



Feb./March Dates

Sat., Feb. 28, 9:00-3:00

AED Leadership Coaching and Partners Program Kick-Off at IN-TECH Academy MS/HS 368

Mon, March 2

NCLB/SED: Review Grades 3-8 Tested/ Not Tested Report

Fri., March 6

Deadline: Review 2009-10 Enrollment Projections

Fri., March 6, 9:00-3:00

AED Cultural Competency Seminar at Frankie & Johnnie's Pine Tavern in the Bronx

March 10-11

State Math Test Admin. Make up Dates: March 12-20

March 16-18

CCL Institute for Fellows APs in NC

March 17-20

CCL Institute for participating Principals in NC

Wed., March 18, 9:00-12:00

Inquiry Team Chairperson Meeting. Location TBA.

March 24

Deadline: Review BEDS Day Enrollment Report

On the Horizon

April 29

Site Visit to Holmes Middle School in Fairfax, VA

AED

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New York, NY 10011

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Dear AED PSO School Leaders!

Passing the halfway mark of the school year is a significant benchmark. We are eager to remain focused on helping you to meet your 2008-2009 goals. At this midway point, it is important that we begin to balance our focus between improvements and supports for this year with a look towards changes for next year. But, it is important that we remember the lessons learned from our colleagues in Singapore who remove two items from their math curriculum every time they add one more! Let's continue to evaluate our current programs and supports to determine which are valuable, and which are not worth the effort, as we practice the philosophy of less is more and focus on the strategies, structures, and supports that will be most effective.

In the spirit of self-assessment and continual improvement, the AED PSO will turn our focus in this next month or two towards supporting each school through a mock School Quality Review process. While most of our schools are exempt from a formal review this year, we believe that using these tools and frameworks to evaluate our progress is a best practice. We will reach out to each school individually to schedule your mock review.

Additionally, now that the USDOE-funded Middle School Leadership Project has launched, the AED PSO network now has access to a range of exciting leadership professional development opportunities. We hope you will take advantage of these experiences, as they are truly in line with the focus areas of our PSO! Below are the first few opportunities we're offering:

- **Coaching for Leadership:** Network Principals are invited to a breakfast / project launch this Saturday – coupled with the first in a series of *Coaching for Leadership* workshops with John Schoener. This series provides principals and school leaders with a repertoire of coaching skills and strategies for developing an empowered professional learning community that supports continual school improvement. If you are participating, plan on attending all five sessions. After Saturday's session, there are three after-school sessions (from 4:30 to 7:30 March 25, April 22, and May 13) and a half-day session (from 1:00 to 4:00 on June 3. All will take place at the IN-TECH Academy (MS/HS 368) at 2975 Tibbett Avenue, Bronx, NY 10463.
- **Cultural Competency Seminar:** Teams of faculty and staff from our network schools are invited to attend a full day workshop on cultural competency with Dr. J. Otis Smith. Participants will learn tools and strategies to help them increase their perceptiveness, communication skills, and their ability to build inclusive communities where all students thrive. This session will take place on Friday March 6, from 9:00 to 3:00 at Frankie and Johnnie's Pine Tavern in the Bronx.
- **Center for Creative Leadership Institute in Greensburg, NC:** This program is offered for APs participating in the Fellows Program and Principals participating in the Partners Program. Using self-awareness tools and activities to enhance leadership capabilities, participants will learn strategies for continuous development through extensive assessment, group discussions, self-reflection, small group activities and personal coaching.

We wish you the best of luck as your school gets ready for the administration of the math exams, and we look forward to our ongoing work!

Warmest regards – Calvin, Risa, and the AED PSO Team

SAF News

- Visit the **sharepoint** site regularly. The URL is <http://cfi.sharepoint.com>. Access to "SMART" goal setting, The interface guide, The Quality Review Criteria Rubric (new and existing), and a host of other resources is available.
- Within the **QR criteria rubric**, indicator (4.2) refers to teachers taking part in inquiry teams and other structured professional collaborations (informed by examination of student work, assessment outcomes and their own peer observations) and share in the instructional leadership of the school with the goal of improved student learning. In this particular area a **well developed school** is one where school leaders provide a structure that encourages consistent (at least weekly) and active participation in the inquiry process through inquiry teams and/or other collaborative groups to examine student work and assessment outcomes and improve student learning. Distributive leadership structures are embedded and ensure that teachers are part of key decisions that impact their work. School leaders have created a system that allows all core subject teachers and support providers to participate in collaborative teams where professionals discuss their practice, look at student work and data, share resources, set up intervisitations and engage in collaborative inquiry.
- The **Office of Accountability (CFI)** is in the process of designing an Inquiry Team self assessment rubric. Please begin thinking about where your team(s) is right now. We will discuss stages of development within the inquiry cycle at our next ITC meeting.
- **Round III SAF visits** will include participating in **school based inquiry team meetings**. Look for an email if I have not already contacted you.

