IPA MEMBER HANDBOOK

Developing, supporting, & advocating for innovative educational leaders.
THANK YOU FOR YOUR LEADERSHIP!

Your service as an educational leader is one of the most important roles in education. It is meaningful. It is hard. But it is the hard that makes school leadership so great. Otherwise, anyone could do it. Thus, the IPA is proud to serve you as your professional association with the mission of developing, supporting, and advocating for innovative educational leaders.

We serve over 5,800 members from elementary, middle, and high schools, principal preparation faculty and aspiring leaders. Membership opens the doors to opportunities to help you enhance your leadership and advance your career path.

This Member Handbook is meant to be one resource among the vast amount of resources the IPA provides you as a learning leader leading your learning organization. We hope you will reference it throughout the year. Also, please do not hesitate to contact us for any reason.

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THANK YOU
for letting us support you as you work tirelessly to leave a forever impact on your students, school, and community.
A LOOK AT IPA TODAY

Over 5800 Members
- Principals
- Assistant Principals
- Deans

7 Field Service Specialists

21 Regions
- Providing Leadership Opportunities
- Offering Professional Networking
- Recognizing Students and Staff

Full-time attorney

Over 300 Model Student Handbook Subscribers

Professional Learning
- 80 plus face-to-face academies annually
- 90 plus online academies annually
- 5 On demand academies, and growing
- Mentoring/coaching
- WELL Summit
- AP summits
- Annual Conference

Full-time Government and Public Relations Director

Over 100 Principal for a Day visits by state and federal legislators annually

Ed Leaders Network
- 90,000 plus users
- 100 plus courses
- Online communities connecting all users
- Micro-credentials

IPA Connect - Online member-only community
YOUR IMPACT

School leadership matters. You matter. Research continues to emphasize principals are the second largest influencer of student achievement, only behind a great classroom teacher. But how do you get a school full of great teachers? That only happens through great leadership.

In fact, the Wallace Foundation published a major report from the RAND Corporation to point the way forward for schools – through improved school leadership. In a study of six large school districts who built principal pipelines, students in those schools markedly outperformed similar schools in other districts in the same states in both reading and math. The principal pipeline districts also saw better retention of new principals compared with similar schools.

Susan Gates, RAND’s lead researcher, said this of the Principal Pipelines Initiative, “We found no other comprehensive district-wide initiatives with demonstrated positive effects of this magnitude on student achievement.” So yeah – you matter – a lot.

Therefore, the IPA works hard to make the principalship less stressful, more rewarding, and sustainable. We know it takes five to ten years to turn a school around, yet only one in four principals is in the same building after five years. That math does not add up. Thus, we will keep telling the world about the importance of your work and do everything in our power to make the principalship the best job on the planet.

WHAT OTHERS HAVE TO SAY ABOUT YOUR LEADERSHIP

There are no good schools without good principals. It simply does not exist.

Arne Duncan
former U.S. Secretary of Education

The relationships that principals build with parents, teachers, students, staff, and a community are the cornerstone of our schools.

Dr. Carmen Ayala
Illinois State Superintendent
NETWORKING

Engaged and Networked Principals are Successful Principals…WHAT’S YOUR NETWORK?

GET INVOLVED! GET CONNECTED!

The job of a building principal is incredibly complex. There is no reason for you to tackle this impactful yet challenging work by yourself. For you to be a learning leader who effectively leads your learning organization, you must continue to grow and be sustained by staying connected with other school leaders. So, it should not be a matter of if you will get involved with a network of peers, but which one and when? And if you need to get connected with a network of other school leaders, the IPA can help.

Who Is Part of Your Professional Network?

- Where do you typically turn to for personal support?
- Informal relationships?
- Professional colleagues?
- Mentor?
- Coach?
- Advocate?

How Can the IPA Help You Get and Stay Involved with a Professional Network?

- Attend Region meetings and recognition events.
- Volunteer to take a Region leadership role.
- Attend professional learning opportunities including Administrator Academies, Summits, and the Annual Conference every October.
- Request an IPA mentor or coach.
- Ask questions, share resources, and post blogs on IPA Connect.

How Will You Engage with Your Network?

- Be a learning leader. Insure you are a continuous learner in order to be able to fully engage with and contribute to your network.
- Be intentional and committed. Proactively schedule opportunities to connect with your peers and keep those appointments.
- Be a critical friend and problem solver. Engage in deep conversations that move the needle for the students you serve.
- Be supportive and encouraging. Stand ready to provide a pat on the back or lend a listening, empathetic ear.
IPA REGIONS

The Illinois Principals Association is a Member and Region centered organization. IPA is broken into 21 Regions to best serve the membership. Each IPA Region is served by a Field Service Specialist, all of whom are retired school leaders.

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Student & Secretary Recognition

IPA regions offer you the chance to recognize staff and students with various awards and ceremonies. Each region has a unique take on these celebrations, so contact your region leadership today to find out how you can celebrate your staff and students!

