

**School-University Research Network**

**Amy C. Colley, Executive Director**

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**2023 - 2024 SURN Principal Academy**

**Program Information & Registration Agreement – 2023 Cohort Year One**

**Initiative Information**

SURN Principal Academy nomination and registration is open for a **new cohort** of principals and/or assistant principals. Selected principals are typically in their first 1-5 years as an administrator and/or new to a school/division; however, we also see veteran principals attending as part of their **continuous learning** practice. As a member of this cohort, principals will engage in many foundation-building and growth activities designed to:

1. increase student engagement and deeper learning;
2. improve the supervision and feedback cycle between teachers and principals;
3. model exemplary, standards-based professional learning;
4. provide tools for data collection, observations, feedback, and leading professional learning; and
5. capitalize on collaboration and collegiality as principals learn from leaders, coaches, mentors, and peers.

SURN Principal Academy participants participate in their own action research project that includes observing teachers, providing feedback, leading professional learning for staff, and administering a staff survey.

SURN partner superintendents or assistant superintendents are invited to select principals/assistant principals to participate in this yearlong professional development series. For **each principal** selected, please fill in the registration information, and sign the agreement.

Knowing that the principal is second only to the teacher in a school’s student achievement and knowing the **critical role principals play in teacher retention**, the time is now to prioritize principal professional learning. Please note: SURN continues to actively seek out external funding, prioritizing the SURN Principal Academy. Currently no grants fund this work; however, we have worked hard with the budget and are **not raising the price** of registration.

The cost for this year is $4,200 billed in two equal installments, due November 17, 2023, and February 24, 2024. SURN will invoice the division upon receipt of the registration information. *Note: divisions are welcome to pay based on the budget needs of the division, including prior to June 30, 2023.*

**Participants receive:**

* 4 interactive professional learning days at William & Mary School of Education;
* 2 impact coach sessions;
* a principal coach for small group coaching to include 3 synchronous remote meetings;
* opportunity for collaborative site visits with coaching team;
* access to e-Observations online for conducting and compiling academy observations (your principals are trained in this and we will continue to provide access);
* principal support and academic optimism (collective self-efficacy, trust, and academic press) survey administration, results, and interpretation;
* professional books, articles, and materials; and
* ongoing, high-quality professional learning from William & Mary School of Education faculty and professionals.

**Registration Information**

SURN Partner School Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selected Principal/Assistant Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selected Principal/Assistant Principal’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The administrator is a/an *(check)* \_\_assistant principal \_\_principal

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Level *(check)* \_\_elementary \_\_middle \_\_high

**As the superintendent/designee, I agree to support the principal whom I select by:**

* Notifying the principal whom I select for inclusion in the **new cohort** of his/her nomination, and explaining my expectation for full participation in all sessions. SURN will follow up with the principal with details as well.
* Authorizing professional leave for four days (September 21 & November 9, 2023, and February 22 & April 25, 2024) throughout the academic year to participate in leadership development sessions with SURN at William & Mary School of Education.
* Authorizing and supporting principal use of SURN observation protocols to collect data for teacher feedback.
* Authorizing and supporting principal administration and use of teacher survey of indicators of principal support and academic optimism.
* Authorizing professional leave for online coaching sessions (October 2023; January & March 2024).
* Authorizing professional leave for collaborative observations with team (2).
* Designating funds and agreeing to pay the Principal Academy invoice.
* Contributing to the cost of the Principal Academy by providing the principal with a device that can readily connect to the school network to access the web-based observation tools.

**Superintendent/designee’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email signed forms to** [**SURN@wm.edu**](mailto:SURN@wm.edu) **or FAX to SURN at (757) 221-7676 by August 31, 2023.**