

D16 WEEKLY UPDATES

Brooklyn Proud!
Bed Stuy Strong!
"Building a Community of Excellence!"

Week of April 23rd



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FROM THE DESK OF

SUPERINTENDENT AMON

This weekend, many participated in a variety of Earth Day activities which included community clean-ups, recycling activities and the like. As we teach our students to appreciate and respect the earth that we live on and to become experts at caring for the earth, we join many in the April activities highlighting Earth Day.

In the final days approaching the math assessments, please continue to focus on the strands and standards identified in the data as points of interest and concentration. Please pay attention to any highly assessed standards and ensure that the final prep work includes a concentrated effort at mastering these concepts and standards.

Finally, as we note our District 16 calendar is as busy as ever and I understand that we all have busy lives in and out of school. Please share the dates and calendar with your school community and include some of the districtwide events on your school calendar as a reminder to our District 16 community.

As always, have a wonderful week in D. 16!

DLT MISSION STATEMENT

The mission of District 16 is to foster a passion for lifelong learning that leads to academic excellence through strong partnerships among families, staff members and community. District 16 is committed to preparing its students for active citizenship in a 21st century global society.

PROFESSIONAL LEARNING!

Opportunity to Attend Leadership Speaker Series

School Type: **Pre-K**

Deadline: **April 27**; Event: **April 30**

The DOE in partnership with the New York City Early Childhood Professional Development Institute is committed to building skills in leadership and management for current and future early childhood leaders through the Early Childhood Leadership Initiative. As a part of this initiative, you and your teachers are invited to attend the first installment in the Leadership Speaker Series, "Leadership Journeys in Early Childhood Education," at the CUNY Graduate Center (365 5th Avenue, Skylight Room, in Manhattan) from 8:30-10:00 a.m. on **April 30**. The speaker will be Ann McClain Terrell, the executive director of Milwaukee Public Schools Foundation. To register, contact Alyssa Estremo at leadershipinitiative@earlychildhoodny.org by **April 27**.

SAVE THE DATE! Upcoming Chancellor's Principals Conference

Event: **June 2**

You are invited to attend the upcoming Chancellor's Principals Conference being held at LaGuardia High School (100 Amsterdam Avenue in Manhattan) from 9:00 a.m. to 1:30 p.m. on Saturday, **June 2**. Chancellor Richard Carranza will deliver remarks. The conference will provide an opportunity to collaborate with colleagues, share best practices, and celebrate the work that you are doing to further student achievement.

Registration information will be announced in an upcoming issue of *Principals' Weekly*. Note that the DOE will offer childcare for a limited number of children over the age of five, on a first-come, first-served basis; you must request childcare on the registration form.

For questions, email prodev@schools.nyc.gov.

SUMMER SCHOOL 2018!

[Prepare for Summer in the City \(SITC\) 2018](#)

As in past years, Summer in the City (SITC) will continue to offer a variety of instructional and enrichment programming for New York City students, including instruction for mandated students, Extended School Year (ESY) programs, District 75, District 79, ELL summer enrichment programs, Community Schools, and Renewal School students. In preparation for SITC 2018, you and your staff should review the following information:

For grades 2-8, SITC 2018 will include 22 instructional days, Monday through Thursday, from **July 5** to **August 9**. Instruction will run from 8:30 a.m.-2:30 p.m.

For high school students, SITC 2018 will include 30 instructional days, five hours per day, Monday through Friday, from **July 5** to **August 15**. High schools set their own schedules for the five instructional-hours per day.

Students will continue to take courses for credits toward graduation and the August Regents exams. High schools that share the same site affiliation should collaborate to offer a variety of credit-bearing courses on campuses to serve as many students in the community as possible.

Professional development sessions for summer school teachers at elementary and middle schools will be held on **June 27, 28, and 29**. Additional information regarding SITC professional development will be announced in an upcoming edition of *Principals' Weekly*.

For questions, contact your FSC [director of operational support](#).

[Summer in the City \(SITC\) 2018 Instructional and Enrichment Program Positions](#)

School Type: **Elementary, middle, and high schools**

Current and former pedagogical and school-based support staff can apply for Summer in the City (SITC) 2018 instructional and enrichment program positions using the [SITC online application tool](#) by **May 4**. You are encouraged to customize and post SITC positions available in your school and share these opportunities with your staff; a list of general postings and directions for customizing postings is available on the [Summer School page](#).

