



CENTRAL OFFICE ACADEMY

The Metro Bureau continues to focus on providing professional development offerings with the intention of supporting front line administrators and educators who may be interested in transitioning to a Central Office position.

For our member districts, we are charging a small fee (\$400) per person to attend all four sessions. The nonmember district cost is \$800 per person. This includes breakfast, lunch, amazing professional development, and dialogue from professionals in the field and with your colleagues. We are also offering SCECHS for all participants.

All you need to do now is share this information with professionals in your district whom you believe will be your future central office leaders. **Deadline registering is March 7, 2025.** The registration form is attached or **register online**. Invoicing will occur after registration.

If you have any questions, please contact me (MelissaBaker@wayne.edu). Our team will do everything we can to provide this outstanding opportunity for your future Central Office Leaders

Four Sessions

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

All sessions are scheduled to run from 9:00 a.m. until 3:00 p.m. Lunch is from 12:15 p.m. until 1:00 p.m.

Mar
19

Culture/Climate and Crucial Critical Conversations

Morning Session: 9:00 a.m. to 12:15 p.m.

- How to Develop Your District's Culture and Climate
- How to Have Crucial and Critical Conversations With Positive Mentoring

Afternoon Session: 1:00 p.m. to 3:00 p.m.

Central Office Overview with Panel of Experts

Featuring a Panel in Roles of Business Official, Human Resources, Curriculum, and Superintendent

Answering these questions and more:

- Why Central Office? Share your journey to Central Office
- An Overview of their roles and responsibilities
- Building a team and working together across departments with other school leaders

Apr
16

Focus on Human Resources, Legal Topics, Business & Operations

Featuring a panel of Legal, Business and Human Resource Professionals

Morning Session 9:00 a.m. to 12:15 p.m.

- An Overview of Human Resources Best Practices

Afternoon Session - 1:00 p.m. to 3:00 p.m.

- An Overview of Business and Finance and of the Operations Department

May
21

Focus on Curriculum

Featuring a panel of experts on Leadership for Teaching and Learning

Morning Session 9:00 a.m. to 12:15 p.m.

Afternoon Session - 1:00 p.m. to 3:00 p.m.

Jun
18

Wrap Up Day!

Featuring a panel of Superintendents

Morning Session 9:00 a.m. to 12:15 p.m.

- Overview of best practices for Internal and external communications
- Overview for professional and district vision development

Afternoon Session - 1:00 p.m. to 3:00 p.m.

- Overview regarding central office hiring, team building and what makes a successful district leadership team
- Hiring best practices





Central Office Academy
March 19, April 16, May 21 and June 18, 2025

The Central Office Academy is open to all educators who may be interested in transitioning to a Central Office position. Please complete and return the registration form below to the Metro Bureau by **Friday, March 7, 2025**.

Cost for attendance is \$400.00 per person for Metro Bureau member districts and \$800.00 per person for non-member districts.

The Metro Bureau may offer 20 SCECHs credit for attendance at no added cost. The SCECHs credit will be received following the Academy sessions.

REGISTRATION FORM – or register at [online](#)

Central Office Academy
March 19, April 16, May 21 and June 18, 2025

School District: _____ Contact phone number: _____

NAME _____

TITLE _____

ADDRESS _____

E-MAIL _____

Pay by check – mail to address below

Pay By Credit Card

Account Type: VISA MASTERCARD DISCOVER AMEX Amount Authorized: _____

Account Number _____

Expiration Date: _____ / _____ (MM/YY) Security Code: _____ (Three digits on back of card, four digits on front of AMEX)

Cardholder Name: _____

Account ZIP CODE _____

Authorization

By checking this box you give the Metropolitan Detroit Bureau of School Studies, Inc. permission to debit your account for the amount indicated above and for the event indicated above. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

SIGNATURE _____ DATE _____

Return registration form to: **Metropolitan Detroit Bureau of School Studies, Inc.**

391 College of Education-Wayne State University - Detroit, Michigan 48202

OR Fax 313-577-8278 (For security purposes, please do not e-mail credit card information)

For questions dial 313-577-1611