



April/ May Dates

Mon, April 27, 4:00-6:00

Forum on Overage Middle School Students at AED (100 5th Ave.)

Tues-Thu, April 28-30

Site Visits to Holmes Middle School in VA & KIPP in DC

Friday, May 1

Deadline: Make SSO Selection

Tues, May 5, 9:00-3:00

Data & Accountability – 1 at MS 390

Mon., May 11, 4:30-6:00

Dine & Chat: College Readiness in the Middle Grades at IS 254

Wed., May 13, 9:00-11:00

Math Classroom Visit at ISLA (2780 Reservoir Ave., Bronx, NY 10468)

Wed., May 13, 4:30-7:30

MSLP Partners Session: Leadership Coaching #4 at MS/HS 368

Tues., May 19

Critical Friends Group Practice Session at MS 381

Wed., May 20, 11:00-4:00

Network Meeting at MS 381

Fri-Sat, May 29-30, 9:00-3:00

Data & Accountability #2 & #3 at MS 390

AED

100 Fifth Ave.
New York, NY 10011

Phone: 212-367-4594

E-mail: info@middlestart.org

www.middlestart.org

Dear AED PSO School Leaders!

This end of April bulletin shares an exciting set of professional development offerings for the spring! Our Data and Accountability Series is designed to help you and your teams continue to refine the use of data to know your students' strengths and weaknesses; differentiate instruction based on their individual needs; and track student progress towards mastery of knowledge and skills. We'll also be supporting our ongoing professional improvement through network-wide, subject specific lesson studies; workshops to practice Critical Friends Group protocols; the continuation of our leadership coaching series; program design work around our network's overage students, and a Dine & Chat Session dedicated to helping students get on the pathway to college! Finally, we're very excited about our upcoming site visit to Holmes Middle School in Virginia; we'll be sure to take careful notes for those who can't join us.

As we lay out the plans for this spring, summer, and the upcoming fall seasons, we are excited to continue our work together. We appreciate this partnership, we're proud of where we've come this year, and we are eager to support you in your ongoing practice. To this end, please remember that the deadline to make an SSO selection is next Friday, May 1. If you have any questions about the process, don't hesitate to ask any of us.

In Partnership,

Calvin and the AED PSO Team

Math Classroom Visit at
International School for Liberal Arts (ISLA)
Wednesday, May 13
9:00 – 11:00 a.m.
Maximum 12 participants
RSVP to aenache@aed.org by May 4

SAF News

Spring Principals' Satisfaction Survey *This week*

The Spring Principals' Satisfaction Survey will launch at the end of this week. You will receive an e-mail from the Chancellor that contains a link to the survey and instructions. Please do not forward this link to your colleagues; it is customized for your school.

Here are a few important tips to remember about the survey:

- The survey is anonymous and voluntary.
- At any point, you can leave and resume at a later time, provided that you return to the survey on the same computer on which you originally began responding. (This restriction helps us avoid duplicate records.)

- The survey is confidential. No one at your school or the Department of Education will ever see a document with your name or your school's name that contains your individual answers. Your answers will be combined with those of other principals to provide information and help the Department improve its services. This analysis may include combining your responses with schools that have similar characteristics, e.g., school support organization, network, district, or grade-span. When the results have been tabulated, a summary will be made available to you. [Click here](#) to access the last round of results from November 2008.

Your feedback on the services and support that you receive from your SSO, ISC, and the central offices is very important in helping the Department to improve service delivery to schools, so please take a few minutes to participate in the survey. If you have any questions about the survey, contact schoolsupport@schools.nyc.gov.

RSVP for Budget Discussion with Chancellor Klein

Deadline: April 29

All principals are invited to attend a discussion about the budget with Chancellor Klein at 4:30 p.m. on **Wednesday, April 29** at Norman Thomas High School (111 E. 33rd St., Manhattan).

If you would like to attend, please [register online](#) by 5 p.m. on **Monday, April 27**.

Make SSO Selection

Deadline: May 1

The deadline to make your school support organization (SSO) selection is **May 1**. You may choose either to renew your current SSO or choose a different SSO. Use the [online SSO selection tool](#) to submit your decision. You can also indicate a preference for your network affiliation when you select your SSO. SSOs will facilitate your affiliation with a network after SSO matches are finalized in May.

Visit the [Principals' Portal](#) for detailed information about the selection process and resources that will help you explore your SSO options. For each SSO, you can review:

- descriptive profiles
- data on achievement, principal satisfaction, and school composition

- a [calendar of learning opportunities](#) hosted by individual SSOs

You should carefully review this information and discuss your options with key members of your school community, including your School Leadership Team, before making a decision.

