

January Dates

Tues., Jan. 10, 8:30-3:00
Math Study Group @ MS254

Wed., Jan. 11, 12:00-4:00
Principals' Meeting
FHI360 NY Office

Thu-Fri, Jan. 19-20, 8:30-3:00
NTC Mentoring @ FHI360

Tues, Jan. 24, 8:30-3:00
Strategies that Work @ FHI360

February

Fri.-Sat., Feb. 3-4
Network Retreat @ Tarrytown
House

Wed., Feb. 8, 8:00-11:00
Elem Mini-Network Meeting
PS 89

Mon., Feb. 27, 8:30-3:00
Math Study Group
Location: TBD

March

Tues., March 6, 8:30-3:00
Math Workshop @ FHI360

Thu., March 8, 9:00-3:30
Strategies that Work with
Stephanie Harvey
Location: TBD

Tues., March 13, 8:30-12:30
Principals' Meeting @ FHI360

Tues., March 13, 8:30-3:00
Math Study Group @ FHI360

Wed., March 21, 8:00-12:00
Elem Mini-Network Meeting
Location: TBD

FHI 360 NY
71 Fifth Ave.
New York, NY 10003
Phone: 212-367-4575
E-mail: info@middlestart.org
www.middlestart.org

Hello Principals,

I hope that you had a restful break. I wanted to take this opportunity to introduce myself and set up times that I could come and visit your schools within the next week or so. I am very excited to be your network leader and look forward to getting to know each of you and your schools. Establishing our working relationship is my first priority coming into this position. Having been a principal for over 12 years, I realize just how difficult your job can be. To that end, it is my hope to support your work with the common goals of bettering instructional practice, increasing student outcomes and building upon our current network/school support system to further develop human and organizational capacity.

For the time being, I can be reached at either mseikis@fhi360.org or 1-518-879-1112. Please do not hesitate to call or email me anytime with questions, concerns and/or ideas that I can assist you with. If you have time this week and would like to meet, please let me know and I will make it to your school. I am hoping to make it to all of our network schools this week.

Later this week, I will be sending you preliminary agendas for the January principal meeting and for the February retreat in order to get your feedback prior to finalizing it. We want this time to not only be a constructive medium with which we delve into various educational strands that impact your work, but also a celebration of your accomplishments as well as an opportunity for us to increase our cohesion through open dialogue in a somewhat social and open context. Again, I hope you had a great break and I look forward to hearing from you and to visiting your schools. Happy New Year and be well.

In Partnership,

Michael Selkis and the FHI360 PSO Team

Math Study Group with Oni Hutchinson

Tuesday, January 10 8:30 - 3:30
MS254 (2452 Washington Avenue, Bronx, NY 10458)

Principals' Meeting

Wednesday, January 11 12:00 - 4:00
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

Santa Cruz New Teacher Center Mentoring

Thursday-Friday, January 19-20 8:30-3:00
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

Strategies that Work with Risa Sackman: Non Fiction Reading and Writing Strategies

Tuesday, January 24 9:00 - 3:00
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

February 2012

Network Retreat

Friday and Saturday, February 3-4
Tarrytown House (49 E. Sunnyside Lane, Tarrytown, NY 10591)

Elementary Mini-Network Meeting Using Instructional Rounds with Judi Aronson

Wednesday, February 8 8:00 - 11:00
PS89 (265 Warwick St., Brooklyn, NY 11207)

Math Study Group with Oni Hutchinson

Monday, February 27 8:30 - 3:30
Location: TBD

March 2012

Math Workshop with Oni Hutchinson

Tuesday, March 6 8:30 - 3:30
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

Strategies that Work with Stephanie Harvey

Thursday, March 8 9:00-3:30
Location: TBD

Principals' Meeting

DOE Investigations & Prosecutions: Everything You Ever Wanted To Know

Tuesday, March 13 8:30 - 12:30
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

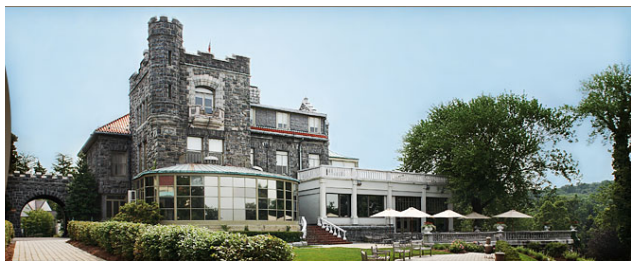
Math Study Group with Oni Hutchinson

Tuesday, March 13 8:30 - 3:30
FHI360 NY Office (71 Fifth Ave., 6th Floor, New York, NY 10003)

Elementary Mini-Network Meeting Using Instructional Rounds with Judi Aronson

Wednesday, March 21 8:00 - 12:00
Location: TBD

Please register the participants for all events with Aurelia Enache at aenache@fhi360.org or call her at 212-367-4575. Timely registrations are required to ensure that meeting space, materials and food are adequate for the participants.