Leadership Opportunities

Each region has its own governing board on which members can serve. In addition to serving fellow members locally, being involved with region leadership gives a path to serving the association as part of the statewide governance of the association.
ENGAGE WITH THE ASSOCIATION

**PrinciPal**
Providing you timely updates about the association and the education space every Friday in your inbox. This member-only email also contains early access to IPA services and other advantages only offered to members.

**Website**
IPA’s website has nearly 500 pages of content, all designed to help school leaders thrive. The website features an online events calendar, online event registration, school leader resources, and much more information. Designed with the end-user in mind, the site is at home on a desktop, a tablet or a phone.

**IPA Connect**
Members are provided a space online to engage with each other and share resources. IPA Connect is password protected, providing members the privacy needed to ask and answer the hard questions that come with the profession.

**IPA Talks**
IPA Talks are casual discussions between IPA staff and experts in the field of education about the day’s hottest topics. Subjects covered range from school law to safety to SAT prep to the teacher shortage. Talks are released on IPA’s Youtube channel and in the PrinciPal email.

**IPA Stories**
Armed with a camera and curiosity, IPA staff head into schools with extraordinary leaders to find out what makes them tick. IPA staff then translates their experiences into short films that help highlight the struggles and triumphs of school leaders. Films are posted on Youtube and shared with those in schools and with the general public.

**Social Media**
The association is active on Twitter, Facebook and Youtube. IPA uses these mediums to promote the position of school leader and to share with you the information you need to succeed.
PROFESSIONAL LEARNING

ADMINISTRATOR ACADEMIES  IPA has an extensive program of administrator academies to meet the professional learning needs of educators. Academies are offered face-to-face, live online, and in on-demand formats.

SCHOOL LEADER NETWORKS  The school leader networks provide administrators the skills, resources, and community of peers necessary to cultivate culture, assess systems, and understand the leadership necessary for the unique context of their learning organization. These cohorts meet several times over the course of the school year.

MENTORING/COACHING  Highly trained and experienced mentors and coaches are available to school leaders. Mentors and coaches can provide between 20-60 hours of services, including a minimum of 3 onsite sessions.

ANNUAL CONFERENCE  At IPA’s Annual Conference, participants hear from dynamic, nationally recognized keynote speakers, attend small group sessions and network with colleagues and service providers. Annual conference planning allows members to contribute to the event’s success.

WELL SUMMIT  The Women in Education Leading and Learning Summit is an event to empower, connect, inspire, support, celebrate and develop women in educational leadership. The two-day event features nationally recognized keynote speakers, small group sessions and plenty of time to network and socialize.

AP SUMMITS  Our Assistant Principal/Dean Summits provide an opportunity for networking, recognition and support among leaders in similar positions. There is a summit held in the northern part of the state as well as the southern part of the state to ensure all have an opportunity to attend.

MICRO-CREDENTIALS  IPA, in partnership with several other state associations, offers an array of micro-credentials to allow participants an opportunity to demonstrate new or existing educational leadership skills. The Illinois State Board of Education recognizes micro-credentials for administrator academy credit.

DISTRICT SITE PD  IPA offers administrator academies tailored to a building or district’s needs, including subject matter and date of the workshop. Administrators can earn administrator academy credit, while staff can earn professional development clock hours through these opportunities.

ED LEADERS NETWORK  The Ed Leaders Network provides high quality, online professional development that can be accessed on demand at a time and place that suits the learner’s needs. A school or district can take advantage of enhanced user roles for assigning courses, scheduling reports and adding its very own learning content. Visit www.edleadersnetwork.org to learn more.

PROFESSIONAL LEARNING SCHOLARSHIPS  Two professional learning scholarships are awarded each year, one for an elementary principal (K-8) and one for a secondary principal (9-12). The scholarships assist individuals in the pursuit of graduate study, attendance at national conferences, and attendance at other relevant professional development to further the capacities of school administrators to be learning leaders leading learning organizations.
SCHOOL LEADER PARADIGM

The IPA’s vision is to have effective, sustained educational leaders for every Illinois school community. In order to achieve this vision, the IPA offers engaging, relevant, and timely professional learning, focusing on not just what leaders do, but who they should become as leaders serving their students, teachers, and learning organizations. But what is the foundation for this support? Simply, the School Leader Paradigm. Developed in partnership with other state principal associations across the United States, we created the School Leader Paradigm to guide our efforts of serving school leaders throughout their careers.

MEMBER SERVICES

SALARY STUDY
IPA conducts the only statewide survey of principals and assistant principals regarding salary and benefits. The results are published annually and are an informative and useful tool for contract negotiations.

RESUME REVIEW
Want to put your best foot forward when applying for a new position? IPA members can have their resume reviewed for improvements and to ensure it follows best practices for educational leaders.

CONTRACT REVIEW
IPA Members may have their employment contract reviewed by the IPA Deputy Executive Director/General Counsel to assure it contains all appropriate employment and due process protections. IPA also provides a model employee contract for members.

LEGAL DEFENSE FUND
If needed, the Legal Defense Fund alone can make your membership well worth it! Services include assistance with teacher and student issues, as well as with job and employment related issues. Members who need the services of private counsel are, in many cases, reimbursed for the first $500 of their legal expenses.

