



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

***CERTIFICATE OF LEADERSHIP IN PRIVATE  
SPECIAL EDUCATION SCHOOLS  
2010-2011 PROGRAM***

☞ **Increase Knowledge**

☞ **Demonstrate/Build Confidence**

☞ **Be Recognized as a Leader in the Field**

☞ **Help to Continue the Tradition of Providing the Highest Quality  
Education to Students with Special Needs**

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**Chris Hunt, Professional Development Manager**

**maaps**

**607 North Ave.**

**15 Lakeside Office Park**

**Wakefield, MA 01880**

**781-245-1220 x207 or [chrish@maaps.org](mailto:chrish@maaps.org)**

## maaps & Suffolk University Certificate of Leadership in Private Special Education Schools

### **Why should you apply?**

Working in a private special education school setting is vastly different than working in a public school setting. The rules and regulations with which a public school must comply are not the same as a private special education school. Often times, the private special education school must know how to comply with multiple state agencies' regulations, know how to adapt to the changing economic and social environments and be able to accomplish their mission. Most Masters of Education or Masters of Special Education programs do a great job of preparing teachers to educate in or administer in a public school setting. However, private special education schools are not public schools. An inherent gap exists between the advanced academic degrees provided by a College or University and the realities of the work environment in a private special education school.

The Certificate program is specifically designed to close this gap and help you be better prepared to meet the challenges that private special education schools are facing. In addition to 5 core courses, which are good for 15 graduate credits at Suffolk University, participants will receive enhanced seminars on special education laws and regulations as they apply to approved private special education schools. Each enhanced seminar will be taught by experts in the field of private special education.

The Certificate program is a cohort model, allowing students to get to know each other and share their experiences and knowledge of working in private special education schools. Each professor will tailor their class to the needs of private special education schools, drawing upon past and current case studies to help one apply management concepts to the reality of today's economy.

### **The Curriculum and 2010-2011 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.

<b>Basic Program Courses (3 credits)</b>	<b>Classroom Hours</b>	<b>Wednesday the Week of</b>	<b>Time</b>	<b>Location</b>	<b>Professor</b>
Nonprofit Management (PAD 815)	30 hrs	Sept. 15, 22, 29 Oct. 6, 13	9am- 5pm	The Professional Center (Andover, MA)	Sandy Matava
Nonprofit Law & Ethics (PAD 848)	30 hrs	Nov. 3, 10, 17, Dec. 1, 8	9am- 5pm	Cardinal Cushing School (Hanover, MA)	Michael Lavin
Nonprofit Financial Management (PAD 847)	30 hrs	Jan. 12, 19, 26, Feb. 2, 9	9am- 5pm	JRI (Acton, MA)	Doug Snow
Leadership & Decision-Making (PAD 839)	30 hrs	March 2, 9, 23, 30 April 6	9am- 5pm	St. Vincent School (Fall River, MA)	Nicole Kustanovitz
Human Resources Mgt (PAD 716)	30 hrs	April 27, May 11, 18, 25 June 1	9am- 5pm	The Coting School (Lexington, MA)	Linda Melconian
<b>Total Contact hours</b>	<b>150 hrs</b>				

\* No class the week of Nov. 22, 2010

\*\* No class the week of May 2, 2011

Each Training Block will take place on Wednesdays. All classes are held from 9:00 a.m. – 5:00 p.m. 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.

An orientation and the first enhanced seminar will take place on Tuesday September 14, 2010 from 11am until 5pm. Enhanced Seminars two and three will take place on Wednesday October 13, 2010.

### 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). Payments: The first installment of \$1,150 (or 50%) of the tuition is due on 10/1/2010 and the second installment of \$1,150 (or 50%) on 2/1/2011.

### 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.

### Graduation

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

### Enrollment Information

The first day applications can be submitted is **May 14, 2010**, enrollment decision will be made on ongoing basis until all 30 seats are filled. Once all 30 seats are filled **maaps** will no long accept applicants, however, we will place you on a waiting list incase of a cancelation.

### Frequently Asked Questions:

**Do you need to have a master's degree to enroll in this program?** No, a master's degree is not required but a Bachelor Degree is. In fact, you can use these 15 credits toward a Masters of Public Administration at Suffolk University upon completion of the certificate program provided that you receive a grade of B or better in each course. These credits would make up 15 of the 48 credits needed to graduate.

**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 though the University. **maaps** is offering two scholarships which cover the full tuition of the program (see application to apply). Scholarships will be awarded during the month of July.

**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. Enrollment in the program does allow the student access to the University's Library.

**How can I use the Graduate Credits after I complete the Certificate Program?** All interested graduates of the **maaps** certificate program who meet the graduate level criteria, may apply up to 15 graduate level credits (equivalent to approximately \$13,000 in tuition) toward one of the following programs at Suffolk University.

