THE ILLINOIS PRINCIPALS ASSOCIATION EXISTS TO ADVANCE LEARNING through effective educational leadership with a vision of being THE premiere education association anywhere. Stating it another way, the IPA strives daily to provide impeccable service that helps educational leaders do what is best for their students. If you are an educational leader (and there is a good chance you are if you are reading this), our hope is to partner with you to provide the support and encouragement you need to effectively lead your learning community.

Too often, it comes to my attention that IPA Members are not fully informed of the numerous services the Association offers. To ensure you are completely aware of how the IPA can assist you, this publication is dedicated to providing you with a complete overview of all Association services including opportunities for you to get involved. After reading this “services guide”, I hope you will find that your membership dollar possesses significant value and that its value is becoming greater as we strive to get better.

On a final note, the Illinois Principals Association only exists because of you, the IPA Member. Thank you for choosing to grow professionally. Thank you for supporting your colleagues with your time, talents and fiscal resources. Thank you for allowing the IPA to partner with you to do what is best for your students. Please do not hesitate to contact me (jason@ilprincipals.org or 217-525-1383) or any member of the IPA staff (http://ilprincipals.org/about-ipa/ipa-staff) if you have questions about what you read here or if there is anything we can do to serve you. We are only a phone call, text, email, tweet (you get the point) away.

Jason Leahy
Executive Director
IPA Governance and Leadership

Members govern the IPA under the guise of the IPA Constitution. The Constitution provides that major policies be established by an annual Congress, consisting of representatives from each of the IPA’s 21 regions. Governance of the Association is placed in the hands of a board of directors made up of officers, standing committee chairs and a state director selected by each of the 21 regions.

The board of directors meets at least quarterly, or more often if necessary. It is charged with assuring that the Association fulfills its mission and serves the needs of all members. The board employs an executive director, sets policy and provides the resources necessary to carry out Association business through members & staff.

Between meetings of the board, an executive committee of the board monitors the operation of the Association. The board also establishes other committees to study and advise on such matters as membership, assistant principals, legislative issues and retired educational leaders. The board creates ad hoc committees as needed to tackle special assignments.

For both governance and program purposes, the IPA divides the state into 21 geographical regions. IPA Members in each region select a representative to the board and take part in their region’s governance and programs.

In an effort to work cooperatively with other educational organizations, the IPA invites liaisons from other groups to share their activities and discuss possible partnerships to advance the IPA’s mission. Liaisons include IPA member elected representatives to the National Association of Elementary School Principals and National Association of Secondary School Principals.

Please contact Jason Leahy, Executive Director, at jason@ilprincipals.org or 217-525-1383 if you have any questions regarding IPA Governance.

Professional Development

The IPA provides professional development opportunities to educators that are second to none. Training several thousand principals, assistant principals, deans, central office administrators and teachers each year, the Association offers vast opportunities on relevant educational issues.

Administrator Academies: The IPA puts together an extensive program of Administrator Academies to meet the professional development needs of both educational leaders and teachers. Topics cover all facets of curriculum, instruction, assessment, leadership, etc. and are offered face-to-face in locations throughout the state as well as in an online format. An added bonus for teachers and other instructional staff is that they can attend IPA academies at the member rate when their building principal is an IPA member. Visit www.ilprincipals.org/professional-development to view a complete listing of IPA Administrator Academies and obtain registration information.

Webinars and Podcasts: In addition to live academies, the IPA provides a plethora of on-demand professional development opportunities with webinars and podcasts. Developed to meet member’s needs on their time, IPA webinars and podcasts include updates from the State Superintendent, conversations with experts in the field and a showcase of best practices from schools throughout the state.

Principals Professional Conference/Assistant Principals & Deans Conference: The IPA holds two annual conferences. Each October, close to 800 building leaders descend on Peoria for the IPA’s Principal’s Professional Conference and Exhibition. Participants hear from dynamic nationally recognized keynote speakers, attend small group sessions and network with colleagues and service providers. The IPA’s Assistant Principals & Deans Conference is held during the second half of the school year providing assistant principals and deans a similar experience as their principal counterparts. Conference information is available on the IPA website at www.ilprincipals.org/professional-development/ipa-conferences. Assistance is needed from members each year to be a part of the various conference planning committees.

