

# Fill Your Toolbox!



## 2017 Central Office Administrators Conference

November 12-14, 2017  
Lodge of Four Seasons, Lake Ozark



LEAD - DEVELOP - SUPPORT

### Conference "At a Glance"

Sunday, November 12

Registration  
Lobby Area

12:00 Noon - 6:00 p.m.

General Opening Session  
(Granada A & B)

3:00 - 3:30 p.m.

Ignite! Roundtable Discussions  
(Granada A & B)

3:40 - 5:30 p.m.

- Compliance: Title I: Mike Evans (Monett)
- Compliance: Sections 504: Ashley Krause (Farmington)
- Human Resources: Kelly Hinshaw (Rolla)
- Bullying/Legal: Tim McInnis (Hancock Place)
- Safety: Steve Klotz (Maryville)
- Mental Health: Al Voelker (Raymore-Peculiar)
- Principal & Staff Evaluation: Nancy Scott (Sedalia)
- Strategic Planning: Chelsea Watson (Parkway) & Mike Dawson (Springfield)

Reception  
(Granada Foyer)

Sponsor -- American Fidelity & Guin Mundorf  
6:00 - 7:30 p.m.

Dinner on your own.

### MASA App

The entire Central Office Administrators Conference program is on the MASA app. Participants are strongly encouraged to download the app (search either MASA or Missouri Association of School Administrators). Once downloaded, you can choose your sessions and automatically drop them into your personal calendar.



Monday, November 13 (Morning)

Registration -- Granada Foyer 7:30 - 12:00 noon

Breakfast (Granada A & B) 7:30 - 8:30 a.m.  
(Sponsors --Stifel & Tueth Keeney Cooper Mohan & Jackstadt)

Session 1: 8:30 - 9:20 a.m.

Employee Termination (Granada C)

Jessica Bernard and Ryan Fry, Guin Mundorf, LLC

As a District, your actions are always guided by the best interests of your students. Unfortunately, despite the best efforts to recruit the most qualified teachers and staff, districts are often required to make the difficult decision to terminate an employee when he/she is not in the best interests of students. This session will explore the risks of termination, and most significantly, walk through how to mitigate such risks. Instead of being paralyzed by the threat of litigation, this session will empower you to make tough employment decisions that keep students' interests first!

It's the Task...Building Resilient Curriculum (Valencia A)

Declan Fitzpatrick and Amy Zielinski, Fox C-6 School District

How do we build a curriculum that will be resilient through changes in standards and assessment? How do we build a curriculum that embodies what parents, students, and teachers care about most instead of marching through standards with a pacing guide? This session will describe the decisions made in the Fox C-6 school district to focus on the work that students produce in each unit. We aim to limit the size of our curriculum to only what is necessary, and provide a platform for teachers to collaborate around task and focus entirely on the quality of student work.

Equity and Diversity Related to Strategic Planning (Valencia B)

Kevin Daniel, Lee's Summit School District

Equity and Diversity conversations with their subsequent challenges and opportunities are prevalent throughout many school districts. The Lee's Summit School District has placed a significant emphasis on increasing equity and diversity awareness through its latest five-year strategic plan known as Destination 2021. Participants will learn about five key drivers that led to the equity conversation, specific action steps taken with a systems/alignment approach to respond to demographic data and student achievement trends and what steps leaders are taking to be proactive with all stakeholders to implement this aspect of the district's strategic plan. The district's participation in the DESE sponsored Equity Lab will be highlighted.

Data Did You Know: MOSIS Files Aren't Just for Your APR (Escollo)

Amy St. John, Springfield Public Schools; Chris Templeton, Willard Public Schools

Learn how to connect the dots between core data screens and MOSIS files to your Annual Performance Report (APR) and Final Expenditure Reports (FER). This session will teach you how to validate and verify data submitted to DESE. Three key steps will be shared to teach data quality, data capacity and data culture for the thousands of data points submitted by your districts each year. You will leave with checklists and next steps to ensure 2017-18 runs error free.

Session 2: 9:30 - 10:20 a.m.

Preventing and Mitigating Discrimination Claims (Escollo)

Drew Marriott and Brian Mayer, EdCounsel LLC

Whether sitting in deposition or on the witness stand, the decisions and documentation (or lack thereof) often become the subject of attack by opposing attorneys. This session will discuss tips and best practices for documenting student and employee issues as they arise. Beyond documentation, the discussion will include preparing to testify about your documents and decisions. We will review Board policies, best practices, strategies and scenarios for documentation, and tips for giving testimony in agency interviews, depositions, and at trial.