NETWORK RETREAT

Friday and Saturday, Feb. 3-4, 2012

Tarrytown House

49 E. Sunnyside Lane, Tarrytown, NY 10591

www.tarrytownhouseestate.com

We'll have the winter retreat at the Tarrytown House, on Feb. 3 and 4. Checking in starts at 4:00 p.m. Guests are welcome to meet in the lobbies or bar area until dinner time. After dinner we'll have a general meeting to discuss the agenda for the next day and issues of interest you'd like to share. On Saturday schools will work in groups and share practices with all schools before the retreat ends by 3:30 p.m.

Logistics

The retreat expenses will be covered by FHI360 PSO as follows:

- 1 single room and 2 double rooms per school (total of 5 people per school)
- Meeting room rentals, A/V equipment
- Meals (dinner, breakfast, lunch, break refreshments)

If you want to bring more people than specified above you need to pay for their rooms. For this you need to contact Tarrytown House directly to reserve and pay for the additional rooms. Contact person: Michael Lavery, tel. 914.591.3130 or mlavery@destinationhotels.com.

The pay rates are:

- Single Customized Meeting Package: \$265 per person.
- Double Customized Meeting Package: \$210 per person.

Amenities included in our retreat package are wireless internet, daily in-room coffee, and unlimited use of the fitness center, heated swimming pool, seasonal tennis, volleyball, basketball, horseshoes, bocce, wireless HSIA and business center facilities.

We need to submit a rooming list by Jan. 15. Please

*send the names of the participants and kind of rooms you need to Aurelia Enache at aenache@fhii360.or by **January 13th**.*

Santa Cruz New Teacher Center Mentoring

The New Teacher Center of Santa Cruz has been awarded a grant by the Petrie Foundation to provide high quality PD to our schools through the mentors, and to support the professional development of new teachers. Seven schools from our network were selected to participate in this program: PS15, MS254, PS264, Q356, MS366, MS390 and PS971.

The first PD session will be on Jan. 18-19, 8:30-3:00, at FHI360 (71 Fifth Ave., 6th Floor).

For more information and questions contact Oni Hutchinson (onifanewyork@aol.com).

Taking Your Co-Teaching Partnership to a Higher Level

With Sonya Heineman Kunkel

February 2, 2012 8:00-3:30
Radisson - New Rochelle
1 Radisson Plaza
New Rochelle, NY 10801
914-576-3700

Sonya Heineman Kunkel, a highly experienced special educator and co-teaching expert, will provide cutting-edge, practical and easy-to-implement tools to strengthen your co-teaching practices. You will learn about the eight components of co-teaching over a developmental continuum. By self-evaluating your current practice, you will be able to customize information from the seminar to apply a great variety of **advanced** co-teaching strategies and instructional tools.

In addition, Sonya will provide you with classroom-proven methods for meeting the demands of RTI while still maintaining curriculum standards in

the classroom. To increase the effectiveness of the seminar, Sonya will show real classroom video clips of co-teaching in action. You will leave Sonya's seminar energized and enthused about taking your co-teaching practices to a higher level.

Because co-teaching is a partnership, teaching teams are greatly encouraged to attend. For more info visit

<http://www.ber.org/seminars/CourseInfo.cfm?seid=X C32W1-WHI>

Viviane Verstandig, Literacy Achievement Coach and Sara Panag, Special Education Coach will attend the workshop to further support the teams attending the session.

Register your co-teams with Aurelia Enache at aeenache@fhi360.org. For questions contact Viviane Verstandig at vversta@schools.nyc.gov.

Teacher Facilitative Leadership Training

Teacher Facilitative Leadership Training is an opportunity for teachers to engage in use of protocols to strengthen their instructional and facilitative skills as teacher leaders in their classrooms and in teacher teams. Participants will develop strategies for effective communication and team building skills to effectively facilitate professional conversations amongst their peers. There are 2 separate training courses participants may choose from:

NYU Metro Learning Communities

This course fosters facilitative leadership skills and developing teacher leaders. In a series of 6 sessions, participants will be introduced to structures, protocols, and adult learning research. These will provide the skills and knowledge necessary for facilitating productive professional development sessions, grade or staff meetings, inquiry initiatives and inclusive classrooms.