Publications: IPA members receive information in the form of various publications and updates. The Principal is sent weekly to provide information including IPA Members in the news, Association updates, highlighted IPA professional development offerings, ISBE updates, legal updates from IPA Associate Director/General Counsel, Brian Schwartz, Member Spotlights, featured research and Association information. A Case Law and Legislative Review runs each November while the results of the IPA’s annual salary survey are published each February.

ED Leaders Network: The ELN provides high quality, on-demand professional development webinars and professional networking communities for educational leaders to assist them to do what is best for their students.

IPA Website: The IPA Website (www.ilprincipals.org) provides all information a member needs to know about the IPA including additional resources to support educational leaders in their efforts. Particularly, the IPA Connect section of the website contains
archived newsletters and bulletins, a listing of legal resources and opinions, certification information, job search assistance materials and model contract information.

**ILLINOIS PRINCIPALS FOUNDATION:** The Illinois Principals Foundation was established to support multiple functions of the principalship in Illinois. The Foundation provides continuing education opportunities including the Fred Singleton/John Ourth Professional Development Scholarships and the Thomas Howard Symposium. Master trainers are developed, and research pertaining to educational leadership, including doctoral dissertation work, is encouraged. More information about the Illinois Principals Foundation can be found at www.ilprincipals.org/partners/il-principals-foundation.

Questions regarding IPA Professional Development should be directed to Jean Smith, Associate Director for Professional Development, at jean@ilprincipals.org. If you are interested in getting involved with conference planning, please contact Julie Weichert, Associate Director, at julie@ilprincipals.org or Pam Burdine, Services and Technology Coordinator, at pam@ilprincipals.org. Questions about publications will be received by Jason Leahy, Executive Director, at jason@ilprincipals.org. Each person listed can also be contacted at 217-525-1383.

**NETWORKING**

**REGION LEADERSHIP/EVENTS:** As stated, the IPA is broken into 21 regions with each maintaining its own governing board. Region boards are always looking for new leaders to step forward to assist with leadership responsibilities and event planning. Regions host a wide range of activities which include student, secretary and teacher recognition events, social and professional networking opportunities, professional development workshops, meetings with local legislators and board meetings. More information about IPA regions can be found at http://www.ilprincipals.org/regions.

**FIELD SERVICES:** The IPA employs a full-time Field Director and five part-time Field Coordinators, each a retired principal, to be available to Members to provide support and encouragement when needed.

**STAYING CONNECTED:** The Association provides multiple methods for members to stay informed with what is happening. Members are encouraged to visit the website (www.ilprincipals.org) often, read the IPA’s weekly broadcast email *The PrinciPal*, become a fan of IPA on Facebook, follow IPA on Twitter (www.twitter.com/ilprincipals) and join IPA Connect to participate in discussion groups to shape best practices and keep in touch with peers.

Questions about region leadership and networking opportunities as well as field services should be directed to Dr. Fred Singleton, Field Director, at fred@ilprincipals.org or 217-525-1383.

**LEGAL SERVICES**

The Legal Department maintains a full-time attorney to provide support and answer a variety of legal questions. Below are the legal programs & resources the Illinois Principals Association offers its members.

**MEMBER LEGAL SERVICES:** Services include: contract review, assistance with teacher and student issues and assistance with job and employment related issues. The IPA also maintains a large database of legal information, which is available under the “Members Only” section of the IPA website, at www.ilprincipals.org.

**LEGAL DEFENSE FUND:** Members who need the services of private counsel are, in many cases, reimbursed for the first $500.00 of their legal expenses. The IPA Legal Defense Fund operates in cooperation with the legal defense programs offered by the National Association of Elementary School Principals and the National Association of Secondary School Principals.

