



TO: MAVA Member Schools

FROM: Steven C. Sharek, Executive Director
Massachusetts Association of Vocational Administrators (MAVA)

DATE: October 4, 2022

RE: MAVA Leadership Academy One

I am writing to provide you important information about MAVA Leadership Academy One. The latest Academy will be starting on January 24, 2023. The application process will be opening soon.

As current administrators continue to retire, there's a serious need to prepare new vocational-technical education leaders. MAVA Leadership Academy One is a special professional development program created by our Association designed to do just that. It prepares individuals who have the potential, the talent, and the commitment to become leaders in our vocational-technical schools, agricultural schools, and schools with Chapter 74 programs.

Funding for the Leadership Academy is provided through MAVA's operating budget, and tuition from schools who send participants.

As you think about future leaders in your school, I urge you to encourage their participation in Leadership Academy One. I also want to challenge you to identify any individuals from diverse races, ethnic groups, or other special populations who you know have leadership talent and invite them to apply for a position in the Leadership Academy. Doing so will help us build leadership teams in our schools that better represent the student populations we serve.

You may nominate one (1) primary candidate who you believe would benefit most from this type of collegial growth experience. You may also nominate one (1) secondary candidate. Nominations must be received by the due date listed. Applications received after that date will only be considered if there's enough space.

In closing, I want to take this opportunity to thank the MAVA staff members and volunteers who built this program. It's an important program — one we can be proud of — and it fills a critical need. It's exactly the kind of targeted professional development program that will help keep the Massachusetts vocational technical education system strong and vibrant in the years ahead.

**MASSACHUSETTS ASSOCIATION OF VOCATIONAL ADMINISTRATORS
Leadership Academy One**

DESCRIPTION - 2023 LEADERSHIP ACADEMY FOR MIDDLE MANAGERS

The information below is provided so that school districts and potential Leadership Academy candidates will have a full understanding of the Leadership Academy and how it functions.

Organization. This program was developed under the auspices of the MAVA Board of Directors and the MAVA Middle Managers Professional Development Advisory Committee. The Massachusetts Association of Vocational Administrators and participating school districts provide funding for the program. Kathleen Conole will serve as the coordinator of the 2023 Leadership Academy.

Eligibility. This training is designed for educators currently employed in our vocational-technical schools and our associated schools with Chapter 74 programs who aspire to be vocational-technical administrators and/or school leaders. Candidates must be committed to professional growth and must be nominated by their Superintendent or Director. Newly appointed middle managers who have not previously attended a Leadership Academy are encouraged to enroll.

Leaders of regional vocational-technical high schools and agricultural schools are encouraged to nominate candidates. Directors of vocational-technical programs housed in local high schools are encouraged to nominate candidates as well.

Schools with specific needs may nominate two candidates, but one candidate must be designated as primary. Admission of the second candidate will be considered, space permitting, after all primary candidates have been acted upon.

Selection of Candidates. The Academy Coordinator screens the nominations and approves candidates for enrollment in the Academy.

Schedule. The Leadership Academy schedule includes ten (10) full day training sessions. The first day of each two-day session will include an after-dinner session in the evening.

Time Expectations:

1st Day of each two-day session 8AM - 4 PM and 6 PM - 9 PM

2nd Day of each two-day session 8 AM - 5 PM

Dates of the Academy Sessions:

Tuesday, January 24, 2023

Wednesday, January 25, 2023

Wednesday, April 12, 2023
Thursday, April 13, 2023

Tuesday, June 27, 2023
Wednesday, June 28, 2023

Wednesday, October 4, 2023
Thursday, October 5, 2023

Wednesday November 8, 2023
Thursday, November 9, 2023

Costs. The fee is \$2,750 for each candidate from a MAVVA member school and \$3,750 for each candidate from all other schools. Fees are paid by the sponsoring school district. Each sponsoring school district will be invoiced directly by MAVVA. The fee will cover all training, facility and audio-visual charges, lunch, AM and PM breaks, and dinner on the first day of each two-day training, and AM and PM breaks and lunch on the second day.

The candidate is responsible for making hotel reservations.

Costs for lodging and transportation *may* be eligible for reimbursement to the participant. Participants should check with their school administration for school policies regarding professional development leave and potential reimbursement for expenses.

Expected Number of Participants. One qualified candidate from each school will be accepted before a second candidate is admitted.

Location of Training. The Hilton Garden Inn Devens Common, 59 Andrews Parkway, Devens, Massachusetts, will be the site of most Leadership Academy sessions. Each candidate will be responsible for making his or her own hotel reservations.

Professional Credit. Participants who successfully complete the program may earn between 300 — 500 PDPs awarded by each participant's school district. Certification for the PDP hours will be provided by the Academy Coordinator.

Fitchburg State University (FSU) awards up to six graduate credits for participants who pay a registration charge. Work expectations for all participants are the same whether earning PDPs or university credits.

Required Materials. Participants must have access to local school policies, the school budget, the school improvement plan, and other school publications deemed useful to an administrator. Each participant will also be required to select an administrator from his/her school who will serve as a mentor for the duration of the Leadership Academy. Participants and mentors must have an e-mail account and must be able to communicate electronically.

Application Process. Application information will be posted soon on the MAVA website: www.MAVA.us. All elements of the application must be received by the dates specified on each form. They include:

- **Nomination Form** completed by nominee's superintendent-director, or a designee familiar with the candidate
- **Current Resume** provided by candidate
- **Application Form** provided by the candidate
- **Response Form** provided by the candidate

Space is limited. Enrollment in MAVA Leadership Academy One is limited. Applications will be date stamped and will be considered and acted upon in the order they are received. Late applications may be considered, but space is not guaranteed. Incomplete applications will not be considered.

Questions. If you have any further questions, please contact Kathleen Conole by phone at 978-846-2775 or by email at KathyConole@mava.us.