PRINCIPAL’S CALENDAR
The Principal’s Calendar is intended to help you stay focused, organized, and growing. The Principal’s Calendar provides you with monthly lists of important responsibilities and legal requirements. In addition, it offers dates to remember (some just for fun) as well as critical professional learning opportunities and resources.

SCHOOL LEADERSHIP THAT FITS
School Leadership That Fits is a robust job-search resource. It is designed to help you secure a school leadership position that is the best fit for your values, personality, skills, expertise, experience, and vision for helping kids.

AWARDS
The IPA awards program, sponsored by Horace Mann, provides members the opportunity to recognize the outstanding efforts of their colleagues. Principal of the Year winners are recognized at the IPA annual conferences and can participate in the National Principal of the Year programs with NAESP and NASSP.

ONLINE MODEL STUDENT HANDBOOK
The Online Model Student Handbook (MSH) is a cost-effective service that provides you with quick, user-friendly access to model student handbook procedures. The MSH is attorney drafted and fully aligned with PRESS, the Illinois Association of School Board’s school district policy service as well as state, federal and case law that change on a frequent basis.
ADVOCATE

General Counsel and Government and Public Relations Director
IPA works to ensure elected officials hear your voice. Our General Counsel and GR/PR Director monitor the state legislature and Congress and regularly help craft new laws to reflect what your needs are. IPA’s legal and legislative staff also work closely with the Illinois State Board of Education to ensure rules regarding students, licensure and other issues are created in a realistic manner that creates the best learning environments for everyone involved.

Legislative and Case Law Update
IPA annually publishes a comprehensive guide to all new laws, court cases and other enactments that impact building level administrators. This guide includes summaries of the changes as well as helpful implementation tips.

Legislative Committee
Members with an interest in public policy are encouraged to join the Legislative Committee. The committee steers the association’s policy stances and goals.

Policy and Action Center
The Policy and Action Center provides legislative information and ideas for action to members. Members are encouraged to sign up for action alerts on policies and legislation that interests them. IPA’s Government and Public Relations Director uses those action alerts to provide talking points as well as how to contact the appropriate public officials. The Policy and Action Center can be accessed at www.ilprincipals.org.

Principal for a Day Program
IPA’s Principal for a Day program provides elected officials the opportunity to observe first-hand what it takes to be a building level principal. Principal for a Day gives elected officials the valuable knowledge obtained from attending a school in their legislative district and apply it to their decision making in the legislative process.

Alliance PAC
The Alliance PAC is the political action committee of the Illinois Statewide School Management Alliance, which is made up of members of the Illinois Principals Association, Illinois Association of School Administrators, Illinois Association of School Boards, and the Illinois Association of School Business Officials. The Alliance PAC provides financial and other support to legislators that believe in issues important to school leaders.
HOW MUCH ARE THE DUES TO JOIN THE IPA AND DO MOST DISTRICTS PAY FOR DUES?

Full administrative dues (principals, assistant principals, deans, supts.) are based on a multiplier of your salary. Your salary x .00425 = your annual IPA dues. There is a minimum and maximum amount on dues that change yearly.

DUES FOR OTHER MEMBER CATEGORIES:
• Retired Administrators $75.00
• Aspiring Administrators $50.00
• Professional $100.00
  (part-time university professors, regional office staff, professional association staff)
• It is estimated that approximately 86% of districts pay for their building administrators’ IPA dues. (This is something that we can assist in negotiating into your contract.)

IS AN IPA MEMBERSHIP BASED ON THE SCHOOL CALENDAR YEAR?
No, your IPA membership is good for 12 months starting the date you join.

WHAT DOES IPA DO FOR THE EDUCATION COMMUNITY?
We provide a wide variety of knowledge resources, learning experiences, and other tools and resources to help members of the educational community grow and maximize their performance. We also serve as the voice for building administrators and advocate on their behalf.

WHO DOES IPA SERVE?
We focus primarily on educational leaders at the building level. Our membership is a diverse mix of building administrators from both public and private schools at the elementary, middle and secondary school levels in rural, suburban and urban areas. Membership is comprised of principals, assistant principals, deans, special education directors, superintendent/principals, assistant superintendents, and regional superintendents. Teachers and other staff can also benefit by IPA membership. Many workshops, for example, are for teachers and they can attend at the discounted member rate if their principal is an IPA member.

WHY BELONG TO IPA?
The IPA is the largest professional learning network of school leaders in Illinois grounded in the belief that educational leaders impact both student and adult performance. No other education association in Illinois can provide the comprehensive supports of professional development, networking and advocacy for school building leaders like the IPA. In addition to a vast array of services, the IPA staff are only a phone call or click away to assist you with virtually anything to help you succeed in your job. This service mentality coupled with all the great benefits makes your IPA membership a true value.

IF I HAVE QUESTIONS ABOUT ONE OF IPA’S OFFERINGS, WHO DO I CONTACT?
Call 217-525-1383 or e-mail support@ilprincipals.org. We will make sure you get your question(s) answered. If you would like to contact a specific individual with a question or concern, our online staff directory includes titles, photos and basic responsibilities of each staff member.
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