UFT Teacher Center

This 6 session series on facilitating teams will focus on two strands. The Effective Communication strand will target the necessary skills and structures for effective communication to accomplish meaningful team work. The Team Building strand will introduce the strategies necessary for conducting productive meetings to build and sustain cohesive school wide teams.

When: 6 Monthly sessions from January to June 2012; each session will be 4 hours (2 – 6PM).

Where: Location to be determined.

What Else: Participants will receive 3 hours of per session (3-6PM) for each session. Participants are expected to attend all six sessions, do all readings, facilitate at their schools and co-facilitate at the sessions. They will share their work at a Cluster 5 Teacher Leadership Symposium at the end of the school year.

Participating schools: PS15, JHS22, MS254, M302, MS366, MS381, and PS971.

Schedule:

NYU	Friday	Jan. 25, Feb. 10, March 16, April 20, May 18, and June 7	NYU - 19 University Place (Great Room)
UFT	1	Jan. 13, Feb. 2, March 1, May 1, May 22, and June 7	Manhattan UFT - 52 Broadway (19th Fl. Room D)
UFT	2	Jan. 13, Feb. 2, March 1, May 1, May 22, and June 7	Manhattan UFT - 52 Broadway (19th Fl. Room H)
NYU	Thursday	Jan. 19, Feb. 9, March 15, April 26, May 17 and June 7	NYU Metro Learning Communities - 726 Broadway (Room TBD)

Quality Teaching for English Learners Workshop (QTEL)

Participants in QTEL Workshop must attend all 5 sessions:

Date	Time	Location
December 9	8:30 – 3:30	90-27 Sutphin Blvd., Queens, Room 2A
December 22	8:30 – 3:30	131 Livingston St., Brooklyn, Room 610
January 5	8:30 – 3:30	131 Livingston St., Brooklyn, Room 610
January 10	8:30 – 3:30	131 Livingston St., Brooklyn, Room 610
January 13	8:30 – 3:30	131 Livingston St., Brooklyn, Room 508A

Participating schools: PS15, JHS22, MS381, MS390, and PS971.

Teachscape



Teachscape *Walk* is a handheld-based tool that provides an easy-to-use data collection, analysis and reporting system for brief, targeted classroom observations. Teachscape *Walk* enables instructional leaders to get a snapshot of what is happening in the classroom by quickly and easily collecting evidence of instructional practice, and enables principals and instructional leaders to review updated data and run powerful reports to help identify trends and patterns.

The Teachscape *Walk* innovative data collection and reporting technology, combined with Teachscape's seven-stage classroom walkthrough research-based process, provides a framework for reflective discussions, data analysis, action planning, and program monitoring. This methodology helps instructional leaders continuously improve and adapt classroom practices to increase student achievement.

- If you have questions about accounts, workspace access, technical challenges, etc., please email support@teachscape.com and copy to Risa Sackman (risasackman@mac.com) and Karyn Scarcella (Karyn.Scarcella@teachscape.com).
- If you have questions about your DCT program implementation, your TXL licenses, or any other aspect of the project work, please contact Karyn Scarcella (Karyn.Scarcella@teachscape.com).

Mathematics Workshops

With Oni Hutchinson

Next . . .

- ❖ **Implementation Plans for CCSL Math Expectations for School Year 2011-12**
Tuesday, March 6, 8:30 – 3:00 @ FHI360 NY
71 Fifth Ave., 6th Floor, NYC 10003
- ❖ **Planning with the 2012-13 DOE Expectations on Common Core 2014**
Tuesday, June 12, 8:30 – 3:00 @ FHI360 NY
71 Fifth Ave., 6th Floor, NYC 10003



Math teachers working during a workshop session.

In these workshops, math teachers and teams will:

- Explore the process of mapping their current curriculum.
- Align the maps to the common core standards.
- Create common assessments and set goals and benchmarks to achieve success in the classroom.
- Review lesson studies that help promote student learning.
- Explore different technology.
- Construct assessments that are aligned with the NYS Mathematics Assessments.

Mathematics Study Group

With Oni Hutchinson

- January 10
- February 27
- March 13
- April 3
- May 1

We are modeling a "Japanese Mathematics study group" where we are doing *Lesson Studies* which involves a group of teachers working together on a broad goal and developing lesson plans that are observed, analyzed, and revised. Our focus

throughout this process is on improving student thinking and making our lessons more effective.

Strategies that Work Series 2011-2012

Schedule

- November 3, 8:30 – 3:00
- December 1, 9:00 – 3:30
- January 24, 9:00 – 3:30
- March 8, 9:00 – 3:30

This professional development series helps school-based teacher teams (2-5 teachers per team) to develop intellectually-charged Active Literacy strategies that engage students to use their own minds to identify issues, gather resources, synthesize information, and ask questions that lead to new learning.