Principals' Weekly

[Review Information on Annual Leave, Summer AP Selection, and Vacation Requests](#)

As you begin planning your summer schedule, please review the [Annual Leave Procedures for Principals \(2017-18\)](#). The "Annual Leave Procedures for 12-Month Assistant Principals" for the upcoming school year will be announced in *Principals' Weekly*, after the 2018-19 school and Central calendars are finalized. Note that the annual leave memos have different year-end dates, based on the principal work year (ending August 31), and the 12-month assistant principal work year (ending June 30).

Also note that for the 2017-18 school year only, principals designated as principals-in-charge for 2018 summer school programs will receive an additional day of annual leave; 12-month assistant principals working during summer school will receive two additional days of annual leave. These additional days must be used no later than **August 31**.

[Complete Required HIV/AIDS Lessons and Report Number of Lessons Administered in STARS](#)

Deadline: **June 8**

As noted in the September 12 edition of *Principals' Weekly*, and in accordance with [Compliance Checklist \(CL #34\)](#) and state law, all schools must administer five HIV/AIDS lessons per year for grades K-6, and six HIV/AIDS lessons per year for grades 7-12. Please review the instructions below for your school type and take appropriate action by **June 8**:

Middle and high schools: Using the subject property in STARS Admin, you must report the sections in which these lessons are administered, as well as the number of lessons administered in each section.

Elementary schools: In STARS Classroom, you must continue to indicate the number of HIV/AIDS lessons delivered as part of the subject properties under Health, even if those lessons are delivered in other subjects.



Grants! Grants! Grants!

Grant opportunities are posted on the [Grants](#) website (you can visit the page on any computer [using this link](#)). This week's highlights include:

[Social Emotional Learning Innovative Fund](#)

PARENT CORNER

PTA/SLT Documentation Requests

All principals are asked to ensure that the following information/documentation is forwarded to Ms. Brogdon-Cruz as requested:

- Interim PTA Financial Reports
- SLT Documentation (Agendas, minutes, etc.)
- CEP Signature Page (copy with signatures)
SLT/PTA By-Laws

As a reminder all SLT members should have access to all versions of the CEP. Principals may provision iPlan Portal access to SLT members upon request.



Best Practice Tips:

- ❖ Meet with your PC weekly

[Commissioner's Regulation 100.11 \(CR-100.11\)](#), the Biennial Review is a required evaluation of the district-level plan for participation of parents, teachers, and administrators in school-based planning and shared decision-making. The Biennial Review Survey assesses the overall effectiveness of each district's plan to engage constituents as per the required components of CR-100.11, and addresses potential successes and obstacles in the school and district's use of the plan. The results of the review are used by the District Leadership Team (DLT) to help determine the effectiveness of each district's plan.

Each member of your School Leadership Team (SLT) should have received an email from biennialreview@schools.nyc.gov with an invitation to provide feedback on the [Biennial Review Survey](#) (available in all ten DOE languages). Survey participants will be asked to evaluate their experience on the SLT across [six required components](#). In the event that an SLT member does not have access to the online survey, SLT chairpersons and or principals should provide access to a computer to ensure that all members can complete the survey

Below are the monthly Parent Coordinator meeting dates for the 2017-18 school year. This year, PCs will only meet every other month starting in October. Please ensure that these dates are on your calendar, as the meetings are a full-day and all PCs are expected to attend:

June 13 2017

DATES TO REMEMBER!

Tuesday, April 24th— SAT Exam

Friday, April 27th—Arbor Day

Tuesday—Wednesday, May 1st-2nd
New York State Mathematics Assessment
Grades 3—8

Saturday, May 5th—Cinco de Mayo

Thursday, May 10th—Principals' Conference (TBD)

Fri/Sat. May 11-12th and May 18-19th—Spring Crawl Dates

Tuesday, May 15th—Artists and Authors Literacy Night@
Middle School 35

Saturday, May 19th—Adelaide Sanford Institute Oratory
Competition@ Boys and Girls High School

Thursday, May 31st—Science/STEM Fair
