

# D16 WEEKLY UPDATES

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

Week of April 16th



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## FROM THE DESK OF

## SUPERINTENDENT AMON

"Though April showers may come our way...they bring the flowers that bloom in May...so if it's raining, have no regrets..."

As we started this day with a deluge of rain and we arrived at school worried about staff and student attendance and/or lateness, it is only reflective of our job as building leaders. However, as the song lyrics indicate, the rain is only a indicator of better things to come. That is obvious as we now can see the sunshine peeking through the clouds.

We have just completed the administration of the NYS ELA exams and I want to thank all administrators, staff, parents and students who worked tirelessly to ensure that we had a smooth test administration period. Again, be reminded that the "high-stakes" assessments are only one indicator of student progress and that we should ensure that our educators are keeping meticulous records of student progress or lack thereof through a variety of modalities. This documentation will be necessary when we have to make promotion decisions in the absence of actual scores. As QR indicator 5.1 notes, our role is to "evaluate the quality of school-level decisions, making adjustments as needed to increase the coherence of policies and practices across the school..." So let us continue to monitor the work of our school community and ensure that quality teaching and learning is taking place on all fronts!

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 21<sup>st</sup> century global society.

# PROFESSIONAL LEARNING!

## [Mandatory Training for the New Multidimensional Principal Performance Rubric \(MPPR\)](#)

### [Extended Deadline and Additional Sessions Added for the New Multidimensional Principal Performance Rubric](#)

As noted in the September 19 edition of *Principals' Weekly*, you are required to attend a two-day training on the [Multidimensional Principal Performance Rubric \(MPPR\)](#) in July 2018. In the 2018-19 school year, the MPPR will be used for principal evaluation instead of the Quality Review (QR) rubric. As an update, training sessions have now been added for **July 30 and 31**, on Staten Island; registration is open for this and the remaining sessions on other dates and locations. If you have already registered for another two-day training and would like to switch to the Staten Island sessions, please log in to Eventbrite and cancel your original registration, then register for the Staten Island two-day trainings. You must register to attend both full-day MPPR training sessions, using the links below by **April 20** (extended from April 9):

**July 9 and 10** [Manhattan](#) (TKP New York Conference Center) or [Bronx](#) (Bronx Museum of the Arts)

**July 11 and 12** [Manhattan](#) (TKP New York Conference Center)

**July 16 and 17** [Manhattan](#) (TKP New York Conference Center) or [Brooklyn](#) (Brooklyn Law School)

**July 18 and 19** [Brooklyn](#) (Brooklyn Law School)

**July 23 and 24** [Queens](#) (Sheraton LaGuardia East Hotel) or [Brooklyn](#) (Brooklyn Law School)

**July 25 and 26** [Queens](#) (Sheraton LaGuardia East Hotel) or [Bronx](#) (Bronx Museum of the Arts)

**July 30 and 31** [Staten Island](#) (Petrides Complex)

The two-day training sessions will provide an overview of the MPPR, an understanding of the rubric's structure and language, as well as how the MPPR will be used as an evaluation tool. Please note that training dates and locations are on a first-come, first-served basis; if your preferred location and date is unavailable, you should register for an alternate location or date. Depending on the location, space is limited to 120-150 participants for each of the two-day training sessions.

For questions, email [ppr@schools.nyc.gov](mailto:ppr@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**.

## [Extended Deadline to Complete the Online Version of the 2017-18 NYC School Survey](#)

Deadline: **April 20**

The deadline for the online version of the NYC School Survey is **April 20** (extended from March 29) for teachers, parents/guardians, and students. As noted in previous editions of *Principals' Weekly*, the postmark date for paper surveys was March 29; however, schools can continue to administer the survey online. Your school's survey coordinator will be notified via email tomorrow and should encourage your teachers, parents/guardians, and students to complete the survey by **April 20**, if they have not already done so.

You can review [survey response rates](#) for your school as of **April 10** (updated on Tuesdays and Thursdays through the deadline). Please note that there is a one-day lag in online survey response rates. It may take 2-3 weeks for response rates to reflect paper surveys returned the week of March 26. Like last year, each school's population will be adjusted at the close of the survey period for discharged students and parents/guardians, according to ATS records; for teachers who have left your school, based on Galaxy records; and matching student address information in ATS that indicates shared households. A response rate of 100 percent will not be reported until the survey closes and the school population is adjusted. The highest rate that can be displayed until the close of the survey will be 99 percent.



## 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](mailto: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!*

**Thursday, April 19th**—Assistant Principals' Institute—  
Public School 262

**Friday, April 20th**—Scholar Ambassadors@ Public School  
26—11:00 AM

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

**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

**Saturday, May 19th**—Adelaide Sanford Institute Oratory  
Competition

**Thursday, May 31st**—Science/STEM Fair

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