SAMPLE

 DATE

Dear Colleague,

We are pleased to offer an orientation program for new superintendents. We have included a brief description and the key session information. There is no charge for this program. Please contact the M.A.S.S. Office 781-541-5098 to register. There is no fee for this program.

**Session Description**

The session will address critical technical aspect of the role of superintendent. The session will include guidance and resources to help superintendents succeed in this complex and challenging position, including practical information about establishing positive working relationships with school committees, teacher unions and other key stakeholders. The program will also include foundational information on school finance and legal matters. The program was designed for individuals who are beginning their work as a superintendent in Massachusetts and will include information about new and up-to-date resources to support their work. All participants will receive a resource guide developed by M.A.S.S. to support superintendents in their work.

**Date: TBD**

**Time: 9:00 to 11:30 AM**

**Location:** **Massachusetts International Academy, 280 Locke Drive Marlborough MA**

**Presenters**: Karla Baehr, Facilitator, New Superintendents Induction Program (NSIP)

 Joan Connolly, Administrator, NSIP

 Michael J. Long, Esq. Labor Counsel, M.A.S.S.

We hope that many of you will take advantage of this new program! We look forward to working with you.

Sincerely,

Christine L. McGrath

Director of Operations

M.A.S.S.