

TCTP PRINCIPAL'S ADVISORY GROUP

Cicatelli Associates Inc (CAI) developed the Principal's Advisory Group which consists of a group of retired principals who have demonstrated expertise in leadership, organization, communication and assessment skills in New York State's school system. The purpose of the Principal's Advisory Group is to provide technical assistance to the School Policy Coordinator in those issues that pertain to working within the school system.

The Principal's Advisory Group will provide technical assistance to the School Policy Coordinator on:

- Developing strategies for working with the Principal, School Liaison, Tobacco-Free School Committee, Superintendent, and School Board
- Developing strategies on what you need to know about the school you are working with
- Developing outreach strategies to effectively communicate with important stakeholders within the school community
- Problem solving and troubleshooting within the school community
- Developing trusting relationships within the school community
- Presenting schools as role models to other schools for adopting a tobacco-free school policy
- Developing schools as mentors to one another
- Creating and supporting a network of schools for a tobacco-free environment

Follow-up to School Policy Coordinator Training

Monthly Teleconferences/Virtual Classrooms

- Teleconferences/virtual classrooms for the School Policy Coordinators provided monthly will be 90 minutes in length, provided in July-November, 2006.
- CAI will provide follow-up to the training retreat on issues related to the Toolkit. The Principal's Advisory Group will provide follow-up technical assistance related to working with schools and school systems, principals, etc.
- We will work with the School Policy Coordinators to get their suggested agenda items, questions and areas of concern and develop an agenda which will be distributed one week prior to the teleconference.
- Participants will be asked to evaluate the efficacy of these teleconferences.

Individualized Technical Assistance

- Individualized technical assistance for a School Policy Coordinator can be requested by the Coordinator, the Coordinator's Supervisor, the Coordinator's Area Manager, or the Modality Lead.
- Requests will be submitted to CAI using the Principal's Advisory Group Technical Assistance (TA) Request Form.
- The School Policy Coordinator will copy their request for individual technical assistance to their Supervisor and Area Manager.
- CAI will review the TA Request and contact person(s) for any further clarification on the assistance needed.
- CAI and the Principal Advisor will develop the scope of work, time, and plan for providing the TA.
- CAI and the Principal Advisor will contact the person requesting TA and finalize dates for TA.
- Participants will be asked to evaluate the efficacy of this technical assistance.