



# INSTITUTE FOR NEW AND ASPIRING HEADS

## 19-21 JULY 2009

### LOCATION

**Fairmont Turnberry Isle Resort**  
 19999 West Country Club Drive, Aventura, FL 33180  
 Phone: (1) 305-932-6200 Hotel Fax: (1) 305-933-6554  
[www.fairmont.com/turnberryisle](http://www.fairmont.com/turnberryisle)

### OTHER CONTACT INFORMATION

Bambi Betts mobile: 1 305 495 0438  
 AISH Office: 1 508 790 1748

<b>PREPARING FOR THE INSTITUTE</b>
------------------------------------

In just a few week colleagues from around the world will gather to explore the world of the international school headship. In preparation for our time together:

### BRING

- Organizational plan for your school.
- School mission statement.
- Key statistics about your school: Number of teachers, support staff, how it is organized (Primary, Middle, High, departments, grade level teams, etc.); basic facts about your school board/ownership.
- **Light sweatshirt or sweater -hotel is very air-conditioned!**
- **Umbrella – it is the rainy season.**
- **Casual dress**

### WHEN TO ARRIVE

#### 19 July schedule

12:00noon-2:00pm	Institute check-in is from 19 July
3:00 -5:00 PM	Institute program
4:00pm	Hotel check in begins at 4. Some rooms may be available earlier. If not the hotel will store your luggage.
6:30PM	Opening dinner

### HOW TO GET THERE

**FROM MIAMI INTERNATIONAL AIRPORT** 18.7 miles to the Fairmont Turnberry Isle Resort

**AIRPORT SHUTTLE:** No reservations needed. Go to the lower level, outside the baggage claim area. Shuttle representatives are dressed in Yellow Shirts. They will call a van for you upon request and operate 24 hrs. Cost: \$27 per person. [www.supershuttle.com](http://www.supershuttle.com), telephone: 1-305-871-2000 or 1-800-874-8885.

**BY TAXI:** Expect to pay \$55-\$60 from the airport. (35 minute ride). There is a flat zone fare of \$52 from the airport to the hotel each way. YELLOW CAB tel: 1-305-444-4444

**BY CAR:** The drive from Miami International Airport takes approximately 35 minutes.

- Exit the airport and follow the signs to I-95 North, via route 112
- Take I-95 North to Ives Dairy Road, exit 16 (also called NE 203 Street)
- Go East on Ives Dairy Road to US1 (also called Biscayne Blvd)
- Turn right on Biscayne Blvd and immediately make first left at the traffic light onto Aventura Blvd (NE 199 Street)
- Continue to the end and turn right on West Country Club Drive. The resort's main entrance is on your left.  
**Note:** there is a \$1.25 toll on expressway 112



## FROM FT. LAUDERDALE INTERNATIONAL AIRPORT

11.6 miles to the Fairmont Turnberry Isle Resort

**AIRPORT SHUTTLE/LIMO:** No advanced reservations needed upon arrival to Ft. Lauderdale. Proceed to sidewalk outside baggage claim area and look for the Go Airport representative. They will call the shuttle for your pickup. Fare: \$17. For returns back to the airport from the hotel, Go Airport requires 24 hours advance notice. Go Airport Shuttle [www.floridalimo.com](http://www.floridalimo.com) (call for reservation) phone: 1-954-561-8888 toll free phone: 1-800-244-8252.

**BY TAXI:** Expect to pay \$35-\$40 from the airport. It is about a 30 minute ride. Airport Taxi telephone: 1-954-925-6959 or Ft. Lauderdale Cab Company telephone: 1-954-456-1111

**BY CAR:** The drive from the Fort Lauderdale Airport takes approximately 30 minutes.

- Exit the Airport and follow signs to I-95 South.
- Take I-95 South to Ives Dairy Road, exit 16 (also called NE 203 Street)
- Go East on Ives Dairy Road to US 1 (also called Biscayne Blvd)
- Turn right on Biscayne Blvd and immediately make the first left at the traffic light onto Aventura Blvd (NE 199 Street)
- Continue to end and turn right on West Country Club Drive. The resort's main entrance is on your left.

