



**EPISCOPAL  
SCHOOLS**

National Association  
of Episcopal Schools

**SAES**  
SOUTHWESTERN ASSOCIATION  
of EPISCOPAL SCHOOLS

## NAES/SAES Newly Appointed Heads Institute 2010

Thursday-Saturday, September 23–25, 2010

Renaissance New Orleans Pere Marquette Hotel, New Orleans, Louisiana

\$250 per person for 2010-2011 NAES or SAES members • \$350 per person for non-members

Receive a \$100 rebate when you also register for and attend the NAES Biennial Conference 2010 this November 18-20 in San Antonio, Texas.

Whether you are heading a school for the first time, beginning your tenure at your first Episcopal school, or simply seeking time to reflect on the nature and scope of your leadership in an Episcopal institution, this institute is for you. Heads of various types of Episcopal schools—parish day school, early childhood programs, independent Episcopal day or boarding schools—will come together to reflect on the unique and sometimes unexpected dimensions of school leadership

New and seasoned Episcopal school heads and association leaders will lead you through an examination of distinctive and oftentimes unaddressed aspects of Episcopal headship including Episcopal identity, the spiritual life of a school, board-head and constituency relations, school finances, development and advancement issues, and the importance of self-care. You will also be able to network with other newly appointed heads over meals, thus developing a circle of colleagues and friends on which you can rely.

You will leave the Institute ready for the joys and challenges of headship common to all independent schools and unique to Episcopal schools.

### Institute Leaders

- **The Rev. Daniel R. Heischman, D.Min.**, Executive Director, NAES
- **Connie R. Wootton**, Executive Director, SAES
- **Frances M. Barrack**, Director of Accreditation, SAES
- **Richard C. Kellogg, Jr.**, Treasurer, SAES
- **The Rev. Michael C. Kuhn, D.Min.**, Headmaster, Trinity Episcopal School, New Orleans, Louisiana
- **Aime Claire Roche**, Head of School, The Bishop's School, LaJolla, California
- **William Simmer**, Director of Association Relations, ISM, Wilmington, Delaware
- **Charles H. Skipper, Ph.D.**, Head of School, Episcopal School of Acadiana, Broussard, Louisiana

### Hotel Accommodations

A block of sleeping rooms at the Renaissance New Orleans Pere Marquette Hotel has been arranged for the nights of Thursday and Friday, September 23 and 24, 2010. A few rooms are being held for Saturday night, September 25. The rate is **\$109 per night**, single or double occupancy, plus applicable taxes. You must make your own reservations by calling **888.364.1200** and specifying the name of the hotel and the "NAES/SAES Newly Appointed Heads Institute Sep2010" block. **The reservation deadline is September 9, 2010.**

### Preliminary Schedule (subject to change)

#### Thursday, September 23

- |                 |   |
|-----------------|---|
| 5:00 PM–6:00 PM | Opening Session: What Makes an Episcopal School Unique? |
| 6:30 PM–8:30 PM | Dinner & Roundtable Discussion                          |

#### Friday, September 24

- |                   |  |
|-------------------|--|
| 8:00 AM–8:45 AM   | Breakfast (included)   |
| 9:00 AM–10:00 AM  | Session II: My First Year—Reflections of One New School Head                                     |
| 10:15 AM–11:15 AM | Session III: Board-Head Relations  |
| 11:30 AM–12:30 PM | Session IV-A: Episcopal Identity in the Small School Environment                                 |
| 11:30 AM–12:30 PM | Session IV-B: Episcopal Identity in the Large School Environment                                 |
| 12:45 PM–1:30 PM  | Lunch (included)   |
| 2:00 PM–3:00 PM   | Session V: Financial Statements and the Business Office—A Primer for the Head of School, Part 1  |
| 3:00 PM–3:30 PM   | Coffee Break   |
| 3:30 PM–4:30 PM   | Session VI: Financial Statements and the Business Office—A Primer for the Head of School, Part 2 |

#### Saturday, September 25

- |                   |   |
|-------------------|---|
| 8:00 AM–8:45 AM   | Breakfast   |
| 9:00 AM–10:00 AM  | Session VII: Contemporary Views of Headship                               |
| 10:15 AM–11:15 AM | Session VIII: The Importance of Taking Care of Yourself—Against All Odds! |
| 11:30 AM–12:15 PM | Holy Eucharist  |

## Deadline, How to Register, and Payment, Cancellation and Other Policies

### Registration Deadline

The registration deadline is **Wednesday, September 15, 2010**. Due to space constraints there will be no on-site registration.

