



SUFFOLK UNIVERSITY



MOAKLEY CENTER FOR
PUBLIC MANAGEMENT

The Massachusetts Association of Chapter 766 Approved Private Schools (maaps) & Suffolk University

CERTIFICATE OF LEADERSHIP IN PRIVATE SPECIAL EDUCATION SCHOOLS APPLICATION 2013

Testimonials

“The certificate program gave me a better appreciation of nonprofit business management and leadership. More importantly, it was a great opportunity to network and form relationships with colleagues from other programs. The ability to bounce ideas, initiatives, and policies off of other professionals in the field is a great asset to the program”.

Sherry Lynn MacNeil, Education Director, Devereux

“I have worked at The Doctor Franklin Perkins School for 20 years. The certificate program helped me go behind the scenes, dig deep, and learn how things really work”.

Tamatha Faneuf, Program Director, Dr. Franklin Perkins School

“I learned about leadership theory, style, strategies and models and the importance of the relationship between the roles of leaders and followers. Most importantly, I was able to engage with my fellow students in informed and guided self-reflection about our own leadership visions and practices past, present and future”.

Deborah Donovan, Principal, Boston Higashi School

**Ginnie Waldron, Professional Development Manager
maaps, 607 North Avenue, 15 Lakeside Office Park
Wakefield, MA 01880
gwaldron@maaps.org, 781-245-1220 X207**

Why you should apply:

- ✚ Develop invaluable relationships with other future leaders
- ✚ Prepare yourself for the future in the unique world of the private special education school setting
- ✚ Partially meet DESE criteria towards a Special Education Administrator's license
- ✚ Participate in a program designed for working professionals, **with 20% of coursework on-line**
- ✚ Earn 15 credits towards one of three Master's Degree programs at Suffolk University
- ✚ Earn 67.5 Professional Development Points for each course (Program not eligible for CEUs)
- ✚ Engage in coursework tailored to the needs of private special education schools, with specialized readings and case study format

Cost:

The tuition for the certificate program for an employee at a **maaps** member school is \$2,300. The tuition for participants from a non-**maaps** member is \$4,600. Enrollment is limited to 30 students. Students will incur expenses for educational materials and supplies (as noted below).

Requirements for participation:

Applicants for the program must meet the following criteria:

- ✚ Have a written recommendation to participate by their direct supervisor and the approval of their CEO/Executive Director or Head of School.
- ✚ Commit to completing the entire 25-week program. Attendance, class participation and completion of all homework and other assignments are crucial to obtaining the certificate credits.
- ✚ Have management responsibilities or be in line to assume them in the near future.

Application & enrollment information:

- ✚ Enrollment is limited to 30. Applications for the January 2013 session are currently being accepted. **Deadline for receipt is November 1, 2012.**
- ✚ Each of the five (5) courses are held on Thursdays 9:00 AM. – 4:00 PM. Each block is 5 days long (30 hours). The total number of days in class is 20, with one day on-line for a total of 25 days.
- ✚ The January 2013 session will be scheduled over a 12 month period with a break over the summer.
- ✚ Classes are held at a member school(s), not on the Suffolk campus. Classes for 2013 will be held at Walker School, Needham, MA and JRI Corporate Office, Needham, MA
- ✚ There will be a minimum of a 2 week break between courses to prevent backlogs in the execution of responsibilities and tasks by participating managers.

Graduation:

Participants who complete the program will receive a Certificate of Leadership in Private Special Education Schools issued jointly by **maaps** and Suffolk University.

Frequently Asked Questions:

Do I need to have a Master's Degree to enroll in this program? No, a Master's Degree is not required but a Bachelor's Degree is required.

Is there financial aid available? Payment is the responsibility of the individual who enrolls in the program; there is no financial aid available for this program through the University.

Do I have to buy the books? Reading is an essential part of the certificate program. Students are responsible for acquiring the required reading for the course work.

Who is responsible for paying the tuition for the program? The individual participating in the program is responsible.

How many people can my program enroll in the Certificate Program? A program can enroll as many individuals as they would like, enrollment for the entire program is limited to 30 students.

How can I find out more information? Contact Ginnie Waldron at **maaps**, 781-245-1220 X270, gwaldron@maaps.org

The 2013 Certificate Program Schedule

The certificate program will consist of five 5-week (25 weeks total) training blocks. As indicated in the following chart, each 5-week Block will consist of one module. The specific content of the modules will be adjusted to the level of experience and knowledge base of the participants; coursework will reflect familiar situations and experience of managers in private special education schools. The schedule and assignment of professors is subject to change, however all attempts will be made to adhere to what is presented.

Partner	Block 1	Block 2	Block 3	Block 4	Block 5
<u>MAAPS)</u> <u>Massachusetts</u> <u>Association of</u> <u>C766 Approved</u> <u>Private Schools</u> (potential for 12 graduate credit waivers and 3 credits for a graduate course requirement waiver) <u>Graduation Dec</u> <u>2013 CPM</u> <u>Liaison: Rivers</u>	Thursday 1/24-2/21/13 9-4 Human Resource Management (PAD 716) Melconian (One day online classes: TBD)	Thursday 3/21 – 4/18/13 9-4 Nonprofit Financial Management (PAD 847) Burke (One day online classes: TBD) *3/14/13-Snow Day if needed	Thursday 5/9-6/7/13 9-4 Program Evaluation (PAD 712) Rivers (One day online classes: TBD)	Thursdays 9/19-10/17/13 9-4 Nonprofit Management (PAD 815) Matava (One day online classes: 10/11/13)	Thursday 11/7 – 12/12/13 9-4 Law and Ethics (PAD 848) Mossaides (One day online classes: TBD) Thanksgiving off 11/22

Each Training Block will take place on Thursdays. All classes are held from 9:00 AM. – 4:00 PM, except where noted in the schedule, with an hour break for lunch. One day of each block (20% of class time) will be on-line in a format selected by the professor. Some may be synchronous, requiring students to be on-line simultaneously, some may be assignments scheduled to be completed independently. This new format will mean one less day of commuting per block.