## ONCE YOU ARRIVE...

### SCHEDULE

<b>SUNDAY 19<sup>th</sup> July</b>	
12:00-2:00	Registration
3:00-5:00PM	<ul style="list-style-type: none"><li>■ Essential Questions for the institute</li><li>■ Participant starting points</li><li>■ A big picture model of the headship</li><li>■ The heads 'job description': skills, dispositions, tasks</li></ul>
6:30 -	Dinner together
<b>MONDAY 20<sup>th</sup> July</b>	
7:00-8:15	Breakfast
8:30- 10:00	<ul style="list-style-type: none"><li>■ The head and educational leadership</li><li>■ What it means</li><li>■ Why so many heads are not educational leaders</li></ul>
10-10:30	Break
10:30- 12:15	<ul style="list-style-type: none"><li>■ Creating a viable organization</li><li>■ Leadership, structures, time</li><li>■ Building a culture of accountability</li></ul>
12:15 – 1:30	Lunch together
1:30 – 2:45	<ul style="list-style-type: none"><li>■ The School board and the Head</li><li>■ Essential roles; common pitfalls</li></ul>
2:45 - 3:00	Break
3:00- 4:45	<ul style="list-style-type: none"><li>■ developing human capital</li><li>■ Recruiting and retaining excellent teachers and principals</li><li>■ Common mistakes of the new head</li></ul>
6:30	Dinner on your own
<b>TUESDAY 21<sup>st</sup> July</b>	
7:00 -8:15	Breakfast
8:15- 9:45	<ul style="list-style-type: none"><li>■ Building a positive culture: essential decision-making skills</li><li>■ The entry plan</li><li>■ The first hundred days</li></ul>
10:15 -10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>■ Securing a Headship</li><li>■ A self evaluation</li><li>■ Your next steps</li></ul>
12:15 – 1:30	Lunch together and goodbyes!

## YOUR INSITUTE FEE INCLUDES

2 nights private accommodation, opening night dinner, 2 breakfasts, 2 lunches, coffee breaks daily

## BREAKFAST VOUCHERS

Upon arrival you will receive two breakfast vouchers. These vouchers will be collected each morning. Breakfast is served from 7:00-8:00am. Should you lose your breakfast vouchers, you will need to pay for your breakfast. The hotel will not replace them.

Tipping: It is not necessary to tip at breakfast as it is already included in your voucher. However, please be aware that tipping 15%-18% of the total bill for other full service meals is standard if it is not already included in the bill. (Many times it is included in the bill for parties of 6 or more. Please check with the individual restaurant).

## CHECK IN DEPOSIT

Each participant will be required to pay a security deposit to the Turnberry Isle Resort to cover incidentals (i.e. telephone calls, rentals, room service, etc.). This deposit is refundable upon check out if not used. Plan to provide a credit card upon check in.

The credit card must bear your name or authorization to charge. If you do not have a credit card the hotel will collect \$100 per day in cash upon check-in and request an additional \$100 each time that is consumed by incidentals

## EXERCISE & SPA

- Complimentary use of the fitness center located at The Willow Stream Spa
- There are 3 outdoor swimming pools and a 3-mile jogging track located on the hotel property.
- The Turnberry's complimentary private ocean club on the beach, approximately 1 km, is accessible via the hotel's free shuttle.
- Golf, tennis and spa services are available at an additional charge.

## GROCERY STORE

- Publix Super Market: 92952 Aventura Blvd, Miami, FL Tel 1-305-931-4810 (0.17 miles)
- Winn-Dixie: 20417 Biscayne Blvd, Miami, FL Tel 1-305-935-2969 (0.55 miles)

## INTERNET ACCESS

- Participants who have signed up as a Fairmont Club Member (available online and free) prior to their arrival will receive free internet access in their guestroom during their stay.
- If you are not a Fairmont Club member, internet is available in guest rooms at f \$13.95 per day plus tax.
- The Business Center offers internet kiosks at a rate of \$14.45 for the first 15 minutes and \$0.80 for each minute thereafter.
- The Aventura Mall offers free Wi-Fi. With your own laptop.