**MODEL STUDENT HANDBOOK:** For a modest fee, the Association maintains a model student handbook. The handbook is updated on a regular basis and is aligned to the Illinois Association of School Board’s PRESS Policy Service. All handbook procedures are attorney drafted and reviewed.

**CASE LAW AND POLICY REVIEW:** In November of each year, the Legal and Government Relations Departments publish a summary of all new laws and court cases that impact schools. Along with a summary of each new requirement is specific guidance for updating your building practices and procedures.

**RESUME REVIEW:** Looking for a new job? The IPA provides Members the opportunity to have their resume reviewed for improvements and to ensure it follows best practices for educational leaders.
CONTRACT REVIEW: IPA Members may have their contract reviewed by IPA Associate Director/General Counsel Brian Schwartz to guarantee it contains all appropriate employment and due process protections. The IPA Model Principals Contract is available to Members in the Members Only Section of the IPA Website (www.ilprincipals.org).

For more information on what the Legal Department provides you as a member contact Brian Schwartz at brian@ilprincipals.org or (217) 525-1383.

GOVERNMENT AND PUBLIC RELATIONS SERVICES

The Government Relations & Public Relations department oversees the organization’s legislative programs, political relationships, and manages the Alliance PAC, which is the political action committee of the IL Statewide School Management Alliance. Member participation in the legislative process is key to successfully impacting public education and, more importantly, ensuring quality school leadership. The IPA advances legislation that seeks to improve school leadership as well as assist school leaders by providing administrators with the tools that are needed to produce well educated students in Illinois. Below are the programs & resources the Illinois Principals Association offers its Members.

LEGISLATIVE PLATFORM: The IPA Legislative Platform Statement is a document that outlines the Association’s positions on legislative issues including the following: school construction, special education, school funding, mandates, curriculum/assessment and the principalship. The Legislative Platform Statement allows elected officials to know where IPA Members stand on major education issues. Most importantly, IPA Members determine what goes in the Legislative Platform Statement. Please consider offering your input in this important process by becoming a Member of the Legislative Committee. The IPA’s legislative platform can be found at http://www.ilprincipals.org/advocate/ipa-platform.

CAPWIZ: Contacting state & federal elected officials can be challenging and intimidating. CapWiz offers a quick and easy gateway for Members to contact their state and federal elected officials in a matter of seconds, via their computer. Throughout the year, key education issues are placed on CapWiz allowing IPA Members the ability to view and respond. CapWiz can be accessed at http://www.ilprincipals.org/advocate/take-action-cap-wiz.

PRINCIPAL FOR A DAY PROGRAM: The IPA’s “Principal for a Day” program was created to give state and federally elected officials the opportunity to observe first-hand what it takes to be a building level principal. Principal for a Day allows elected officials to then take the valuable knowledge obtained from attending a school in their legislative district and apply it to their decision making in the legislative process. More information is available at http://www.ilprincipals.org/advocate/principal-for-a-day.

ALLIANCE PAC: The Alliance PAC is the political action committee of the Illinois Statewide School Management Alliance, which is made up of the Illinois Principals Association, Illinois Association of School Administrators, Illinois Association of School Boards, and the Illinois Association of School Business Officials. The Illinois Statewide School Management Alliance lobbyists represent all four organizations before the Illinois General Assembly. Campaign contributions play a big role in the amount of access an organization has with elected officials. Lobbyists ask for help from elected officials on various legislative issues and, in return, elected officials need our help to assure their election or reelection to public office. The Alliance PAC provides financial and other support to legislators that believe in issues that are important to school administrators. For $25, Members can contribute to the Alliance PAC and impact education in the election process. The Alliance PAC is governed by a group of trustees made up of Members from each of the Alliance organizations. If you are interested in becoming an Alliance PAC trustee, please contact Alison at alison@ilprincipals.org. More information about the Alliance PAC is available at the following link: http://www.ilprincipals.org/advocate/alliance-pac.

