



December Dates

Wed., Dec. 9, 9:00-12:00
AP Critical Friends Group
Meeting MS 390

Friday, Dec. 11, 12:00-1:30
Lost at School Study Group
MS 381

Monday, Dec. 14, 3:00-4:30
Lost at School Study Group
MS 22

Tuesday, Dec. 15, 8:00-1:30
Site Visit Secaucus, NJ

Wed., Dec. 16, 12:00-2:00
PSO Network Meeting
MS 80

Wed., Dec. 16, 3:00-4:30
Lost at School Study Group
MS 244

January-February

Thu., Jan. 14, 9:00-3:30
Collaborative Problem Solving

Thu., Jan. 14, 5:00-6:30
Overview on CPS

Wed., Jan. 20, 12:00-4:00
Network Meeting

Thu., Feb. 4, 3:15-4:30
Math in the Middle

Fri-Sat, Feb. 5-6
Principals' Retreat

Thu-Fri, Feb. 25-26
The Breakthrough Coach

AED
100 Fifth Ave.
New York, NY 10011
Phone: 212-367-4594
E-mail: info@middlestart.org

www.middlestart.org

Dear Partners,

In October, I attended meetings of the National Forum to Accelerate Middle-Grades Reform, which includes middle-grades educators, advocates, researchers and funders from across the U.S.--all of whom are determined to ensure that all young adolescents get the education and support they need to be successful.

The content of these Forum meetings has changed in recent years. Two themes are particularly prominent now--accountability in middle-grades education and the link between middle grades success and high school completion. With respect to both, your schools are ahead of the curve.

First of all, you and your school colleagues are using data and your own observations to hold each other accountable for student learning. Secondly, through your work on Indicators of Success, you're doing whatever it takes to ensure that all our students stay on track for success in high school.

I was pleased to be able to point this out to my National Forum colleagues this fall and to report to you that there are many middle-grades educators and supporters who are eager to learn more about the results of your hard, committed work.

In Partnership,

Patrick Montesano

The Network Meeting

Wednesday, December 16
10:00 – 2:00

Will be hosted by JHS 80
(149 E. Mosholu Parkway North, Bronx, NY)

Please RSVP to Aurelia at aenache@aed.org



AED PSO Support Services – December 2009

Critical Friends Group Meeting (*Assistant Principals*)

Wednesday, December 9, 9:00-12:00

MS 390 (1930 Andrews Ave., Bronx, NY 10453)

Lost at School Study Group

Friday, December 11, 12:00-1:30

MS 381 (240 E. 109th St., New York, NY)

Lost at School Study Group

Monday, December 14, 3:00-4:30

MS 22 (270 E. 167th St., Bronx, NY)

Site Visit to Secaucus, New Jersey (<http://www.hcstonline.org/district/>)

Tuesday, December 15, 8:00-1:30

RSVP to Calvin by Monday, Dec. 7

PSO Network Meeting: School Walk Learning

Wednesday, December 16, 10:00-2:00 (*Holiday Party*)

MS 80 (149 E. Mosholu Parkway North, Bronx, 10467)

Lost at School Study Group

Wednesday, December 16, 3:00-4:30

MS 244

***** January 2010 *****

Implementing Collaborative Problem Solving with Dr. Ross Greene (*PSO and MSLP*)

Thursday, January 14, 9:00-3:00

Bank Street College (132 Claremont Ave., New York, NY 10027)

Overview Presentation on Collaborative Problem Solving (*PSO and MSLP*)

Thursday, January 14, 5:00-6:30

Tabas Auditorium, Bank Street College (610 W. 112th St., New York, NY 10025)

PSO Network Meeting

Wednesday, January 20, 12:00-4:00

TBD

***** February 2010 *****

Math in the Middle

Thursday, February 4, 3:15-4:30

MS 22 (270 E. 167th St., Bronx, NY 10456)

Principals' Retreat

Friday-Saturday, February 5 and 6

Chateau Resort in Pennsylvania

Malachie Pentacost The Breakthrough Coach

Thursday-Friday, February 25 and 26, 8:00-4:00

Eastwood Manor (3371 Eastchester Road, Bronx, NY 10469, www.eastwoodmanor.com)



Please register the participants you will be sending to each workshop with Aurelia Enache at: aenache@aed.org
Questions? Call 212.367.4575

Reminders

School Survey 2010

Deadline: December 4

DEADLINE EXTENDED: This school year's School Survey will open on **February 24** and close on **April 23**. Please make School Survey delivery selections for your school [here](#) by **December 4**.

If you do not make a delivery selection, you will be identified as your school's Survey Coordinator (the point person for school survey information and e-mails); you will receive parent surveys at your school; you will receive student surveys (if applicable) sorted by HSST attendance period; and your school will not be able to take part in the Go Green online program for students.

If you have any questions, please e-mail surveys@schools.nyc.gov or call the Accountability Service Desk at (212) 374-6646.

Updates on Periodic Assessments

Deadline: December 11

Visit the [Periodic Assessment team's Web site](#) for the latest updates on periodic assessments and links to [free professional development opportunities](#). Here's what's important this week:

- All constructed response (CR) items from HS fall Regents-Year Predictives should be scored at your school site and manually entered into Acuity by **December 11**. Assessment reports will be incomplete in both Acuity and ARIS until scores have been entered. For support scoring CR items, refer to the Assessment Administration Manual or contact the [NYC Acuity Helpdesk](#) at 866-692-6550.
- Student data for the Acuity Grade 3-8 ITA 1 and HS fall Regents-Year Predictive administrations will be available online five days after material pickup. Contact the [NYC Acuity Helpdesk](#) at 866-692-6550 for help resolving data exceptions or visit the [PA Web site](#) to schedule professional development to assist you in using this data.