## MEDICAL

- **Pharmacies**
  - CVS: 2974 Aventura Blvd, Miami, FL Tel 1-305-932-2802 (0.15 miles)
  - Walgreens: 3007 Aventura Blvd, Aventura, FL Tel 1-305-936-2483 (0.16 miles)
- **Nearest hospital emergency room**: Aventura Hospital & Medical Center, 20900 Biscayne Blvd, Miami, FL Tel 1-305- 682-7000 (0.67 miles) Open 24 hrs. Emergency service- Physicians on staff.
- **Walk in Clinic**
  - ER Urgent Care Center, 213 N. Federal Hwy, Hallandale, FL Tel 1-954-454-8800. Mon-Fri 3pm-11pm. Sat-Sun 11am-6pm. (1.92 miles)
- **For life threatening emergencies call 911**

## MONEY

- **ATM** There is an ATM machine in the hotel lobby. The ATM fee is ~\$3.
- **Full Service Banks**
  - Wachovia Bank: 3050 Aventura Blvd, Aventura, FL Tel 1-305-932-6435 (0.12 miles)
  - Bank United: 2984 Aventura Blvd, Miami, FL Tel 1-305-933-8228 (0.15 miles)
  - Safra National Bank: 3001 Aventura Blvd, Miami, FL Tel 1-305-682-3800 (0.16 miles)
- **Foreign Exchange**
  - Hotel's front desk
  - Miami International Airport

## **PARKING**

Hotel parking is \$15 per day, \$30 per overnight stay. There is also a shopping mall parking lot across the street from the hotel where you can park for free at your own discretion.

## **PRINT & FAX SERVICES**

- Hotel Business Center located in the Conference Center, Mon-Fri 7am-7pm, Sat-Sun 7am-1pm.
- Faxes can be received at 1-305-466-0533. Cost to receive: \$2.00 1<sup>st</sup> page, \$1.00 each additional page. Cost to send: US: \$2.00 1<sup>st</sup> page, \$1.00 each additional page • International: \$5.00 1<sup>st</sup> page, \$1.00 each additional
- Copies: \$0.35/page BW, \$1.00/page color. Laser printing: \$1.00/page BW, \$1.50/page color  
Fax: US: \$1.00/page • International: \$3.00/page

## **ROOM AMENITIES**

All rooms are non-smoking and offer: Wireless telephones, plasma TV, daily maid and turndown service, iron and ironing board, coffee and tea maker, mini-refrigerator, in-room safe, (free safe deposit boxes also available at the front desk), air conditioning, balcony, spacious bathroom with tub and shower, hair dryer, free local and toll free calls, limited round trip transportation to the Aventura mall, daily newspaper, access to the fitness center at The Willow Stream Spa.

There are 3 outdoor swimming pools and a three-mile jogging track located on the hotel property. The Turnberry's complimentary private ocean club on the beach, approximately 1 km, is accessible via the hotel's free shuttle. Golf and tennis facilities as well as spa services are offered at an additional charge.

## **RESORT FEE**

A resort fee of \$14.00 per person, per day is included in your room rate. The resort fee sponsors gratuities for luggage handling, local and toll free calls, round trip transportation to the Aventura Mall, daily newspaper delivered to guest room and access to the fitness center at The Willow Stream Spa.

## **RESTAURANTS**

The Turnberry features numerous restaurants and lounges open for lunch and dinner.

- Bourbon Steak: serving dinner Mon-Thur 6pm-10pm. Fri-Sat 6pm-11pm. Closed Sun
- Cascata Grille & Bar: serving breakfast, lunch and dinner daily from 7am-10pm
- Laguna Grill: serving lunch daily from 11am-5pm
- In-room dining is also available

The Aventura Mall has a large food court ranging from fast food to sit-down dining: 19501 Biscayne Blvd, Aventura, FL Mon-Sat 10am-930pm. Sun 12pm-8pm. Tel 1-305-935-1110. The hotel shuttle bus runs from 7:30am to 9:30pm every day. Please keep in mind that the bus is small -12-15 passengers and it may be faster to walk.