ADVOCACY IN ACTION: IPA provides weekly state and federal legislative and policy updates through the “Advocacy in Action” newsletter. Information is gathered from Illinois Statewide School Management Alliance Reports, local and national media, National Association of Elementary School Principals (NAESP), National Association of Secondary School Principals (NASSP), Illinois State Board of Education, and the U.S. Department of Education. Members are also encouraged to take action, provide feedback to legislators on prospective legislation, and build relationships with elected officials through the Principal for a Day program.

STATE SUPERINTENDENT PRINCIPAL ADVISORY COUNCIL: IPA state officers, region directors and staff meet bi-annually with the State Superintendent to receive updates on the status of education in Illinois, offer input on how to improve education in the state and provide suggestions on how the Illinois State Board of Education can help principals do their job better. In addition to meeting with the State Superintendent, the IPA works with various departments within the Illinois State Board of Education including certification, special education, assessment and others on behalf of building leaders. The IPA also receives several requests from ISBE and other agencies each year to provide representatives to sit as members of task force groups. If you are interested in such an opportunity to represent and advance the profession, please contact Alison at alison@ilprincipals.org.
GOVERNOR’S OFFICE: The IPA partners with the Governor’s Office to recognize high school graduates entering military service as a part of Operation Recognition. The IPA also sponsors the Governor’s annual valedictorian recognition that typically occurs during the Illinois State Fair in Springfield. Information about each event is made available in the spring.

AWARDS PROGRAM: The IPA awards program, sponsored by Horace Mann, provides Members the opportunity to recognize the outstanding efforts of their colleagues. The principal of the year awards consist of elementary principal of the year, middle school/junior high school principal of the year, high school principal of the year, and assistant principal of the year with nominations being due to region directors November 30th of each year. Principal of the year winners are recognized at the IPA annual conferences and can potentially compete in the national principal of the year competitions. IPA specific awards include the friend of education, partner in education, innovative education, community service and Herman Graves Award. These award nominations are due to region directors each year on April 30th. Visit www.ilprincipals.org/about-ipa/awards to learn more. Visit horacemann.com to learn more about the Horace Mann Company.

PRINCIPAL APPRECIATION DAY: Since 1990, Illinois Governors in partnership with the IPA have recognized the importance of the leadership building level leaders provide their students by proclaiming the 3rd or 4th Friday of every October as Principal Appreciation Day.

KIDS HELPING KIDS PROGRAM: Since 2003, the IPA has made an annual appeal for schools to consider donating money to the Association’s Kids Helping Kids Program. The purpose of the program is to support the Children’s Hospital of Illinois and the families who have children receiving care.

For more information on what the Government Relations & Public Relations department provides you as a Member, contact Alison Maley at alison@ilprincipals.org or (217) 525-1383.

VALUE ADDED PROGRAMS

The Illinois Principals Association is fortunate to partner with a variety of organizations who share in the Association’s common mission of advancing learning through effective educational leadership. Do not hesitate to tap into these outstanding resources that will add value to you both personally and professionally.

ASSOCIATION MEMBER BENEFITS ADVISORS: The IPA has teamed up with Association Member Benefits Advisors (AMBA) to make member only benefits available. Many insurance related benefits are available at special group rates along with numerous merchant discounts. Visit http://ilprincipals.org/partners/value-added-programs to review all that is available to you.

AUTO INSURANCE: Horace Mann’s Educator Advantage auto insurance program provides value-added features and benefits at no extra charge for educators. Plus, IPA Members earn an extra 11% discount in addition to Horace Mann’s special rates for educators. Find out more about The Horace Mann Companies at www.horacemann.com.

FINANCIAL PLANNING: KB Elliot provides personal financial planning to IPA Members. A $1000 value! Find the KB Elliot representative nearest to you at www.kbelliot.com.

IASCD: IPA Members receive membership with the Illinois Association for Supervision and Curriculum Development (IASCD) at a reduced rate of $39. You can sign up when re-enrolling your membership with IPA or when you enroll with IPA for the first time. Visit www.illinoisascd.org/ to learn more about IASCD.

