

The Arkansas Leadership Academy is pleased to announce that we are accepting applications for our Leadership Team Institute Year 1 for the 2020-2021 school year. Space is limited, so please submit your application by **July 20, 2020.**

Institute Dates: (Before you choose a cohort, check your professional and personal calendars and please make sure ALL team members can attend both sessions.)

Cohort I:

Session 1: October 6-9, 2020

Session 2: April 27-28, 2021

Cohort II:

Session 1: October 13-16, 2020

Session 2: April 29-30, 2021

About the Institute:

The purpose of the Leadership Team Institute is to support individual and team growth through a differentiated approach to leadership development.

Teams that attend Institute sessions and apply what they learn in their school/district during the three years of the Leadership Team Institute will:

- Develop systems that support a culture of collaborative, continuous, learning among all stakeholders;
- Build the leadership capacity of individuals, the team and other collaborative groups within the school, district or organization.

Assembling Your Team:

School level teams:

- Total number of team members should be 6.
- One team member must have completed (or be concurrently attending) Phase I of the Arkansas Leadership Academy Master Principal Program.
- Other team members could be Assistant Principals, Counselors, Instructional Facilitators, Instructional Coaches, Interventionists and Teacher Leaders from any content area/grade level.
- It is strongly recommended that a district level staff member with job responsibilities related to teaching and learning be part of the team. If there is no appropriate district level staff member available to attend the Institute with the team, the principal may select another staff member.

District level teams:

- Total number of team members should be 6.
- District level team members include the superintendent and members of the district level leadership team with job responsibilities directly related to student learning and/or professional development and support for teachers (building level principals, curriculum coordinator, etc.).

Expenses: There is an \$8,500 institute fee. This fee covers all lodging, meals and materials for all 6 members of the team. The district/school will be responsible for mileage to/from the institute and costs related to securing necessary subs for team members.

Location: All sessions are conducted at the Fairfield Bay Conference Center www.ffbconference.com

Lodging: The Institute fee covers lodging during the session only. All participants will have individual rooms at the Cobblestone Inn www.staycobblestone.com/ar/fairfield-bay/ (directly adjacent to the conference center) If your team chooses to arrive the night before the session begins, you must make your reservations directly with Fairfield Bay Conference Center at least two weeks in advance with a credit card.

Meals: Meals and snacks are provided during the session. Please indicate any food allergies or special dietary requirements next to your signature on this application. We must know this information prior to your attendance to properly coordinate with the conference center dining service.

Please submit the **fully completed application and purchase order** electronically to jbase@uark.edu. If you have any questions or need additional information, visit our website at <https://arkansasleadershipacademy.org/institutes/leadership-team/> or contact Dr. Amanda Linn aclinn@uark.edu or Jackie Nicholson jbase@uark.edu

Leadership Team Institute – Year 1

Application Deadline: July 20, 2020



Please check the box for the cohort you would like to attend. **IF YOU ARE WILLING TO ATTEND EITHER COHORT, PLEASE CHECK BOTH BOXES. ALA staff reserves the right to make the final decision regarding placement within cohorts.**

We will make every effort to honor your request. However, due to the number of applications received, we cannot guarantee your choice will be available.

Once your team is placed in a cohort, we are generally unable to accommodate requests to attend a session with the other cohort; this is due to the number of participants and the logistics of the meeting space. **PLEASE DOUBLE CHECK THE DATES FOR THE COHORT YOU WISH TO ATTEND.**

Cohort 1: Session 1: Oct 6-9-, 2020
Session 2: April 27-28, 2021

Cohort 2: Session 1: Oct 13-16, 2020
Session 2: April 29-30, 2021

School and/or District: _____

Coop: _____ County: _____

Mailing Address: _____

City: _____ Zip: _____ Phone Number: _____

Superintendent: _____ Email: _____

Team Member Information:

School Principal/District Team Leader		Years in Education
1.		
Email:		
Team Members	Job Title	
2.		
Email:		
3.		
Email:		
4.		
Email:		
5.		
Email:		
Central Office Staff Member (if not the Team Leader) or Team Member	Job Title	
6.		
Email:		

To help us prepare for supporting the learning of your team members, Please answer the following questions as a team:

1. What prompted your team's application to attend Year 1 of the Leadership Team Institute in the 2020-2021 school year?

2. Describe a significant change your school (or district if you are a district level team) has experienced in the past 12 to 18 months. How has this change impacted your work as a school (or district)?

3. What about your school (or district) makes you most proud? Why?

A large, empty rectangular box with a thin black border, intended for the student to write their answer to the question above. The box occupies most of the page's width and a significant portion of its height.

Superintendent Commitment

I, _____
(Printed Name)

1. Agree to support the principal/team leader in the selection of team members who are committed to the work required for continuous improvement of the school/district.
2. Agree to support the principal/team leader and other team members to fully participate in both sessions of the 2020-2021 Leadership Team Institute.
3. Agree to support scheduling consistent protected time for the team to meet.
4. Understand there is an \$8,500 institute fee payable to the University of Arkansas.

Superintendent's signature: _____ **Date** _____

Principal's/Team Leader's Commitment or Team Leader's Commitment

I, _____
(Printed Name)

1. **Have attended or I am currently attending the Arkansas Leadership Academy's Master Principal Program. I understand this is a requirement for acceptance in the Team Institute.**
2. Agree to select individuals for this team who are committed to the work required for continuous improvement of the school or district).
3. Agree to fully participate in both sessions of the 2020-2021 Leadership Team Institute.
4. Agree to commit consistent protected time for team members to meet.
5. Agree to lead the team in applying the content, processes and tools from the Institute sessions to the team's work at the school/district level.

Please indicate your Arkansas Leadership Academy Master Principal graduation dates:

Phase I: _____ Phase II: _____ Phase III: _____

Principal's/Team Leader's signature: _____ **Date:** _____

Team Member Commitment:

1. Agree to serve as a team member committed to the work required for continuous improvement of the school/district.
2. Agree to fully participate in both sessions of the 2020-2021 Leadership Team Institute.
3. Agree to commit consistent protected time to team meetings.
4. Agree to apply the content, processes and tools from the Institute sessions to the team's work at the school/district level.

Team Member Signatures (other than principal/team leader and superintendent)

please indicate any special dietary or lodging needs next to your signature.

Billing Information: Please attach a copy of your completed and signed Purchase Order. A completed PO is required to complete the application process. Please do not remit payment until an invoice is received from the University of Arkansas Treasurer's Office. You will not receive an invoice until after your team's acceptance is confirmed. Payment will be due before attending the first session.

Please submit your application via email to:

Jacqueline Nicholson

jbase@uark.edu

You will receive a confirmation email within 3 business days of submitting your application. If you do not receive an email, please contact Jacqueline Nicholson at 479-790-7505 or email jbase@uark.edu

Notification regarding acceptance into the Leadership Team Institute will be sent via email no later than August 3, 2020. Due to the number of applications received, completing this application does not guarantee placement in the Arkansas Leadership Academy's Leadership Team Institute.