### Mail your completed form and payment to:

National Association of Episcopal Schools  
815 Second Avenue, Suite 819  
New York, NY 10017

### Fax your completed form and payment to:

212.286.9366

### Online Registration

To register, log on to [www.episcopalschools.org/NewHeads 2010/](http://www.episcopalschools.org/NewHeads2010/) to register. Need your NAES user name and password? E-mail us at [info@episcopalschools.org](mailto:info@episcopalschools.org) and we'll be glad to send it to you via return e-mail.

### Payment and Other Registration Policies

All registrations must be fully paid prior to the beginning of the Institute. For online or telephone registrations, NAES accepts Visa and MasterCard. Mail registrations must be accompanied by credit card information or a check, in U.S. funds and drawn on a U.S. bank, made out to the National Association of Episcopal Schools. Registrations received without payment will be returned. All registrations are subject to acceptance. Registrations are not transferable and cannot be split among conference attendees.

### Cancellation Policy

Written cancellations received by fax, 212.286.9366, or by e-mail, [secp@episcopalschools.org](mailto:secp@episcopalschools.org), no later than 5:00 PM (EDT) on Wednesday, September 15, 2010, are entitled to a full refund less a \$75 processing fee. Requests received after 5:00 PM (EDT) on Wednesday, September 15, 2010, or by any means other than fax or e-mail will not be entitled to a refund of any kind.

### Liability and Acceptance of Terms

Any and all liability of NAES and/or SAES with respect to registration, reservations, cancellations, changes in the location or content of the program, and refunds is limited to a sum no greater than the registration fee paid. Under no circumstances shall NAES and/or SAES be liable for incidental or consequential damages of any kind, including, but not limited to, the cost of transportation or lodging. Submission of registration and payment constitutes acceptance of the terms and conditions herein.

### Register and Attend Biennial Conference 2010 and Receive a \$100 Rebate

If you register and attend both the NAES/SAES Newly Appointed Heads Institute and the NAES Biennial Conference 2010 ([www.episcopalschools.org/biennial2010/](http://www.episcopalschools.org/biennial2010/)), November 18-20 in San Antonio, Texas, you'll receive a \$100 rebate. You must check-in with the on-site registration desk at Biennial as proof of attendance. Your rebate will then be issued in December 2010.

[www.episcopalschools.org/NewHeadsInstitute2010/](http://www.episcopalschools.org/NewHeadsInstitute2010/)

## NAES/SAES Newly Appointed Heads Institute 2010

September 23–25, 2010

Renaissance New Orleans Pere Marquette Hotel  
New Orleans, Louisiana

Name

School

Mailing Address

City, State/Province, Zip/Postal Code and Country

Telephone

Fax

Email

Please tell us of any special needs you may have.

Please provide the name and telephone number of your emergency contact.

What question might you bring with you to the Institute?

### Rate

- \$250 (2010-2011 NAES or SAES member)  
 \$350 (Non-member)

### Method of Payment

- Check (payable to National Association of Episcopal Schools)  
 MasterCard  
 Visa

Card number

Expiration date

Name on card

Signature

Today's date

Keep a copy of this form for your records and mail it and your payment to **National Association of Episcopal Schools, 815 Second Avenue, Suite 819, New York, NY 10017**. Or fax it to 212.286.9366. **September 15, 2010** is the registration/cancellation deadline. Questions? Call 800.334.7626, ext. 6134.