IRTA: Retired IPA Members now receive the benefits of two Associations for the price of one. Beginning January 1, 2010, the IPA automatically pays for retired Members to also be members of the Illinois Retired Teacher Association. More information about IRTA can be found at http://www.irtaonline.org/.

ISDA: Deans who become full dues paying Members of IPA may have their Illinois State Deans Association (ISDA) dues paid by IPA. Deans who become full dues paying members of IPA and wish for IPA to pay their ISDA dues must make the necessary notation provided on the membership enrollment form. Please contact IPA Membership Coordinator Lisa England at lisa@ilprincipals.org with questions. Information about ISDA can be found at www.isda.us/.

WWW.ILPRINCIPALS.ORG
MODEL STUDENT HANDBOOK SERVICE: Such an important service it’s worth mentioning twice! This online service features over 65 required student handbook procedures and accompanying documents. The procedures are all attorney drafted and peer reviewed and are consistent with the Illinois Association of School Board’s school district policy service, or PRESS. All documents are in Word format and are easily downloadable for school use. Districts can subscribe to this service for $100 per year per school building (1-3 buildings in district), $350 total cost for 4-5 buildings in district or $550 total cost for 6+ buildings. Visit www.ilprincipals.org/resources/model-student-handbook to download the appropriate subscription form.

PROCUREMENT CARD: Use this tool to streamline purchasing processes to save time, money, and paperwork. Find out more by visiting www.iasbo.org/pcard/pcard_fset.htm.

SCHOOL LEADERSHIP 360 APPRAISAL: The IPA has partnered with ECRA Group to provide IPA Members access to ECRA’s School Leadership 360 Appraisal. The online feedback system allows principals to receive feedback from important stakeholder groups regarding leadership and school performance. This web-based survey program is easy to use, and is aligned to the latest research on effective school leadership. IPA Members receive 50% off the registration cost! Go to www.ecragroup.com/360/ to learn more.

CORPORATE (ASSOCIATE) MEMBERS: In addition to the special programs listed, several businesses and other organizations are members of the IPA as Corporate members (formerly called Associate members). All IPA members are encouraged to consider supporting those who support the profession by partnering with the IPA. A complete listing of Corporate members is available at www.ilprincipals.org/ipa-partners/associate-members/alphabetical-listing-of-associate-members.

Please contact Julie Weichert, Associate Director, at julie@ilprincipals.org or 217-525-1383 if you have any questions about IPA’s Value Added Programs or Corporate Members.

IPA STAFF

The IPA employee motto, “Serving Each Other, Serving Educators, Serving Children”, is known, owned and energized by all employees. “We are only a phone call away” and “if we don’t know the answer we will find the answer” are words every staff member lives by. To find a full listing of all IPA staff visit the website at http://www.ilprincipals.org/about-ipa/ipa-staff.

A FINAL INVITATION

Do you possess a desire to give back to the profession? Would you like the opportunity to grow as an educational leader while helping others? Are you curious as to how you can serve as a volunteer with the Illinois Principals Association but don’t know how? If so, Nominate Yourself! The IPA provides numerous opportunities for Members to get involved in the Association at the school, region and state level. For example, you can get involved right from your school by hosting legislators as a part of the “Principal for a Day Program” or take action on legislative issues by utilizing IPA’s Cap Wiz service (http://www.ilprincipals.org/pages/cap_wiz.html). Your IPA region board is always looking for individuals to serve in leadership positions and assist with programs like student and secretary recognition events. A complete listing of region leadership and activities can be found at http://www.ilprincipals.org/pages/region_info.html. At the state level, opportunities often become available to serve on statewide education task force groups. You can turn in a proposal to present at the IPA Principal’s Professional Conference or Assistant Principal’s Conference, volunteer to help plan the IPA’s annual conferences, and positions come open most every year on the IPA state board of directors. To learn more about these and other ways you can nominate yourself, visit the IPA website at http://ilprincipals.org/membership/get-involved-with-ipa, contact your region director or call one of the IPA staff.