



May 31, 2016

Dear First Year Superintendents,  
Congratulations on beginning the first year as a superintendent in Oklahoma! We know this is the start of a school year that will be especially exciting for you.

As you know, Regulation OAC 210:20-21-1 requires you to participate in the “First Year’s Superintendent’s training program” and acquire a total of 66 hours of training. The areas of required professional development are:

- Superintendent/Board of Education Relationship
- Plant Management/School Facilities
- Setting School District/Site Goals
- Special Education
- Legal Issues/School Law/Open Meeting laws
- Community Relationships
- Staff Relationships
- School Finance

The law **requires** that you attend the following meetings to acquire part of the required points:

- \*\*Attend a meeting of the State Board of Education -- 6 hours
- \*\*Summer Leadership Conference – 18 hours

We have made revisions to the program agenda for this coming year by partnering with OASA/CCOSA to offer content and training space. We are excited about this opportunity to work with OASA/CCOSA in meeting the statutory requirements for our First Year Superintendents.

Based on suggestions from previous trainings, we are incorporating more opportunities for networking with your peers and with veteran school administrators. **We will introduce the program partnership at the CCOSA Summer Conference on Thursday, June 9, in the School Funding Breakout Session from 1:00-2:00 pm. Please make plans to attend this session if you are at the CCOSA Summer Conference.**

The first training session is planned for Thursday, August 11, 2016 at the CCOSA office, 2901 Lincoln Blvd, Oklahoma City, in the large conference room. An agenda will follow in a subsequent letter. Registration begins at 8:30 a.m. and the meetings will adjourn around 4:00 p.m.



Additional meetings will be held at the same location are scheduled on the following dates:

September 8, 2016  
October 13, 2016  
December 15, 2016  
January 11-12, 2017  
February 9, 2017

There will also be other opportunities for you to complete the required 66 hours of education. Through an agreement with SDE, you will also be able to utilize training provided by OSSBA and other possible *SDE approved* organizations. CCOSA will forward their attendance information to Accreditation for you.

If you attend other workshops not listed here, you will need to provide evidence of your attendance at each session. It may be necessary for you to sign the First Year Superintendent roster at each session and at registration. Be certain to list that you are a First Year Superintendent.

We look forward to seeing you at the training sessions, and hope that this endeavor will provide you with useful information to help make your tenure as a superintendent a success!

Sincerely,

Lynn Jones  
Executive Director  
Accreditation Standards Division

Dr. Pam Deering  
OASA Executive Director  
CCOSA Associate Executive Director

Joy Hofmeister  
State Superintendent of Public Instruction