/admin.shtm or mail or fax the DPI form (SFN 53378) *by July 20, 2009*. Please submit the registration fee for each participant payable to DPI CKEN-11 prior to the workshop. If you need additional information, please call Carol at (701) 328-2266.