

Register Now!

This one-day session will be held at the CVES Instructional Services Center, 14 Area Development Drive, Suite 100 in Plattsburgh

Sign-in is at 8:00 a.m., with the sessions following from 8:30 a.m.-2 p.m.

Lunch is provided.

Register now by returning this form to Champlain Valley Educational Services, Instructional Services Center, PO Box 455, Plattsburgh, NY 12901.

You can also fax the form to 561-0240

Workshop Title _____

District _____

Name(s); E-mail(s); Building(s) of those attending:

School Phone _____

Workshop Cost _____

Superintendent/Building Administrator Signature
(Forms cannot be processed without an administrator's signature)

EMPLOYEE DISCIPLINE IN PUBLIC SCHOOLS

**MARCH 11, 2010
INSTRUCTIONAL SERVICES CENTER
PLATTSBURGH, NY**

Employee Discipline in Public Schools

Session Description

So you've got an employee who has a performance problem. You've tried everything... coaching... counseling... nothing works. The presenter will share with you the essentials behind effective and legal employee discipline. This powerful session will arm you with the skills you need to discipline employees. You'll learn "what to do when" strategies ... what questions you should ask yourself before starting and how to take a firm stand – without coming off as too hard.

Discipline is a follow-up to coaching. You do it because you have already given corrective feedback and suggested ways to correct the problem -and the employee in question has failed to heed your advice. Discipline is a way of declaring, "That correction needs to occur. If it doesn't, there will be consequences." Discipline focuses on what the employee must learn in order to bring his/her behavior in line with the needs and expectations of the organization.

This session would be excellent for anyone who supervises individuals in your district: Transportation Supervisors, Building and Grounds Supervisors, Cafeteria Supervisors, CSE Directors/ Chairs, School Business Officials, Principals, etc.

Agenda

8:30 - 8:45 a.m.	Overview of the Legal Framework: Education Law, Civil Service Law, Taylor Law
8:45 - 9:15 a.m.	Effective Evaluations
9:15 a.m.	Break
9:30-10:00 a.m.	Exercise in Preparing an Evaluation
10 a.m.	Effective Use of Counseling Memos
10:45 - 11:45 a.m.	Exercise Preparing Memo Meeting with Employee
11:45 a.m.	Question & Answer
12:15-12:45 p.m.	Lunch
12:45 - 2:00 p.m.	Addressing Teacher Discipline Issues 3020a

Presented by:

Jaci Kelleher, Esq.

Thursday, March 11, 2010

Jacqueline M. Kelleher, Esq is a member of Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, PLLC who focuses on labor and employment matters. Ms. Kelleher advises clients regarding state and federal employment law, public employees, labor relations and collective bargaining, hiring, separation and many other areas of employment law.

Ms. Kelleher represents many school districts, advising clients regarding employee and student matters, construction, policies, compliance, and state and federal regulatory issues. Additionally, Ms. Kelleher has a broad background in labor and employment issues and has represented a diverse range of clients before regulatory agencies and state and federal courts. Contact Teri Calabrese-Gray at 518-561-0100 ext 350 if you have questions.

Registration

Sign-in: 8:00 a.m.

Session: 8:30 a.m. - 2:00 p.m.

Lunch Provided

Cost: \$200*

Based on 20 participants

*Cost for districts not participating in the School Improvement CoSer 506 is estimated at \$300. All estimated costs are based on 20 participants. Costs will be adjusted once registration is closed

Location

CVES Instructional Services Center
14 Area Development Dr., Suite 100
Plattsburgh, NY 12901

Registration Deadline

March 8, 2010

To register, please return the form on the back of this brochure. You may fax it to 561-0240 or return through BOCES mail.