## **SHOPPING**

- Aventura Mall: 19501 Biscayne Blvd, Aventura, FL Mon-Sat 10am-930pm. Sun 12pm-8pm. Tel 1-305-935-1110

The hotel shuttle bus runs from 7:30am to 9:30pm every day. Please keep in mind that the bus is small -12-15 passengers and it may be faster to walk.

- Target: 21265 Biscayne Blvd, Miami, FL Tel 1-305-933-4616 Mon-Sat 8am-10pm. Sun 8am-9pm (0.85 miles)
- Wal-Mart: 2551 E. Hallandale Beach Blvd, Hallandale, FL Tel 1-954-455-4700 Open 8am-10pm daily (2 miles)

## **TELEPHONE**

If you make a call from your hotel room, charges are:

- Free unlimited local phone calls, 800 number calls, and calling card access at no charge.
- International Calls: Rates per the carrier + an additional surcharge

Another option is to buy a phone card and use the pay phone in the lobby.

## **Cancellation policy**

For registrants who withdraw after 1 May 2009, one half of the fees, less the deposit, will be refunded.

## INSTITUTE PARTICIPANTS

1	Dalziel	James	jdl@uwcsea.edu.sg
2	Dare	Stephen	DareS@ismanila.org, bausasa@ismanila.org
3	Dequanne	Barry	bdequann@graded.br
4	Egerton	Thomas	tcegerton@gmail.com
5	Ellis	Steven	sellis@dresden-is.de
6	Hibbeln	Michael	mhibbeln@rockford.k12.mi.us
7	Jones	Robert	rjones@abs.edu.jo
8	Mackinnon	Rachel	pyptis@yahoo.com
9	Macnamara	Brook	drmacnamara@rism.ac.th
10	Mcllvain	Larry	macinmuscat@hotmail.com
11	Merali	Fiona	tasokbusiness@tasok.cd
12	Norris	Rhonda	rnorris@sas.edu.sg
13	Oyemi	Adebayo	goshepherd@yahoo.co.uk
14	Sandstrom Barac	Birgitta	birgitta.sandstrom.barac@isgr.se
15	Shahen	Michael	mshahen@asd.edu.qa
16	Smith	Greg	staffdevelopment@isb.bj.edu.cn
17	Tigchelaar	David	pprincipal@tisa.az
18	Torris	Andrew	andrew.torris@saschina.org
19	Urquhart	James	jim.urquhart@graded.br
20	Westerman	J. Andrew	westermanja@gmail.com
21	Wold	Taizu	woldtaizu@yahoo.com



ACADEMY FOR INTERNATIONAL SCHOOL HEADS  
 New and Aspring Heads Institute - MIAMI

Extra Night Booking Form for Accommodation at

*THE Fairmont*

TURNBERRY ISLE RESORT & CLUB

Please complete this form and send directly to:  
**RESERVATIONS DEPARTMENT**  
 Fairmont Turnberry Isle Resort  
 19999 West Country Club Drive, Aventura, FL 33180 USA  
 Tel: 1-305-932-6200 Fax: 1-305-933-6560  
 ATTN: KATHY LEBRUN, RESERVATIONS MANAGER

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

**I am a participant in the Academy for International School Heads group on  
 July 19-21, 2009 and will be part of their group list.**

I wish to reserve a room for the following evenings not included in the above group list dates above.

(Please check each that applies):  July 16  July 17  July 18  
 July 21  July 22  July 23

Bed Type (request only) king \_\_\_\_\_ 2 queen beds \_\_\_\_\_

Room rates: Group Rate for AISH Participants: **\$141.25 single/double** (includes \$125 room rate plus 13% tax). All rooms are non-smoking. **Breakfast is not included.**

**Total # of room nights** \_\_\_\_\_ x \$141.25 = USD\$ \_\_\_\_\_

**All reservations must be guaranteed by one (1) of the following credit cards:**

American Express • Visa • Master Card • Diners Club • Discover • Carte Blanche • JCB

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

**DEADLINE FOR RESERVATIONS: 8 June 2009**

**Requests for reservations will be accepted based on availability and will be confirmed via email.**

**Reservations may be cancelled 72 hrs prior to arrival without penalty.  
 Cancellations received within 72 hrs will be assessed a one-night cancellation penalty.  
 Fax this form to 1-305-933-6560**