Directors and supervisors of program participants will agree to facilitate the fullest participation of their middle managers. There will be a minimum of a 2 week break between training blocks to prevent backlogs in the execution of responsibilities and tasks by participating managers.

Payment Schedule

The tuition for the certificate program for an employee at a **maaps** member school is \$2,300. The tuition for participants from a non-**maaps** member is \$4,600. Enrollment is limited to 30 students. Students will incur expenses for educational materials and supplies. Payment is due December 1, 2012. Please contact Ginnie Waldron if you need to negotiate a payment plan.

Participant Selection

Applicants for the program must meet the following criteria:

- ☞ Have a written recommendation to participate by their direct supervisor and the approval of their CEO/Executive Director or Head of School.
- ☞ Commit to completing the entire 25-week program. Attendance, class participation and completion of all homework and other assignments are crucial to obtaining the certificate credits.
- ☞ Have management responsibilities or be in line to assume them in the near future.

Enrollment Information

Applications are currently being accepted for the January 2013 session.

Meet the Faculty



Linda Melconian

Visiting Assistant Professor
Center for Public Management, Suffolk University

Areas of Expertise

- Human resource management
- Leadership
- Law and Politics
- Global economy

Professor Melconian will be teaching Human Resource Management (PAD 716)



Marie (Sandy) Matava

Instructor of Public Management
Director, Center for Public Management

Areas of Expertise

- Human services management
- HIV/AIDS services
- Public policy analysis
- Nonprofit strategic analysis and planning
- Client and community relations

Professor Matava will be teaching the Nonprofit Management (PAD 815) course

Meet the Faculty



Brendan F. Burke, PhD

Associate Professor of Public Administration,
Suffolk University

Areas of Expertise

- Public Budgeting
- State and Local Government
- Public policy

Professor Burke will be teaching Nonprofit
Financial Management (PAD 847)



Maria Zoe Mossaides

Adjunct Professor
Center for Public Management, Suffolk
University

Areas of Expertise

- Public finance and procurement
- Negotiation and collaboration
- Labor-management relations
- Problem solving and change management

Professor Mossaides will be teaching Law and
Ethics (PAD 848)



Nicole Rivers

Associate Director
Center for Public Management
Suffolk University

Areas of Expertise

- Organizational Development
- Program Evaluation and Policy analysis
- Leadership and Decision making
- Information management systems

Professor Rivers will be teaching Program Evaluation
(PAD 712)

maaps & Suffolk University
2013 Certificate of Leadership in Private
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Please feel free to use additional paper to answer any of these questions.

Application should be typed, not handwritten. Applications are currently being accepted.

Application Form (Please attach the completed Supervisor's Recommendation / Agency Commitment Form.)

IF THE APPLICATION IS NOT COMPLETE, IT WILL BE RETURNED CAUSING A DELAY IN THE REVIEW PROCESS.

Name _____

Agency affiliation _____

Job title _____

Work address _____

Work phone _____ Email _____

Fax _____

Give a brief description of current job responsibilities.

Supervisor name _____

Phone number _____ Email: _____

Years of professional experience _____ yrs Years of private special education school experience _____ yrs

How many years were you in supervisory/managerial positions? _____ Yrs

Describe what you think will be your next job. _____

Educational Background

High School _____ Year graduated: _____

College _____ Year graduated: _____

Graduated ☐ Yes ☐ No If no, number of college credits received _____

Graduate School _____ Year graduated: _____

Graduated ☐ Yes ☐ No If no, number of college credits received _____

Are you interested in pursuing a graduate degree in management? ☐ Yes ☐ No

On a separate piece of paper, please describe why you want to enroll in the program and how it will help you to meet your professional goals, while advancing the cause of private special education schools. Please limit your response to one page.

What are the three main objectives/areas of expertise that you would like to be able to gain from your participation in the Certificate of Leadership in Private Special Education Schools?

1. _____
2. _____
3. _____

I understand that my enrollment in the Certificate of Leadership in Private Special Education Schools program requires my commitment to attend all classes, pay for class materials as required and to participate fully in the curriculum (defined as a minimum of 80% of the classes attended and completion of all work assignments) in order to receive the certificate.

**MISSING CLASSES AND INCOMPLETE HOMEWORK ASSIGNMENTS WILL JEOPARDIZE
YOUR CHANCES OF RECEIVING GRADUATE CREDITS FOR THE PROGRAM.**

Applicant signature _____

Date _____

Supervisor's signature _____

Date _____

Executive Director's Approval _____

Date _____

**maaps & Suffolk University
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2013 Supervisor's Recommendation / Agency Commitment Form

Applicant Name: _____

Supervisor's Recommendation: Please complete the following or attach a signed recommendation letter.
I have supervised the applicant for _____ years, and have known the applicant's work for _____ years.

(S)He is in the top ☐ 5% ☐ 25% ☐ 50% ☐ other of all the people I have supervised. In five years, I expect the applicant to be able to assume a position as:

I recommend the applicant for participation in the Certificate of Leadership in Private Special Education Schools ☐ Without reservation, ☐ With reservations.

I base my recommendation on the following factors:

Supervisor's Signature:

Sponsoring Agency CEO/Executive Director_____

PLEASE RETURN COMPLETED APPLICATION TO:

**maaps
607 North Ave
15 Lakeside Office Park
Wakefield, MA 01880
*make checks payable to maaps**