The next **Inquiry Team Chairperson meeting** will be **Wednesday, March 18th**. Location TBA.

Kim Outerbridge, SAF

Updates on State Math Test Administration March

Administration of state math test begins next week:

March 10-11 for grades 6-8

Make-up dates are:

March 12-20 for grades 6-8

Learning Environment Survey Kickoff This week

This year's Learning Environment Survey kicks off this week. The survey deadline is **April 24**. Please review the following important information about the survey:

Timeline

- **Parent surveys:** Middle schools that opted to have parent surveys sent in bulk to the school received surveys earlier this week. Elementary schools will receive parent surveys between now and **March 12**. If you elected to have surveys mailed directly to parents, the bright green envelopes will arrive the second week of March. Please ask your parents to look for them.
- **Teacher surveys:** You will receive teacher surveys the first week of March.
- **Student surveys:** Middle schools and District 75 schools will receive student surveys between **March 11 and March 20**. High schools and 6-12 schools will receive surveys between **March 17 and March 28**. Please schedule time to administer student surveys on a single day during the first week in April.

Tracking Information

Once your surveys have shipped, your survey coordinator will receive a tracking number by e-mail that you can use to track your surveys if they do not arrive the next day.

Online Survey and Survey Hotline

Please help us "go green" by directing parents to the online version of the survey at www.nyc.gov/schools/surveys. The site is up and running.

If parents have difficulty logging on to the site, they can call the survey hotline at (800) 690-8603. Students and teachers can contact their school's survey coordinator if they have a problem accessing the online survey. If the survey coordinator cannot assist them, they can call the survey team at (212) 374-6646. Because teacher surveys are anonymous, we will not be able to reissue surveys that teachers lose. For additional information about the survey, please visit the "survey resources" link at www.nyc.gov/schools/surveys or contact the survey team at (212) 374-6646 or surveys@schools.nyc.gov.

Updates on NCLB/SED Accountability

Deadline: March 2

1. Review Grades 3-8 Tested/Not Tested Report This Week (Elementary and Middle Schools)

The State Education Department has released the grades 3-8 ELA Tested/Not Tested reports on nySTART. Release notes, which include important information about each report, are posted at www.emsc.nysed.gov/irts/nystart/release-notes.shtml. The report shows which of your students were on register on any day of the official state testing window (January 12-23 for grades 3-5; January 20-30 for grades 6-8).

Please review these reports this week to ensure that all students appear with the correct testing status. If you find an error in the testing status for a particular student, please contact your assessment implementation director or CFN liaison as soon as possible, and no later than **March 2**.

2. Review BEDS Day Enrollment Report by March 24

The 2008-09 BEDS Day enrollment report is also on nySTART. You will need to review this report by **March 24**. Verification instructions and answers to frequently asked questions about this report are available on the Principals' Portal at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

3. Guided Analysis Reports for the 2008 ELA and Math Exams

These reports have been rewritten and are now available on nySTART for your use.

4. Clean Data for Future Verification Cycles

The DOE prepared a guide for data specialists earlier this year to support schools with data verification. The two-part guide is available on the Principals' Portal at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

5. nySTART Access

Please ensure that the appropriate members of your school and network support staff (including your SAF and network leader) have the appropriate access to your school's data on nySTART. You can review information about granting nySTART access at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

For additional updates, please visit <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>. If you have any questions or need technical assistance, please contact the nySTART support hotline at (212) 374-5765 or nySTARTsupport@schools.nyc.gov.