Total credits needed for degree

Master of Public Administration	48 cr.
Master of Public Administration/Health Policy	48 cr.
Master of Public Administration/Nonprofit Mgmt	48 cr.

Suffolk University also offers dual degree programs (MPA/Master of Science in Mental Health/60 cr. and MPA/Master Science in Criminal Justice/54 cr.) where Certificate credit may be applicable.

**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?** Telephone information sessions will be held periodically. If you are interested in participating, please call the **maaps** Office 781-245-1220 x207, for conference call information.

# Meet the Faculty



**Douglas Snow, PhD,**

**Chair and Associate Professor of Public Management**

## **Areas of Expertise**

- Public budgeting and financial management
- Tax policy
- Organization, staffing, and procedures of state legislatures
- Microenterprise finance and economic Development

Professor Snow will be teaching the Nonprofit Financial Management (PAD 847) course.



**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



**Michael Lavin, PhD**

**Associate Professor of Public Management**

## **Areas of Expertise**

- Local government administration
- Nonprofit management and entrepreneurship
- Grant writing
- Labor and workplace law
- Human resources management
- Labor-management relations

Professor Lavin will be teaching the course on Nonprofit Law & Ethics (PAD 848)

# *Enhanced Seminar Presenters*

## Lawrence Kotin



As a Principal Investigator for the Massachusetts Study of Educational Opportunities for Handicapped and Disadvantaged Children (1971) and then as a Special Assistant for Education and Children's Services to Governor Francis Sargent, he drafted much of the Massachusetts special education legislation (Chapter 766 of the Acts of 1972) with Robert Crabtree, and was instrumental in its passage.

He later drafted the regulations for that statute and consulted to the Massachusetts Department of Education in the first years of the law's implementation. He also consulted to the federal government concerning the Education of All Handicapped Children Act of 1975, modeled after Chapter 766.

## Robert K. Crabtree



As Research Director for the Legislature's Joint Committee on Education, he drafted much of the Massachusetts special education law (Chapter 766 of the Acts of 1972) with Mr. Kotin and was instrumental in its final passage and implementation.

Mr. Crabtree concentrates his practice in the areas of education law and special education law.

He is the author of numerous articles concerning special education law and advocacy and has spoken widely on related subjects. He is a frequent contributor of articles regarding special education law and advocacy law at [www.familyeducation.com](http://www.familyeducation.com) and at [www.wrightslaw.com](http://www.wrightslaw.com).

## Henry W. Clark



Henry W. Clark joined the law firm of Clark, Hunt, Ahern & Embry in March of 1996. A partner in the firm, Mr. Clark focuses his practice on the representation of not-for-profit education and human service corporations and families of individuals with disabilities.

