

D16 WEEKLY UPDATES

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

Week of May 7th



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FROM THE DESK OF

SUPERINTENDENT AMON

An Open Letter to D. 16 Teachers:

In honor of Teacher Appreciation Week, I pause with gratitude and thankfulness to send these congratulatory words to all of the educators in District 16 who give of their time and their hearts to educate our youngsters and young adults. As a Pre-K through Grade 12 district, we work with a varied age and grade span and we are able to see the developmental needs to all of our learners. As educators, we work daily to address the instructional, social and emotional needs of our students and work tirelessly to provide them with the best education possible.

Even though this week is set aside to honor educators and to celebrate their work, it is daily that we are able to see the fruits of our labor as we address the myriad of issues that occur daily in our classrooms and schools. We do it with a smile and acknowledgement that working with youngsters provides a better future for the world at large.

I hope that you always feel appreciated by your administrators, parents and students and that you understand the worth of your work. To our newest educators and our veterans who may have their first class of students graduating from various college in the coming weeks, you are appreciated, valued and respected for the work that you do. Continue to put education at the forefront of all you do and remember that the youngsters and young adults that you nurture and develop today are the ones that will support you in the future. I firmly believe that is the work of an educator. Enjoy your celebrations and honor this week and those to come.

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!

[Open School for Summer \(SSOS\) and Update Summer School Calendar \(SCAL\) Screens Completion:](#)

In preparation for SITC 2018, you must complete the [SSOS](#) and [SCAL](#) screens in ATS by **May 11** and **May 18**, respectively. You should use the SSOS function in ATS to identify whether you are hosting summer programs by entering "Y" for yes, or an "N" for no, in the "open for summer" field; note that entering "Y" activates your school's DBN for the summer term. Schools that enter "Y" should also complete the SCAL screen, by **May 18**, in order to identify non-instructional days for your summer school program. If you enter "N," indicating that your school will not be a receiving school, you should leave all other fields blank in the SSOS function. For additional guidance on completing the SSOS or SCAL screens in ATS, see the [ATS Wiki](#).

[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](#).

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:

[Creatively Alive Children Grant Program](#)

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, May 8th—Presidents' Council @ MS 35—9:30 AM

Wednesday, May 9th—Scholar Ambassador's Trip to Gracie Mansion

Wednesday, May 9th—Progressive Summit @ Brighter Choice Elementary School (PS 627) - 6:00 PM

May 7th—May 11th—Teacher Appreciation Week

Thursday, May 10th—Principals' Conference @ Public School 335—8:30 AM

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 17th—Assistant Principals' Institute@ Public School 81—8:30 AM

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

Thursday, May 31st—Science/STEM Fair—Madiba Prep@ Public School 26