Fifth Pickup for LAB-R Answer Documents

Deadline: March 6

The fifth pickup of LAB-R and the Spanish LAB is scheduled for **March 6**. There will also be a final pickup June 12. LAB-R and Spanish LAB are administered only once, at the time of initial enrollment to the New York State public school system, to students whose home language is not English. The tests are hand scored at the school site to be used for class placement in bilingual or ESL classes if needed. You should hand-deliver the answer documents for your students to your ISC office by noon on March 6 and June 12. For more information about LAB-R, please read Assessment Memo #2 at http://schools.nyc.gov/Accountability/Reports/Da/ta/Testmemos/2008-09/2008-09_memo_02.PDF.

If you have additional questions, please e-mail Jose Garcia at jgarcia17@schools.nyc.gov.

New Reports Available in ARIS

Starting this week, new reporting tools in ARIS make it easier to look at how different groups of students perform on various assessments over time. ARIS Reports enables you to access aggregated student data and analyze it the way you want. With ARIS Reports you can:

- Visually chart information to make comparisons and trends clear
- Easily identify areas of strength and weakness across different populations of students
- Explore your students' performance across subject areas and assessments
- Determine instructional areas of strength and need

The reports make it easy for you to analyze large amounts of student assessment information to make informed instructional decisions. You can also download data from the reports into spreadsheets to combine them with information you and your teachers collect in class. Over the next few months, we'll be adding more reports and data to ARIS, along with the ability to save and subscribe to reports, which

will allow you to find and share the most important information quickly.

In addition to this new reporting tool, we have expanded the advanced search function in ARIS Connect to make it easier for you to find schools that serve a student population that's similar to yours so you can share ideas and best practices. You can try out these new tools by logging on to ARIS at <http://schools.nyc.gov/ARIS>.

Updates in Periodic Assessments

1. Periodic Assessment Feedback Meetings

We're conducting feedback meetings with educators throughout the month of March to explore key questions about how schools use periodic assessments.

These meetings will be held from **February 26 through March 19** at locations in Brooklyn, the Bronx, Manhattan, and Queens. Please visit <https://schools.nyc.gov/webex> to view the list of sessions and to register. Any educator with experience in periodic assessments is invited to attend, but participants must register in advance.

2. Periodic Assessment Educator Feedback Survey

There's still time to share your feedback on how we can improve the periodic assessment program. The periodic assessment "key contact" at your school received an e-mail invitation last week. No action is required from you, although you are welcome to participate in the survey or forward it to appropriate members of your staff, including classroom teachers or coaches. The survey is completely anonymous. We will not collect the names or schools of respondents.

The survey will take about 20 minutes to complete and will be available online until **February 27** at www.surveymonkey.com/s.aspx?sm=uWLWeMkAPNcAl6jT1q4epA_3d_3d.

Review 2009-10 Enrollment Projections Deadline: March 6

The 2009-10 initial enrollment projections are available on the register projection Web site at <https://ats.nycboe.net/SIS/RPS/RPSHome.aspx>. The site allows you to review your initial register projection for the 2009-10 school year. The projected register will be used to determine your school's funding for 2009-10 school year. The deadline to review the initial register projections

and submit a request for review (if necessary) is **March 6**.

An instruction manual and other resources are available on the site. You can attend a webcast about the register projection process on **Wednesday February 25** at 10 a.m. To register for the webcast, visit www.learningtimes.net/osepowebcasts. A recording of the webcast will be available on that site if you are unable to attend. If you have any questions about the 2009-10 enrollment projection process, contact the Office of Student Enrollment at Projections@schools.nyc.gov or (212) 374-6786.

Progress Report Feedback Sessions March

Principals can participate in feedback sessions on the Progress Reports in preparation for the release of this year's reports. These sessions will give you an opportunity to provide direct feedback on each component of the Progress Report. If you are interested in attending one of these sessions, please RSVP to OAServiceDesk@schools.nyc.gov with "Progress Report Review Session RSVP" in the subject. Space is limited to 25 people per session.

If you cannot attend one of the sessions but would like to provide feedback, please e-mail us directly at PR_Support@schools.nyc.gov or contact your SAF or Network Leader.

Sessions for elementary/middle/K-8 schools:

Mon, March 2	Queens ISC 28-11 Queens Plaza North, Room 510
Wed, March 4	Bronx ISC 1 Fordham Plaza, Room 838
Wed, March 11	Manhattan ISC 333 7th Avenue, 7th Fl Conference Room
Tues, March 17	Brooklyn ISC 131 Livingston Street, Room 508A

Sessions for transfer schools will be scheduled in April.

