

MASE NEW LEADERS' TRAINING 2009-2010

Congratulations and welcome to our new Directors of Special Education!



MASE's Program for New Leaders is a series of six training sessions designed to help new directors be successful as they begin their professional practice. (Leaders who are anticipating a director's position as well as directors desiring a refresher are welcome to participate.)

Sessions:

Full Session Agendas are attached. Please see additional pages.

- **Session 1 • Wednesday, August 5**
(The day before the MASE Summer Institute at Ruttger's)
12 - 4 pm • Ruttger's Sugar Lake Lodge, Grand Rapids
This session includes lunch.
For a map and directions: http://www.ruttgersresorts.com/sugarlakelodge/about/location_locationmap.htm
 - Topics will include: Your Entry Plan; Working with Your Administrative Assistant; MASE; CASE; Mentoring; and Money Madness!
- **Session 2 • Wednesday, September 23**
9:30 am - 7 pm • MASE Offices, St. Paul
This session includes lunch & dinner.
 - Topics will include: What's Happening in your District; You're the Leader - Now What?; Always Be Prepared; MDE; Collegial Collaboration; and Mentor/Mentee Work & Dinner
- **Session 3 • Wednesday, October 21**
(The day before the MASE Fall Leadership Conference at Cragun's)
9 am - 3 pm • Cragun's Resort, Brainerd
This session includes lunch.
For a map and directions: <http://www.craguns.com/map.html>
 - Topics will include: What's Happening in Your District; Developing Relationships & Team Building; and Staff Supervision
- **Session 4 • Thursday, December 10**
9 am - 3 pm • The MASE Offices
 - Topics will include: Special Education Finance 101
- **Session 5 • Friday, January 22**
9 am - 3 pm • The MASE Offices
 - Topics will include: Developing Relationships with Business Managers; Financial Decision-Making; and Developing a Budget
- **Session 6 • Wednesday, March 17**
(The day before the MASE/MASA Spring Conference)
9 am - 3 pm • Northland Inn, Brooklyn Park
This session includes lunch.
For a map and directions: http://www.northlandinn.com/Our_Location/Our_Location.asp
 - Topics will include: Legal Issues
- **Session 7 • Wednesday, May 5**
(The 2010 MASE Best Practices Conference will begin Wednesday evening at Madden's.)
9 am - 3 pm • Madden's Lodge, Brainerd
 - Topics will include: Participants' Choices, such as Legislative Update, Due Process, Paraprofessionals and "Panel of Sages"

Lodging: (Please make your own arrangements.) For lodging needs close to the MASE Office, please contact Mary Law at 651-645-6272.

Questions:

Regarding registration: contact Mary Law in the MASE office at 651-645-6272 or mrlaw@mnasa.org.

Regarding program content: contact Ms. Nan Records, Committee Chair and Director of Special Education, Sherburne-N Wright Special Education Coop, at 763-272-2051 or nan.records@monticello.k12.mn.us.

To Register:

Name: _____

Title: _____

Organization: _____

Street Address: _____

City/State/Zip: _____

Phone with Area Code: _____

Email Address: _____

***Please check the session(s) you wish to attend:

____ Wednesday, August 5

____ Thursday, September 23

____ Wednesday, October 21

____ Thursday, December 10

____ Friday, January 22

____ Wednesday, March 17

____ Wednesday, May 5

OR

____ ALL SEVEN SESSIONS

***Please indicate your MASE membership status:

____ MASE Member

____ Non-Member

***Your Total Cost: _____

Per Session Fees: \$50 Member; \$75 Non-Member

Registration includes materials, continental breakfast, breaks and lunch.

Continuing Education Credits will be available.

• **By Email,** please send the info below by return email (to mrlaw@mnasa.org) and we will bill you.

• **By Fax,** please fax the info below to 651-645-7518 and we will bill you.

• **By Mail,** please send the info below to MASE, 1884 Como Avenue, St. Paul, MN 55108. You may include your check (payable to MASE) or we will bill you.

Cancellations:

Program fees will be refunded up to two weeks before the session date, less \$20 for administrative costs. No refunds after that date. The "All Session" registration is non-refundable.

Lodging cancellations are the responsibility of the participant, without exception.

*Thanks -
See you at the training sessions!*