

D16 WEEKLY UPDATES

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

Week of April 9th



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FROM THE DESK OF SUPERINTENDENT AMON

Welcome Back!

I hope that everyone had a restful and delightful spring recess and vacation. This vacation signifies the last one for the 2017-18 school year and denotes the final stretch to the end of the school year.

In a few days, our scholars will sit for the New York State English language arts assessment and we will hope and PRAY (yes PRAY) that our targeted objectives and goals towards student academic achievement have been met. I know that you have been actively ensuring that test sophistication methods are being adhered to but again, I remind you that the best "test prep" is good, solid teaching. So when professional development opportunities arise for your teachers, don't keep them from attending because they are working on "test prep", professional development is test prep and solid engagement in the content work!

"Investing in the development of excellent teachers is the best preparation for our children's future." Gay Su Pinnell

I ask that you ensure that all of our spring events are on your calendar and that you have designated liaisons for each of those events to ensure your school's participation.. Our upcoming May events are:

- Fri/Sat. May 11-2th 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

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!

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

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. You must register to attend both full-day MPPR training sessions, using the links below by **April 9—DEADLINE TODAY**

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) or [Bronx](#) (Bronx Museum of the Arts)

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

July 18 and 19 [Queens](#) (Sheraton LaGuardia East Hotel) or [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)

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 two-day training session.

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

Free Teacher Professional Development:

The Brooklyn Historical Society is partnering with the Office of Curriculum & Instruction on April 23 for their Passport to Social Studies trainings; the topic will be Civil War in New York: Slavery and Emancipation for Grades 4 and 7. You can register your teachers here: <https://nycdoesocialstudies.eventsmart.com/events/passport-social-studies-civil-war-new-york-slavery-emancipation-grades-4-7-teachers/>

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*.

Please review the following Summer in the City (SITC) updates and take appropriate action:

Confirm Grade Band and Site Affiliation for SITC Buildings, and Use of Centrally-funded Curriculum: You will receive an email from SITC@schools.nyc.gov on **March 1**, detailing your site affiliation and next steps. New this school year, you must confirm your school's grade band and site affiliation for each building, via the Summer School Site Selection ([SSSE](#)) screen in ATS. **If you are the principal of a school serving grades 3-8, you must confirm, via the same SSSE screen in ATS, whether or not you plan to use the Centrally-funded curriculum. Schools are strongly encouraged to use this Centrally-funded curriculum for their mandated students. For additional guidance on completing tasks on the SSSE screen, refer to the [SSSE Wiki page](#) or this [training guide](#).**

To request a change in your site affiliation, you should contact your field support liaison by **March 15**. Final site affiliations will be available on the [SITC page](#) of the Principals' Portal by **March 16**.

SITC 2018 Principal Checklist: The [SITC 2018 Principal Checklist](#) is now available for use in summer school planning. The checklist contains a high-level SITC timeline and action items for principals at sending schools as well as for principals that will be hosting summer programs;

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

Principals' Weekly

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

Please Review!

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**.

Information regarding how to submit your summer vacation requests and summer contact information to your superintendent will be announced in *Principals' Weekly* in May.



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:

[Snapdragon Book Foundation](#)

PARENT CORNER



Best Practice Tips:

❖ Meet with your PC weekly

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.

[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:

April 11, 2017 - Brooklyn Historical Society—8:30 AM

June 13 2017

DATES TO REMEMBER!

Tuesday, April 10th —Presidents' Council @ MS 57—9:30 AM

Joint Public Hearing—Gotham High School @ PS 40—6:00 PM

Wednesday, April 11th—Thursday, April 12th

New York State ELA Exam—Grades 3-8

Wednesday, April 11th—Parent Coordinator's Meeting @Brooklyn Historical Society—8:30 AM

Friday, April 13th—Spring Crawl Plans are due

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

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