



**Massachusetts Elementary
School Principals' Association**
Presents

***Supervision and Evaluation to
Improve Teaching and Learning***

Presenter: Kim Marshall

Course #: 10-413

Date: Friday, February 5, 2010

Time: 8:30 AM – 3:30 PM

Register by: January, 20, 2009

Audience: Building and central office administrators

This workshop will focus on how appropriate strategies for supervision and evaluation lead to improved teaching and learning in our schools. The main themes that will be discussed include:

- Why conventional supervision and evaluation aren't effective levers for improving teaching and learning
- How a four-part strategy can change that
- Mini-observations - a systematic way of getting into classrooms and giving teachers feedback
- Working with teacher teams on backwards-designing curriculum units
- Working with teacher teams on looking at interim assessment results and following up
- Using rubrics to do end-of-year teacher evaluations far more efficiently and effectively

About the Presenter: Kim Marshall was a teacher, central office administrator, and principal in the Boston Public Schools for 32 years. He now advises and coaches new principals (working with New Leaders for New Schools), teaches courses and workshops on instructional leadership, and publishes a weekly newsletter, the Marshall Memo, summarizing ideas and research from 44 publications (www.marshallmemo.com). Kim has written several books and numerous articles on teaching and school leadership. He is married and has two children, both of whom are high-school teachers.



General Registration Form



All programs will be held at the
MESPA Education and Technology Center
Marlborough, MA 01752 *

Fees listed below are for all programs.*
Registration begins at 8:30AM; programs begin promptly at 9:00AM.*

* Unless otherwise noted

<p>BECOME A MEMBER</p> <p>If you are a principal or assistant principal and are not a MESPA/NAESP member, and wish to join at this time to receive the member rates, please enclose a separate check or purchase order for \$490 (active membership).</p> <p><input type="checkbox"/> MEMBERSHIP PAYMENT ENCLOSED</p> <p>Please make membership payments payable to MESPA.</p> <p><input type="checkbox"/> Please send membership information.</p>	<p style="text-align: center;">All information must be included</p> <p>Name _____ <input type="checkbox"/> Member <input type="checkbox"/> Non-Member</p> <p>School _____ District _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (School) _____ (Cell) _____</p> <p>Email (Mandatory) _____</p>
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Be sure to list the course number for each participant. See the registration fee listing or course description for the appropriate cost.

(Please list additional courses on a separate sheet)

Name (please print)	Email	Course#	Cost
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
Sub Total:			\$ _____

- **SPECIAL BUNDLE-PRICING** Any combination of staff from the same school will be eligible for bundle-pricing. For example, if one person registers for two or more workshops, s/he may register at the appropriate discounted rate. If two or more people from the same school register at the same time for a single workshop or any combination of workshops, they may register at the appropriate bundled price.
- The member rates apply to all participants from a single school where the principal is a current member of MESPA. The member rates also apply for individuals who are either Active, Associate, Aspiring, Affiliate, or Retired members of MESPA.

Workshops	Member rate:	Non-member rate:
Attend 1 full-day workshop:	\$165 per person/per workshop	\$205 per person/per workshop
Attend 2 full-day workshops:	\$155 per person/per workshop	\$200 per person/per workshop
Attend 3 or more full-day workshops:	\$150 per person/per workshop	\$190 per person/per workshop

I will remit my payment in the amount of \$ _____

By the following method: Check # _____ P.O.# _____ Visa MasterCard

Required for Credit Card Payment:

Card # _____ Verification Code: Last 3 digits in signature box _____

Signature _____ Expiration Date ____/____

Name on Card (please print) _____

Billing Address _____

City _____ State _____ Zip _____

Please make all workshop payments payable to:
MESPEF, 28 Lord Road, Suite 125, Marlborough, MA 01752
(Tax Exempt # 222-710946)

Fax or Mail Registration Forms to:
MESPA Education and Technology Center,
28 Lord Road, Suite 125,
Marlborough, MA 01752
Phone: 508-624-0500
Fax: 508-485-9965

CANCELLATION POLICY
A fee of \$50 per-person will be assessed for cancellations made less than 48 hours prior to the start of the workshop. Registrants who fail to cancel will be assessed the full amount of the workshop.

Inclément weather: Call 508-624-0500 x 555 for possible cancellation notices.