

D16 WEEKLY UPDATES

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

Week of April 30th



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FROM THE DESK OF SUPERINTENDENT AMON

We will officially begin the month of May tomorrow and we look forward to the many outdoor activities that occur in the months of May and June. We also want to ensure student safety in all activities both in-school and out of school, so now is a good time to review safety protocols with staff, students and parents to avoid any misunderstandings that may arise.

Tomorrow and Wednesday, our students in grades 3-8 will participate in the New York State mathematics assessments. As always, monitor attendance, collect any documentation around the opt-out process and work to ensure a safe and orderly testing environment for all students engaged. I wish the best of luck to all of our testing students.

Finally, I want to congratulate all principals and their designees who worked tirelessly to input the first round of SITC data into SSEP. We received a congratulatory note from the Field Support Center noting that we were the only district to reach 100% data entry on Friday, April 27th, the targeted deadline. Kudos to you! Let's continue to work on establishing and adhering to established deadlines for compliance and all other important matters.

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!

Equity and Excellence: Opportunity for Teachers to Attend Information Sessions on the Universal Literacy Reading Coach Position

School Type: **Elementary schools**

May 8, 10

The [Universal Literacy program](#), an Equity and Excellence initiative, is expanding in the 2018-19 school year. Through this program, elementary schools will receive support from a centrally-funded, dedicated reading coach, who will help teachers in grades K-2 build their knowledge base and skill-level in literacy instruction, curriculum, and assessment. The DOE will be holding information sessions in all five boroughs for teachers interested in applying for reading coach positions on the following dates:

May 8 in Brooklyn;
May 10 in the Bronx.

You should encourage teachers to sign-up for a [location and register](#) to attend a session. Please share this [flyer](#) and encourage them to [apply to the program](#).

For general questions about the program, email [Andrew Fletcher](#). For questions about applying to the program, email ReadingCoachApplication@schools.nyc.gov.

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.

PROFESSIONAL LEARNING!

NYSED NEXT GENERATION LEARNING STANDARDS CONFERENCE FOR ELA AND MATH

School type: Elementary, middle, and high schools

Action requested by: June 1; Event: June 8

The New York State Education Department (NYSED) is presenting a one-day professional learning opportunity on Next Generation Learning Standards (NGLS) to strengthen educators' theoretical and practical knowledge in implementing high-quality, academically rigorous standards for all New York State students. The keynote speaker for the conference is Dr. Nonie Lesaux, of Harvard Graduate School of Education, and will include separate introductions for English Language Arts and math, as well as workshops that target specific grade-levels, content-areas, English Language Learners (ELLs), and Students With Disabilities (SWD).

The conference will be held at Hunter College (West Building, Lexington and 68th Street in Manhattan) from 8:45 a.m.-4:00 p.m. on **June 8**. Please see Principals' Weekly for registration information and link. admission is on a first-come, first-served basis, with limited-seating availability. On-site registration begins at 7:30 a.m. on the day of the conference.

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:

[Toshiba America Foundation 6 - 12 Grants](#)

PARENT CORNER

PA/PTA Elections and SLT Parent Member Elections

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

As in previous years, your school should conduct PA/PTA elections followed by School Leadership Team (SLT) elections, after which you or your parent coordinators should enter all PA/PTA executive board and SLT member information in the [School Parent Leader Contact Information \(SPLCI\) system](#) by **July 13**. In addition, please review the following information and take appropriate actions:

PA/PTA Elections: In accordance with [Chancellor's Regulation A-660](#) and [Compliance Checklist \(CL#10\)](#), all schools are required to hold annual PA/PTA elections by the last day of the 2017-18 school year, which is **June 26**. Your PA/PTA executive board or nominating committee members should have provided you with the date, time and location of this year's election by April 1. If you have not yet received this information, you should follow up with your PA/PTA executive board or nominating committee, by **May 1**.

You will receive a PA/PTA election poster during the week of **May 7**, and should place it in a prominent location in your school to announce the date, time, and location of the PA/PTA election. Updated PA/PTA election resource materials, including guides, ballots and templates can be found on the [PA/PTA Resources page](#).

SLT Parent Member Elections: In accordance with [Chancellor's Regulation A-655](#), parent members of the PA/PTA should conduct the School Leadership Team (SLT) parent member's elections, following the election of officers to the PA/PTA.

For more information or questions, contact your [family leadership coordinator](#).

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

Best
Practice
Tips:

❖ Meet with your
PC weekly

DATES TO REMEMBER!

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

Saturday, May 5th—Cinco de Mayo

May 7th—May 11th—Teacher Appreciation Week

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*

Thursday, May 17—Assistant Principals' Institute—TBD

*Saturday, May 19th—Adelaide Sanford Institute Oratory
Competition@ Boys and Girls High School—8:30 AM*

Thursday, May 31st—Science/STEM Fair