Non Fiction Reading and Writing Strategies

(A Continuation of the Strategies that Work Series)

Tuesday, January 24, 2012

9:00 am - 3:00 pm

NEW FHI 360 Offices

(71 Fifth Ave., 6th Floor, New York, NY 10003)

As promised, the FHI 360 PSO is offering a continuation of our **Strategies that Work** series so our teachers may continue to deepen and extend their ability to deliver high quality instruction around non-fiction reading. This full day session, which will be held at the new FHI 360 offices (76 5th Avenue, NY, NY) from 9:00 - 3:00 (with lunch provided), is designed to extend exposure to highly effective reading strategies, share best practices, work collaboratively to overcome barriers, and prepare for the March 8th session with Stephanie Harvey, co-author of *Strategies that Work*. School-based teacher teams will work together to develop intellectually-charged active literacy strategies that engage students to identify issues, gather resources, synthesize information, and ask questions that lead to new learning.

Outcomes: Teachers who participate in this workshop will leave with reading strategies they can use across subject areas to help students learn to read for understanding and engagement, and demonstrate their knowledge in a variety of ways.

To Participate:

1: Send the same core team that has participated in the previous events (November 3 and December 1).

2: **RSVP by this Tuesday, January 17** (and let us know the grade level(s) your team teaches).

3: Have your school-based bring:

- Their resources to support the work: *The Comprehension Toolkit*, *Comprehension Intervention* (Grades 3-6), and *Toolkit Texts*.
- At least one sample lesson plan they implemented related to *Strategies that Work*.

If you have any questions, please contact Risa Sackman via email at risasackman@mac.com.

Early Ed and Elementary Support

With Judi Aronson

Schedule

- October 26, 8:00–12:00 @ PS15
- November 30, 8:00–12:00 @ PS971
- February 8, 8:00–11:00 @ PS89
- March 21, 8:00–12:00
- April 18, 8:00–12:00
- May: TBD

These mini elementary network meetings will review and use the protocol for conducting instructional rounds, learn how to formulate a useful problem of practice that focuses on the instructional core, engage in collaborative problem solving around the classroom visits, and integrate the Danielson Framework and use the tools provided by Teachscape to help fine tune our observation skills.

Our first meeting was at PS 15 on Oct. 26th. We collaboratively identified a problem of practice and visited classrooms to observe learning. We used the Affinity Protocol to identify patterns and trends. At the end we developed next steps that address the problem of practice.

School Quality Review

With Gail Gaines

It is that time again: quality review time

Quality Reviewers send emails stating date and time of their arrivals and what to have ready for them

when they arrive. If we only had time to prepare we would be ready for them. Time is the key. Take some time now so that when you get that email you will be ready. Quality Reviews were developed to assist schools in raising student achievement. It focuses on the **coherence** of a school's systems, **measures** how well it is organized to meet the needs of its students and adults, as well as **monitors and improves** a school's instructional and assessment practices.

My role is to assist school leaders and their teams in the process of creating a self-evaluation based on the Quality Review rubric. We facilitate conversations with principals, teachers, students and parents during schools visit. These conversations are used to develop a well-rounded perspective of how the schools use these outcomes to guide instructional practices, improve goal setting, and make adjustments to instruction. Curriculum alignment with Common Core Learning Standards and resources designed to support school goals are paramount to successful outcomes. The school teams are vital participants in the feedback process.

The process starts with an initial conversation with the principal, next schedule a date for the Mock or Peer Review and, finally, we join the school's leadership team, which includes the principal or his/her designee, in a walk-through of the school. The detailed written feedback of what we saw and/or suggestions are based on what needs to be visible for the Quality Reviewers. We try to highlight everything possible so the schools will be prepared for any evaluation. We simply assist your leadership team in noticing what Quality Reviewers look for, and we add a fresh and neutral perspective.

Please contact me, Gail Gaines-Savage, via email: gailmgaines@gmail.com or phone: 917 837-1146 (cell) or 718 604-8881 (home) to help you prepare for a Quality Review, Peer Review or Developing Quality Review.

ISIS

(Indicators for Success: Interventions and Supports)

with Christine Newkirk

- *Data-driven Dialogue*
- *Using data to drive change in schools*

The sheer volume and range of student data available through DOE data systems and school-based work can feel utterly overwhelming. With so

much information out there, how can schools best manage the data available to them to both target and support subgroups of students? How can FHI 360 help?