MASA extends a special "thank you" to the following for providing door prizes:  
Adam's Mark, Hotel - Kansas City, Embassy Suites Hotel, St. Charles,  
Columbia Convention and Visitors Bureau and The Lodge of Four Seasons, Lake Ozark

## Session 2 (continued): 9:30 - 10:20 a.m.

### Leading the Transition to Standards Based Learning (Valencia A) *Michael Evans, Monett R-I School District*

The path to standards based grading/learning can be challenging to say the least. But SBG/L is a foundational piece for putting students at the center of the learning and moving away from the industrial model of education. This session will introduce “big-picture” considerations as well as provide practical steps for making the transition to SBG/L.

### The Value of Instructional Coaching for Teacher Development

(Valencia B) *Julie Williams, Lori Shannon and Tracie Joiner, West Plains School District*

Instructional coaching has become the universal practice for improving the professional performance of individuals and, consequently, the effectiveness of their organizations. For this session, K-5 and 6-12 Instructional Coaches will describe how to initiate systems change and improve teacher efficacy by modeling leadership skills, facilitating principal-teacher interactions, and coordinating principal and teacher participation in collective decision making to implement school improvement. Perhaps it's time to consider instructional coaching in your district!

### Suicide: Prevention, Intervention and Post-vention (Granada C)

*Jeff Klein and Stephanie Amaya, Park Hill School District*

Addressing the mental health needs of students and the prevention of suicide are among the most critical issues that schools face today. 16 percent of Missouri students have thought about suicide in the past year, and 13 percent have made a plan to die by suicide. This session will discuss how to address Missouri law regarding suicide prevention and will provide participants information and resources to implement a district plan for prevention, intervention, and postvention of suicide and related mental health issues.

## Session 3: 10:30 - 11:20 a.m.

### Protecting District Funds: Fraud Investigation and Prevention

(Granada C) *Wendy Boggiano and Al Kirchhofer, Mickes O'Toole LLC*

A school district must be committed to protecting the public funds with which it has been entrusted. School leaders should be prepared for how to handle possible financial misconduct and should ensure their district is taking advantage of ways to prevent misconduct from occurring. This presentation will cover how to conduct investigations into financial irregularities and potential fraudulent activity, as well as give practical advice for ways to prevent fraud from occurring in the first place.

### Data Based Decision Making (Valencia A)

*Jonathan Lee, EducationPlus*

As school leaders it is vital for us to know the impact of instruction on student growth! Getting collaborative teams together to work through a process to meet the needs of each child is imperative to grow our students. In this session we will explore a collaborative Google data workbook currently being used by hundreds of Missouri schools. This workbook walks teams through the 6-step Data-Based Decision Making process and gives leaders and educators the visual data they need to instantly know their impact!

### Using the Teacher-Leader Academy for District Strategic Planning

(Valencia B) *Theresa Christian, El Dorado Springs School District*

With so many competing interests today and resources are at times scarce, today's school leaders need to think differently about strategic planning, leadership and staff development. This session will highlight the ways in which a small rural district has utilized its resources to create a cohesive Comprehensive School Improvement Plan that is supported by a Teacher Leaders Academy. These two programs combine to implement this District's vision and mission to improve student achievement.

## Session 3 (continued): 10:30 - 11:20 a.m.

### Take Cover: An Analysis of Missouri's Mandatory Reporting Requirements (Escollo)

*Scott Kimble, MCSA and Joe Wientge, Littler Mendelson P.C.*

We live in an age when school leaders are facing increased scrutiny and legal liability regarding mandatory reporting requirements. This session will focus on the legal requirements of reporting abuse, neglect and harassment in the 1st degree, the consequences for failing to do so. Attendees will gain practical steps for protecting themselves despite this deluge of requirements.

**Lunch: 11:30 a.m. - 1:15 p.m. (Granada A & B)**  
Sponsors -- EdCounsel & MOREnet

### Keynote: Steve Knagg

**“Lessons from the School House Trail”**

## Session 4: 1:30 - 2:20 p.m.

### Fighting the Good Fight (Granada C)

*Steve Knagg*

Today's successful school administrator is also a constant communicator. This session will detail what the public really wants, how they make up their minds about your schools, and will share strategies to help you hit all of your communication targets. Come share your challenges and victories as we join forces to fight the good fight!