If you have questions, please contact your SSO or the Office of School Support at SchoolSupport@schools.nyc.gov.

Updates on Periodic Assessments

Visit the [Periodic Assessment Team's Web site](#) for the latest updates on periodic assessments. Here's what's new this week:

- Be sure to review the new ECLAS-2/EPAL Spring Administration Memo for information on the upcoming ECLAS-2 (April 20 – May 29) and EPAL (May 11 – 29) administrations.
- For Acuity high schools that chose Instructionally Targeted Assessments (ITAs) for window 3, the administration is May 1-11. Materials will begin arriving on April 23.
- Results for the Acuity Regents-Year Spring predictive assessment are available in Acuity. Please read the post-administration memo for more information on scoring constructed response items, resolving exceptions, and viewing the data in ARIS.
- Any school that participated in the second ELL periodic assessment administration and has not sent back materials for scoring must schedule a UPS pickup as soon as possible (follow the instructions in the Test Coordinator's Manual).

And remember, you and your staff can participate in a [wide range of free professional development](#) on periodic assessments. The newest workshops are "Administering and Scoring E-PAL" and "Advanced PD on Performance Series."

If you have any questions, contact periodicassessment@schools.nyc.gov.

Updates on NCLB/SED Accountability

Verification of state and city accountability data will begin in June. You will verify NCLB/SED accountability data using new customized reports in ATS. We've made several

improvements to the verification process this year based on your feedback, including adjusting the timeline so that you will verify most of your data by the end of the school year.

Spending a little time now learning about data verification rules and procedures can save a lot of time later. We encourage you to send a staff member to a data verification training session to learn about this year's verification process and the new verification tools. We're also offering additional training sessions for staff members who are new to the verification process or who need a refresher on accountability rules, nySTART, or Excel.

You can view a calendar of training sessions on the [Principals' Portal](#) or in [ARIS](#). You can register for these sessions on [Protraxx](#) starting April 22 (look under the "DAAR: State and Federal Evaluation" department). Additionally, if you'd like to host a session for 50-75 people at your school, e-mail nystartsupport@schools.nyc.gov. Requests will be accommodated on a first-come, first-served basis. The state will release 2007-08 school report cards on April 22, after which you can share your report card with your community. If you have any questions or need technical assistance, please contact the nySTART support hotline at (212) 374-5765 or [nySTARTsupport@schools.nyc.gov](mailto:nystartsupport@schools.nyc.gov).

Open Market Hiring System Available

The Open Market Hiring System opened Monday, April 20. You can access the system through the "[My Human Resources Reports and Systems](#)" page on the [Principals' Portal](#). You will need to use a computer on the DOE network to access the system.

The Open Market is a resource for hiring regularly appointed teachers (including teachers of speech improvement and attendance teachers), guidance counselors, school psychologists, school social workers, laboratory specialists, school secretaries, and UFT paraprofessionals currently employed by the Department of Education. These employees can use the system to submit applications for principals to consider. Principals use the system as a source of applicant information and a means of contacting applicants and scheduling interviews.

You can now access the blank FY 10 TO in Galaxy in order to create vacancies for posting

in the Open Market. Special allocation categories (TL Forecasted Vacancies and TL Forecasted Vacancies CW) are available to facilitate the creation of vacancies before the FY 10 allocations are issued. Other TO modifications will not be enabled until budget allocations for the 2009-10 school year are released.

Due to expected budget decreases in FY 10, please create forecast vacancies only if you are confident that your school will experience significant attrition in critical areas or significant enrollment growth. Once a vacancy is created and a selection made in Galaxy (even for a forecasted vacancy), the transfer onto your TO is finalized.

For additional information, contact your HR partner.

Distribute High School Supplementary Round Letters Deadline: April 30

Supplementary round high school admissions letters for 8th grade students will be available for pickup **Thursday, April 30** between 8:00 a.m. and 3:00 p.m. Middle schools should arrange to pick up their letters. You can find the pickup location for your district on the [Principals' Portal](#). Letters for 9th grade students in grades 9-12 high schools will be delivered directly to schools beginning April 30. Grades 6-12 high schools need to pick up letters for their 8th and 9th grade students. Translated versions of the letters will be available on HSAPS. Guidance counselors should distribute letters to students beginning Thursday, April 30.