ARIS Inquiry Spaces

Deadline: December 15

The Department of Ed has set a mandate for every school to register at least one Inquiry Team to "Inquiry Spaces" on ARIS Connect. This is a very easy process and should only take about 15 minutes of your time. I advise you to view this very helpful webinar that will walk you

through step by step on how to register <http://cfi.sharepoint.com/Accountability%20Overview/Creating%20an%20Inquiry%20Space%200111.htm>. The deadline to do this is December 15th.

PLEASE do not hesitate to call Patrice Williams 212-367-4591 or email pwilliams@aed.org if you need help doing this, she will gladly walk you through step by step if needed.

Also, on ARIS Connect is a community entitled [Collaborative Inquiry Resources](#). It is a public community and has a wealth of resources that will be extremely helpful. Please become a member today!

While the DOE is requiring only one team to register to "Inquiry Spaces" AED is encouraging all teams to use ARIS connect as a collaboration tool. Remember, the goal is for each school to have 90% participation in the inquiry process.

Complete Consolidated Plan

Deadline: December 15

The deadline for the Consolidated Plan has been extended to **December 15** for all schools. As part of the Consolidated Plan, [all schools](#) must complete the **Respect For All** plan. The report provides completion information for the three sections of the plan. The second and third tabs identify personnel. For assistance please contact [Laura Premer lpremer@schools.nyc.gov](mailto:lpremer@schools.nyc.gov) with questions.

Fall Principals' Satisfaction Survey

Deadline: December 21

Please complete the Fall 2009 Principals' Satisfaction Survey by **December 21**. You should have received an e-mail from Chancellor Klein that contains a link to the survey and instructions. Please do not forward this link to your colleagues: it is customized for your school.

Your feedback on the services and support that you receive from your network, ISC, Children First Network, and from central offices is very important in helping us continue to improve services, so we encourage you to participate in the survey. As always, the survey is anonymous and aggregate results will be shared with principals when the survey is complete. You can find a link to your network's results from the April 2009 survey under the "My School Environment Reports & Systems" button on the Principals' Portal.

If you have any questions regarding the survey, e-mail schoolsupport@schools.nyc.gov.

Enter High School Application Choices into SEMS

Deadline: December 23

Middle and high school counselors may now enter students' high school application choices into the Student Enrollment Management System (SEMS; formerly HSAPS). Please instruct counselors that they should click on any student's name from the Applicant Submission List and enter his/her choices on the "Application Details" tab. Be sure to click "submit" after entering choices and to print receipts for families as completed applications are submitted. Counselors should receive high school applications by **December 4**, and they may enter choices into SEMS until **December 23**.

If you have questions, contact the Office of Student Enrollment at HS_Enrollment@schools.nyc.gov.

2010 State ELA & Math Test Scoring

Deadline: December 23

In response to feedback from last year, this year's State test scoring plan will reduce the total time teachers will be out of the building and increase schools' flexibility in the scoring process. This year:

- You will have the option to contribute funds instead of scorers (\$3,000 per scorer to fund equivalent per session scoring).
- The number of scoring days for 2010 has been reduced by half, which means that your staff will spend less time out of the building (6 days for ELA and 6 days for math).
- Information about scoring is being defined earlier in the year to allow for additional planning time.

Your school's scoring contribution will be based on the number of students in grades 3-8. Most schools will be asked to send the same number of scorers as last year, but for half the number of days. Click [here](#) to view expected scoring contributions and dates of scoring. Please continue to check Principals' Weekly and the Principals' Portal for details on how to access the online tool and for updated information on the scoring process as it becomes available.

In early December, you will be asked to indicate whether your school's contributions will be made through staff and/or funds. You should make

your selection through an online tool by **December 23**. In the spring, you will be asked to indicate specific names of staff if you choose to contribute staff time.

If you have questions, please email testadministration@schools.nyc.gov.

Changes to C-30 Regulation

According to recent changes to the [C-30 Regulation](#) governing the selection, assignment, and appointment of principals and assistant principals, hiring managers must consult with their School Leadership Teams (SLTs) before finalizing principal and assistant principal appointments.

This consultation can take place at a regularly-scheduled or a specially-scheduled SLT meeting. In order to stay on-track with the recommended three-month guideline for completing C-30s, we encourage hiring managers to schedule a special SLT meeting if one is not imminent. The hiring manager must send an agenda in advance to all SLT members noting an agenda item to discuss the appointment of X position at the SLT meeting on Y date—do not indicate candidates' names.

Attendees must sign an attendance sheet and the Agreement of Confidentiality/Certification at the SLT meetings. The hiring manager should send these documents, along with the meeting notification and agenda, to the appropriate ISC or CFN. Additionally, the hiring manager should send the appropriate C-30 Coordinator an email stating, "I have consulted with the SLT of [School] on [Date] and wish to appoint [Candidate name] to the position of [specific license area] effective [Date]."

For more information, please consult the [Hiring Page](#) on the Principals' Portal. For questions, contact the Office of School Leadership at SupvSupport@schools.nyc.gov or 718-935-5226.

Complete Safety Plan

Deadline: December 23

The deadline for the Safety Plan has been extended to **December 23** for all schools.