### Student Free Speech Rights (Valencia A)

*Michelle Basi and Kate Nash, Tueth Keeney*

Student walk outs, students taking a knee during the National Anthem, Make America Great Again, Confederate memorials...you have heard that students don't shed their constitutional right to free speech at the schoolhouse gate -- but what does that really mean? What to do when that right collides with the rights of others? What to do when students speak out on highly sensitive community issues? This presentation will provide practical advice about how to navigate student free speech rights during these highly political times.

### Student Success=Parent Involvement (Valencia B)

*Nisha Patel, Fox C-6*

When we think of student success we not only think of staff professional development and leadership, but we must also think of parent involvement. Student Success=Parent Involvement is a key to supporting the idea of developing lifelong learners for any school district. This session will cover how to get parents involved in their child's education from a district perspective. Find out how one school district set up their first ever Parent Summit and learned how they communicated, planned and executed a parent learning conference for K-12 parents!

### Evaluating Principals: Making A Fuzzy Process More Clear (Escollo)

*Bret Range and Jason Anderson, Springfield Public Schools*

Evaluating principals is an important leadership responsibility for district office personnel. Principal supervisors should be focused on developing the capacity of principals so they become instructional leaders. The purpose of this presentation is to highlight effective principal supervision behaviors and includes an in-depth discussion regarding collecting data around one principal evaluation standard and indicator. It includes how we align our work to the Council of Chief State School Officers principal supervisor standards.

**Cookie Break 2:20 - 2:50 p.m.**  
(Granada Foyer)  
(Sponsor --Illuminate Education)

**Monday, November 13 -- (Granada A & B) 3:00 - 5:00 p.m.**  
**Special Session**

## Foundations in Leading, Developing, & Supporting Trauma-Sensitive Schools

*Melissa A. Maras, Ph.D.; Co-presenters: Daniel Rector, Ed.S., Improvement Consultant, Heart of Missouri-RPDC; Dr. Lori Sallee, Executive Director of Student Services, School of the Osage; Gay L. Baer, School Counselor, Pilot Grove C-4 Schools; Jacques A. Cowherd, Ed.D., Superintendent, Fulton 58*

The prevalence of adverse childhood experiences (ACEs) across every region of Missouri means each public school in this state enrolls young people who have experienced trauma. Acknowledging the impact of trauma on student success, Missouri school leaders are rapidly building capacity to develop and support trauma-sensitive schools. Drawing upon examples from local Missouri schools, this workshop will provide foundations in trauma-sensitive schools for school leaders invested in strengthening comprehensive school mental health programs.

### Monday Evening Dinner on your own.

## Tuesday, November 14 (Morning)

**Breakfast (Granada A & B) 8:00 - 9:00 a.m.**  
(Sponsor--Mickes O'Toole)

**Special “Stretch” Sessions**  
**9:15 - 10:45 a.m.**

### Advocacy Skills: Promoting the Public Education Narrative (Granada C)

*Scott Kimble and Mike Lodewegen, MASA Staff*

Public education is your passion! You live it every day with the goal of making sure every student experiences success. You get it, but do your state legislators? If not, what can you do to inform and influence them? This special session will give you insights into “how the sausage is made” at the capitol and what strategies you can use to impact legislation that will help keep public education strong. This will be an interactive session!

### Creating District Strategic Plans (Escollo)

*Mike Dawson and Amy St. John, Springfield Public Schools*

Regardless of the size or demographics of your district, it's important to have the tools to develop and implement a comprehensive strategic plan that will guide your schools. Learn from education leaders their best methods for creating a measurable plan that will drive academic growth in your education community.

### So You Want To Be A Superintendent? (Valencia A & B)

*Doug Hayter, MASA Executive Director and MASA Superintendent Panel.*

Are you ready to take the next step in your career and make the move to the superintendency? This workshop will include presentations on the job expectations of the superintendent; contract issues; and the superintendent application and interview process.

**Conference Wrap-Up (Granada A & B)**  
**11:00 - 11:30 a.m.**

Join with your fellow conference attendees for a quick recap of the past three days:

- Share your top take-aways from the conference
- Participate in fun online polling questions
- Be on hand to win some great prizes