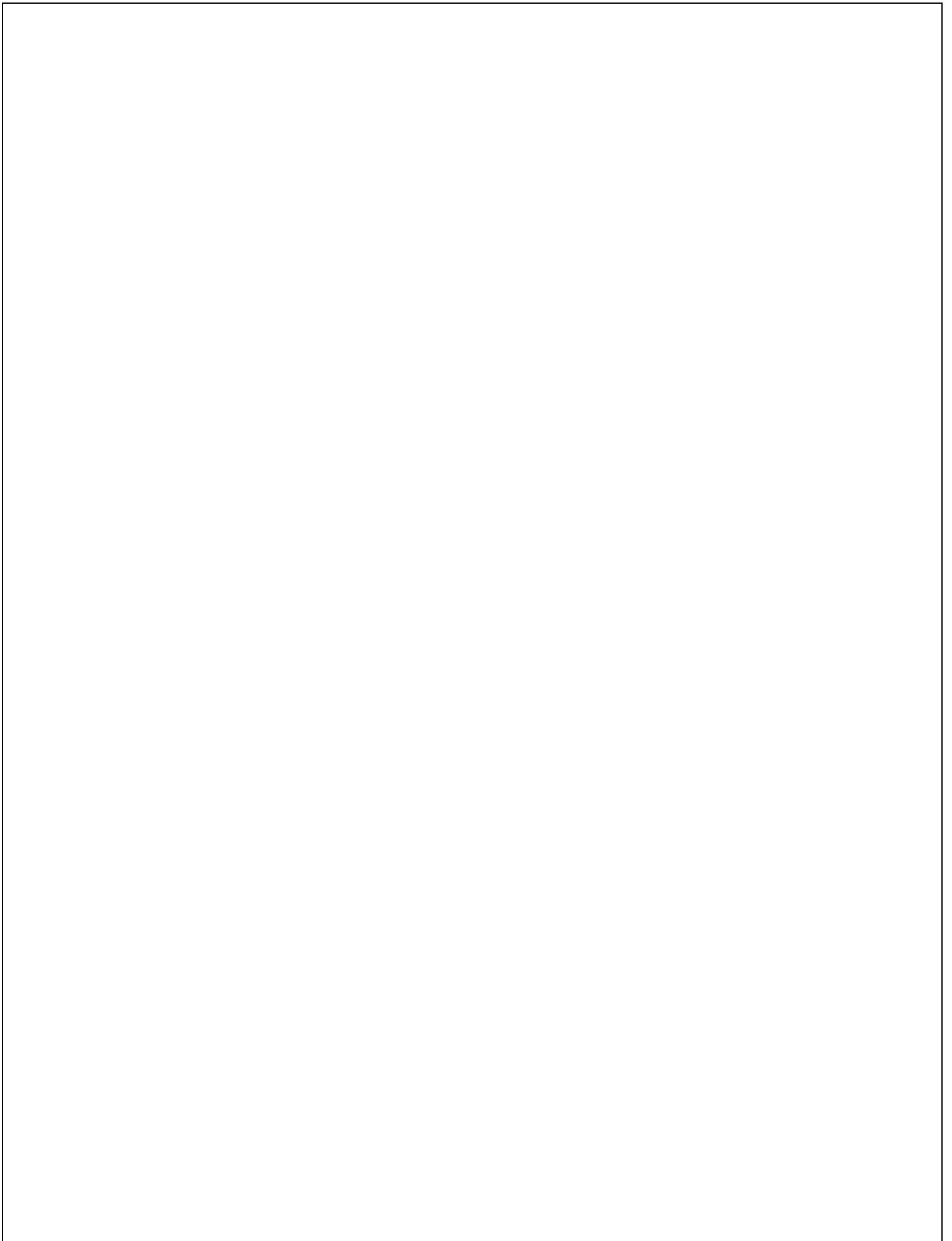
Mr. Clark has advised numerous organizations providing special education and human services in Massachusetts and the Northeast. Prior to practicing law, Mr. Clark served for thirteen years as the Executive Director of the Massachusetts Association of Chapter 766 Approved Private Schools. This organization is comprised of over one hundred licensed private facilities providing services to mentally and physically challenged children in Massachusetts.

## Paul A. Leonard



Paul is a CPA, attorney, and a founding partner of Leonard, Mulherin & Greene, P.C., Paul graduated with honors from Bentley College with a B.S. in Accountancy and cum laude with a Juris Doctor from Suffolk University Law School.

Paul brings his experience in accounting, finance and the law to a diverse group of closely held and early-stage business entities. Drawing on his experience and firm resources, he delivers a proactive mix of traditional accounting, auditing, and tax related services to his clients. Paul also provides various management consulting services that include business formation and planning, financial analysis of contractual agreements, projection and cash flow analysis, litigation support, and representation and management of professional athletes.



**maaps & Suffolk University**  
**2010-2011 Certificate of Leadership in Private**  
**Special Education Schools**

*Please feel free to use additional paper to answer any of these questions.*

**Application should be typed, not handwritten. Applications can be submitted beginning May 14, 2010**

**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  
Certificate of Leadership in Private  
Special Education Schools**

**2010 – 2011 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**

Applications may also be found on our website at [www.spedschools.com](http://www.spedschools.com).

**maaps & Suffolk University**  
**Certificate of Leadership in Private**  
**Special Education Schools**

**2010 – 2011 maaps Scholarship Form**

The **maaps** Board of Directors has made funds available for two scholarships for the Certificate of Leadership in Private Special Education Schools. To be considered for the scholarship the individual must be nominated by the head of their school or the Executive Director of the program by filling out the following form. (Use a separate paper if need be) Applicants must also write a one page essay which illustrates any accomplishments or achievements they have achieved while working in the privates special education schools and what their future goals are. Scholarships will be awarded during the month of July.

Applicant Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Applicants Job title \_\_\_\_\_

1. How has the applicant shown a history of excellent work in the field of private special education?

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2. Do you feel that the applicant will continue working in the field of private special education after the completion of the Certificate program and how do you think their participation in the program will contribute to the continued growth of the field?

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The recipients of the Scholarship will also be required to perform the following tasks during the next two years of recruitment for the certificate program:

1. Provide a written testament of their experience in the Certificate Program
2. Agree to attend at least two promotional events and provide an oral account of their experiences in the Certificate Program
3. Be willing to talk with prospective students on an ongoing basis via phone or email

PLEASE RETURN COMPLETED SCHOLARSHIP FORM TO:

**maaps**  
**607 North Ave**  
**15 Lakeside Office Park**  
**Wakefield, MA 01880**

Applications may also be found on our website at [www.spedschools.com](http://www.spedschools.com).