Grants, Workshops, Events

Professional Development on Periodic Assessments

P-Credit Courses

Your teachers can register for any of several P-credit courses on periodic assessments this

semester. Courses include “Advanced Periodic Assessment and Data-Driven Instruction,” “Periodic Assessment and Data-Driven Instruction for Beginners, Grades 3-8 Focus,” and “Periodic Assessment and Data-Driven Instruction for Beginners/Intermediates, High School Focus.”

To register for any of these courses, visit www.nycenet.edu/aspdp. For additional information, e-mail Emily Weiss at eweiss11@schools.nyc.gov.

mClass Pilot Program

New spring professional development opportunities for the mClass program are now available. These sessions will focus on using benchmark and progress-monitoring data to drive instructional decisions. To register, please visit www.eventville.com/wireless.

English Language Learner Periodic Assessments

Teachers in grades 3-12 who work with ELLs and who administered the ELL periodic assessments in November can attend a workshop on accessing and interpreting their student’s results on **March 3 and March 13**, 8:30 a.m. – 12:00 p.m. at the Harlem Renaissance Community Technology Center at PS 125 (425 West 123rd St., 6th floor, Manhattan). You can register at <http://schoolsny.webex.com>.

Free Sessions at Your School

If you are interested in hosting a professional development session about periodic assessments at your school, please contact Bethan Noonan in the Office of Accountability at bnoonan@schools.nyc.gov.

If you would like to invite a professional developer to present on any of the periodic assessments at an upcoming network meeting for data specialists or inquiry team members, please ask your SAF or someone on your network team to contact Bethan Noonan in the Office of Accountability at bnoonan@schools.nyc.gov. The content and format of these sessions will be tailored to meet the needs of the participants.

Acuity

You can sign up for live webinars to learn more about Acuity at www.regonline.com/nycacuitywebinars. Recorded webinars and professional

development materials are also available at <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments>.

Performance Series

On-site professional development is available during the 2008-09 school year to help support your implementation of Performance Series. To register for these sessions, please visit www.performanceseries.com/nyc.

AED Cultural Competency Seminar Friday, March 6

This seminar will be conducted by Dr. J. Otis Smith, an expert in human motivation, group and adolescent behavior, and multicultural counseling. For more details see attached flyer. The Seminar will take place at **Frankie & Johnnie’s Pine Tavern from 9:00 a.m. to 3:00 p.m.** Who can attend: principals, APs & school teams focused on social/equity/ cultural competency.

MSLP Institute for Bronx Principals at CCL March 17-20

This institute prepares select principals to serve as Principal Mentors. It is held at the Center for Creative Leadership in Greensboro, NC. AED covers all institute costs, including transportation, lodgings, and meals.

Youth Studies Certificate (YSC) Program Spring 2009

Hostos Community College is offering the undergraduate certificate in Youth Studies. See attached document for details and application. Application deadline is March 13.

The Celebration of Teaching and Learning March 6-7 at Hilton

The 2009 Celebration of Teaching & Learning is a premier professional development conference where K-12 educators come together to help shape the future of our schools. JP Morgan Chase, one of our funders, offered a ticket to each AED PSO school to enable a school staff member to attend this conference.



AED PSO Support Services – Feb./March 2009

The Network Meeting in March has been cancelled.
The next Network Meeting will be held on April 1.

MSLP: Coaching for Leadership Series
Saturday, February 28, 8:30-3:00
MS/HS 368 IN-TECH Academy (2975 Tibbett Ave., Bronx, NY 10463)

AED Cultural Competency Seminar
Friday, March 6, 9:00-3:00
Frankie & Johnnie's (1913 Bronxdale Ave., Bronx, NY 10462, tel. 718-792-5956)

AED Young Adolescent Leadership Group
Monday, March 9, 4:00-5:00
MS 390

Inquiry Team Chairpersons Meeting
Wednesday, March 18, 9:00-12:30
Location to be announced.

CCL Institute for APs Participating in the MSLP Fellows Program
March 16-18
Center for Creative Leadership in Greensboro, NC

CCL Institute for Principals Participating in the MSLP Partners Program
March 17-20
Center for Creative Leadership in Greensboro, NC



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