Leadership Institute
2014-2015

Working together to improve access, opportunities and outcomes for all students

PURPOSE:

The Special Education / CVTE Leadership Institute will bring together 10 small teams of key school leaders to enhance leadership skills, build knowledge, and facilitate strategic planning focused on:

Building a common understanding of local school-wide programs and initiatives including the integration of academic and technical content

Developing strategies that foster inclusion of students with disabilities to ensure access to the same opportunities and curriculum as non-disabled students

Building a school-wide culture of high expectations and shared accountability and responsibility for all students, including those with disabilities

Please apply online by 4.7.2014 at: collaborative.org/sped-cvte
A special opportunity for school leaders in Special Education, Career/Vocational Technical Education and academics to work together to improve access, opportunities and outcomes for all students

**SPECIAL EDUCATION-CVTE LEADERSHIP INSTITUTE GOALS:**

The Leadership Institute is designed to support participating schools in their important efforts to provide high-quality, 21st Century education to all students, with a focus on college and career readiness for students with disabilities.

The goals are to increase:

1. **Collaboration**
   Foster opportunities and structures that support collaborative teaming focused on school improvement among CVTE leaders, academic leaders and special education leaders.

2. **Communication**
   Provide the opportunity to develop a collaborative cross-program school leadership team through facilitation methods emphasizing leadership development and systems change and focused on improved results for all students; this will occur through data analysis and subsequent strategic improvement action planning.

3. **Capacity**
   Build the knowledge, skills and experiences necessary for school leaders to promote, facilitate, and collaboratively develop systems that support the successful participation of all students, including students with disabilities, in high-quality academic and CVTE programs.

4. **Change**
   Provide teams with research, strategies, tools, resources and effective practices that will assist them in implementing a systems change project that addresses the needs of all learners in high-quality, safe and supportive environments.

“The effect of the collaboration in the Institute and project development was substantial. We realized the importance of looking and understanding our own school data about students and faculty needs.”

— North Shore Technical High School

“This institute provided an invaluable opportunity for us to examine our own practices, and to learn from other Technical High Schools across the Commonwealth.”

— Worcester Technical High School

**Starts April 30, 2014**
WHO SHOULD APPLY:

Eligible schools/districts include all Massachusetts school districts that have either Chapter 74-approved or Perkins-funded CVTE programs, including the Lower Pioneer Valley Educational Collaborative.

Ten 3-member teams will be accepted. It is expected that accepted schools/districts will commit to participation by a full team for the length of the program.

THREE-MEMBER DISTRICT TEAMS:

Teams from each school or district should include 3 building-based members who are in these decision-making positions:

- special education leader
- CVTE leader/director
- academic/curriculum director

This team will participate in all Leadership Academy Sessions and will help to design and implement a strategic improvement plan designed to reduce achievement gaps through improved access, opportunities and outcomes for all students.

To ensure district and school coordination, the superintendent (or designee), central office district special education director, and building principal are expected to participate in the morning session on the first day of the Institute along with the building-based team.

PROGRAM DETAILS:

The Leadership Institute is supported by the Massachusetts Department of Elementary and Secondary Education; those selected will participate at no charge. The Institute provides:

- 42 hours of face-to-face institute training and facilitated planning, and 6 hours of webinar; teams are also expected to complete readings and participate in team planning and implementation work between sessions
- Support and coaching for teams during institute planning and through virtual coaching and webinar check-ins for action planning and implementation
- Overnight accommodations for May 7th (individuals will be responsible for their own meals, in keeping with ESE policy)
- Potential to qualify for an implementation grant from ESE (pending availability of funds)
- Up to 67.5 PDPs are available through the Collaborative for Educational Services upon successful completion of all sessions and requirements, including the stated deliverables (team members must participate in at least 80% of all sessions to be eligible for PDPs)
- Optional graduate credit through Framingham State University is available at a cost of $225 for three graduate credits, incurred at an individual’s own expense.

Most importantly, the institute offers an opportunity to work together across traditional silos to improve education for all students, with a focus on students with disabilities.

HOW TO APPLY:

Please apply by April 7, 2014. District/school teams may apply online at: collaborative.org/sped-cvte

PROJECT CONTACT:

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### SCHEDULE

**Pre-institute Webinar 1**  
(1.5 hours)  
April 30, 2014  
1:00-2:30 pm  
*online*

**Two-Day Institute Kick-off**  
(14 hours)  
May 7, 2014  
9:00am-5:00pm  
May 8, 2014  
8:30am-3:30pm

**One-Day Session**  
(7 hours)  
June 11, 2014  
(tentative)*  
8:00am-3:30pm

**Webinar 2**  
(1.5 hours)  
August 27, 2014  
2:00-3:30pm  
*online*

**One-Day Session**  
(7 hours)  
September 24, 2014  
8:00am-3:30pm

**Webinar 3**  
(1.5 hours)  
December 3, 2014  
1:00-2:30pm  
*online*

**One-Day Session**  
(7 hours)  
January 28, 2015  
8:00am-3:30pm

**Webinar 4**  
(1.5 hours)  
March 18, 2015  
1:00-2:30pm  
*online*

**One-Day Culminating Session**  
(7 hours)  
May 6, 2015  
8:00am-3:30pm

*Some schedule information is tentative; please confirm details online.

One- and two-day ‘live’ sessions will be held at:  
Sturbridge Host Hotel and Conference Center (I-90 Exit 9)

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“Having the time to collaborate together away from the school setting, allowed us to work more effectively as a team and receive insight and suggestions from other CVTE schools. Thank you for this opportunity.”

— North Shore Technical High School

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