Updates on Summer School

Visit the [Principals' Portal](#) for the latest updates on summer school. Here's what's new this week:

- The summer school purchasing timeline and helpful hints are available on the Principals' Portal.
- Out of School Time (OST) programs are currently finalizing their summer locations. If your school hosts an OST program during the school year and your school will be operating at an alternate site for the summer, you must provide space for the OST program at the alternate site.

For additional information, contact your SSO summer school liaison.

Assessment Memo on NYC Accelerated Grade 8 Tests

[Assessment Memo #11](#), regarding the New York City accelerated grade 8 tests in art, music, and global studies, is now available. Please review the memo and follow the timeline for ordering these tests. For additional information, contact your assessment implementation director.

Special Education Component Applications

We are moving Special Education Component (SEC) applications to new hardware between 5 and 8 p.m. on **April 22** to improve system availability. After this move, you will need to access all SEC applications through the Student Information System (SIS) menu (<http://ats.nycboe.net/>). Please update your bookmarks with this new link. For additional information, contact your ISC.

Review Final Register Projections

Deadline: April 30

Final 2009-10 enrollment projections are available on the [register projection site](#). For schools that submitted a request for review, the final projections will reflect the outcomes of those requests. Please review the final projections for your school and complete the "principal certification" by **April 30**. These projections will be used to determine your school's funding for 2009-10 school year.

If you have any questions about your 2009-10 enrollment projections, contact the Office of Student Enrollment at Projections@schools.nyc.gov. If you have any questions about a review request you submitted, contact your network leader.

Submit Core Curriculum Order

Deadline: May 1

Core Curriculum orders for 2009-10 are due **May 1**. You can place your order on the [FAMIS purchasing portal](#) (click on the "Core Curriculum" link under the "Purchasing/Payments" menu). Orders will be delivered in late July and early August.

You can also [register](#) to attend a webcast to learn about tips for placing your order and preparing for delivery. The webcasts will be held Wednesday, April 22 at 3:30 p.m., and Tuesday, April 28 at 9:30 a.m.

Submit Annual Arts Education Survey

Deadline: May 8

Principals received this year's Annual Arts

Education Survey on **April 21**. *The survey is due online by **May 8***. The survey provides data about arts instruction in your school, and the results are published on your school portal as the "Annual Arts in Schools Report." The survey will support your school's fulfillment of the accountability measures for arts education. Information from this survey will also be used for the compliance checklist. Please note that schools that opened for the first time in 2008-09 do not need to complete the survey.

You can participate in a webcast to learn more about the survey on April 23 at 10:00 a.m. [Registration](#) is required.

You can also attend one of five technical assistance workshops that will help you prepare for this year's survey. The workshops will be held in Manhattan, the Bronx, and Staten Island from April 22 through May 1. For more details or to register, visit www.zoomerang.com/Survey/?p=WEB228ZJFY7VMD.

For additional information about this year's survey, e-mail artscount@schools.nyc.gov.

Campaign for Middle School Success Principals Advisory Committee

Middle school principals are invited to serve on the newly-formed Campaign for Middle School Success Principals Advisory Committee. The committee will help address the campaign's goals of increasing student achievement, closing all existing gaps, and improving engagement and the social development of middle school students in New York City. If you would like to participate, please send an e-mail to Verone Kennedy at vkenned3@schools.nyc.gov.

Complete Annual Inventory

If you have not yet performed your annual inventory of supplies stored in bulk, equipment, textbooks, and other copyrighted educational materials, please do so immediately. As part of this process, you should update your inventory records and remove (discard or transfer to another DOE site or outside entity) obsolete equipment. Within 30 days of completing the inventory, you should electronically submit a signed "Annual Inventory Statement" to your ISC.

For additional information, refer to the [Standard Operating Procedures chapter on "Inventory"](#) or contact your ISC.

Conflicts of Interest Law Training

DOE employees, including teachers, are required by law to comply with the city's Conflicts of Interest Law. DOE employees, including teachers, must also comply with [Chancellor's Regulation C-110](#), which sets forth additional conflicts of interest provisions. Teachers sometimes face situations that could put them in violation of the law. The Conflicts of Interest Board's training staff offers free thirty minute sessions that can cover all the basic conflicts issues for your teachers in an interactive format. Common situations discussed include private tutoring, outside employment, political activities, and the acceptance of gifts from students and parents.

The Conflicts of Interest Board's training staff can come to your school at any time convenient for your staff and do as many sessions as you need to train all your teachers (and other school staff, if possible). To arrange training at your school, please call Alex Kipp at (212) 442-1421.

If you or any of your staff have any questions about the Conflicts of Interest Law or Chancellor's Regulation C-110, please contact Samantha Biletsky at (212) 374-3438, or sbiletsky@schools.nyc.gov.

Workshops, Events

Forum on Overage Middle School Students *Monday, April 27, 4:00-6:00 p.m.*

The Academy for Educational Development (AED) and Advocates for Children (AFC) are hosting a Forum for school, network, and district leaders on developing opportunities, programs and services for overage Middle School students in New York City. This forum, which will take place **at AED (100 5th Ave., 8th Floor, NYC)**, is designed to gather stakeholders from across the city to identify common challenges and share information on promising practices to address the needs of the growing overage middle school student population. The forum will offer participants the opportunity to gain a deeper understanding of the issues affecting these students, make connections and partnerships with colleagues, and leave with detailed information on programs that can be implemented in their own schools.

Dine & Chats: College Readiness in the Middle Grades *Monday, May 11, 4:30-6:00 p.m. at IS 254*

Maud Abeel, AED Senior Program Officer, will present an introduction to understanding and defining in concrete terms what it means to address college readiness in the middle grades.

Data and Accountability in Your Schools Series *May 5, 29, and 30, at MS 390*

Facilitated by Nancy Brogan and Laura Winter of **Logon for Learning**, this professional development series is designed to help principals/school leadership teams become data savvy by learning to use data to continually improve school performance. **Participants of the Institute are expected to attend all sessions.**

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| Session 1 | Tuesday, May 5, 9:00-3:00 |
| Session 2 | Friday, May 29, 9:00-3:00 |
| Session 3 | Saturday, May 30, 9:00-2:00 |
| All sessions are held at MS 390 (1930 Andrews Ave., Bronx, NY 10453) <i>Meals are provided</i> | |

Closing the Achievement Gap Forum with Dr. William Tate *Wednesday, May 20, 5:00-7:30 p.m.*

Middle school principals and their teams are invited to attend the next "Closing the Achievement Gap" forum: "Factors that Predict and Moderate METS (Math, Engineering, Technology and Science) Achievement: A Conversation with Dr. William Tate." Dr. Tate is professor and chair of the Education department at Washington University in St. Louis.

The forum will take place on **May 20** from 5:00 p.m. to 7:30 p.m. at the Harlem Renaissance Technology Center (425 W. 123rd Street, 6th Floor; Manhattan). Space is limited, and pre-registration is required. For more information, contact Anita Cassity at acassity@schools.nyc.gov.



AED PSO Support Services – April/May 2009

Forum on Overage Middle School Students

Monday, April 27, 4:00-6:00

AED (100 Avenue at 15th Street, 8th Floor, Manhattan)

PSO Site Visit to Holmes Middle School in Fairfax, VA

Tuesday-Thursday, April 28-30

Data and Accountability – Session 1

Tuesday, May 5, 9:00-3:00

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

AED Leadership Fellows Class: Academic Rigor

Wednesday, May 6, 4:30-8:30

MS 80 (140 E. Mosholu Parkway, Bronx, NY 10467)

Dine & Chats: College Readiness in the Middle Grades

Monday, May 11, 4:30-6:00

IS 254 (2452 Washington Ave., Bronx, NY 10458)

Math Classroom Visit at International School for Liberal Arts (ISLA)

Wednesday, May 13, 9:00-11:00

2780 Reservoir Avenue, Bronx, NY 10468, tel. 718-329-8570

Middle School Partners in Leadership Program: Coaching Session 4

Wednesday, May 13, 4:30-7:30

MS/HS 368 IN-TECH Academy (2975 Tibbett Ave., Bronx, NY 10463)

Making the Connection Team Meeting

Monday, May 18, 3:00-5:00

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

Critical Friends Group

Tuesday, May 19

MS 381 (240 E. 109th Street, New York, NY 10029, tel. 212-289-4204)

Network Meeting

Wednesday, May 20, 11:00-4:00

MS 381 (240 E. 109th Street, New York, NY 10029, tel. 212-289-4204)

AED Leadership Fellows Class: Leading Change

Thursday, May 21, 4:30-8:30

MS 80 (140 E. Mosholu Parkway, Bronx, NY 10467)

Data and Accountability – Session 2

Friday, May 29, 9:00-3:00

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

Data and Accountability – Session 3

Saturday, May 30, 9:00-2:00

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



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