FHI 360 supports a model of data-driven dialogue and student intervention called ISIS (Indicators for Success: Interventions and Supports)—a model that has been informed by the hard work of several school-based and network-based staff over the past 3 years. The work begins with the ISIS Online Data Tool, and continues with workshops and ongoing support for school-based teams as they move toward a data-driven model for student support and intervention. The ISIS model works to improve student outcomes by shining a light on the progress of all students in the school in four different dimensions: English, math, attendance and conduct, plus additional target areas of concern of each school.

FHI 360 is currently bringing the ISIS Online Tool to all schools in the network, and is planning a Data Workshops for school-based data specialists (coming in early January). ***For additional information, or to design a custom ISIS model for your school, please contact Christine Newkirk at FHI 360 (cnewkirk@fhi360.org).***

About the ISIS Online Data Tool:

With the opening of the 2011-2012 school year, FHI 360 launched a new, interactive web-based ISIS tool. This tool automatically extracts student math and ELA grades, attendance rates and conduct scores, along with a range of student demographics and state test scores, from diverse DOE databases. The tool also creates interactive charts and spreadsheets to facilitate the exploration of individual student-level and group-level information. As the first marking period comes to a close, FHI 360 is in the process of bringing the ISIS tool—and therefore the ability to regularly update ISIS spreadsheets—to the schools themselves. ***Please contact Christine Newkirk cnewkirk@fhi360.org to set up an appointment to activate the tool if your school has not done so already.***

Youth Create Media Project

With Christine Newkirk

Tentative Schedule:

- October 27
- November 14
- December 5
- March-April



On October 27, the Youth Create Media Project (YCMP) launched with a meet-and-greet at FHI 360. The focus of this year's YCMP is community involvement. The early meetings will focus on youth media and community mapping. As the year progresses, students will use video to map their communities and document their participation as members of these communities. The final screening of all student films will take place in **late March or early April**. Updates will be posted in future editions of the PSO bulletin.

*Youth Create Media Project
Now Underway at 5 PSO Schools!*

For more information about YCMP, please contact Christine Newkirk at cnewkirk@fhi360.org.

GAMESTAR MECHANIC Program 2011-12

E-Line Media will be again partnering with FHI 360 to offer the engaging Gamestar Mechanic program to your school this year! We are targeting a formal

program start date in the spring semester. **Please contact Ben Dworken at bdworken@fhi360.org for more information.**

Program Details:

- Course 1 - Level Up from Player to Designer (for new students and 6th graders)
- Course 2 - Mastering Mechanics and Exploring Genres (for returning students)
- Premium school license for platform (annual license for up to 1000 students per school)
- Professional training workshop for Middle Start teachers at the start of the semester
- Two in-class coaching and co-teaching sessions for each teacher in the spring semester
- Remote assessment of student work through written and video game reviews conducted by professional game designers (one review per student per course on the student's final project)
- A design competition and showcase will be dedicated to just Middle Start schools. Additionally, there will be access to a series of design showcases and competitions to highlight the work of youth game designers in the New York region and to provide a forum for students to meet peers and professionals from this community of interest.
- Internship Program - Students may be eligible for an internship program with E-Line Media where they will have an opportunity to collaborate with professionals from the game industry and to mentor other youth from the region in game design.

Special Education

With Sara Panag

As we continue our shift to the Common Core Learning Standards, the city's Department of Education has also rolled out initiatives on special education. Specifically, Universal Design for Learning framework, quality IEPs, and flexible programming.

Though is not anything new as some of you may recognize the elements from the last decade or two, the purpose of the initiatives is to provide access to the general education curricula for students with IEPs. My role in the network, along with incorporating social and emotional literacy in school practice, is to support what you are already doing in meeting the needs of all the students, especially those whose learning needs are unintentionally marginalized because they have IEPs, are ELLs, are overage because teachers may not know how to meet their learning needs.

Some of my support to schools includes:

- setting up a process to document student disruptions in classrooms that may or may not result in removal from classroom, and following up by using the data to identify the learning need and address the disruption proactively through school-based interventions and supports,
- modeling the Functional Behavior Assessment and Behavior Intervention Plan development for students with a school-based FBA team,
- workshops on Universal Design for Learning framework and follow-up support to teacher teams in addressing barriers to learning for students in the margins,
- social and emotional literacy school self-assessment including needs and resources,
- positive behavior interventions and support through the implementation of The RULER Approach, Plan B the Collaborative Problem Solving Approach, and mindful teaching, and
- academic and behavior Response to Intervention inventory and efficacy checks on effectiveness of interventions and support.

This work integrates the capacity and resources within the school, while creatively addressing the needs of all students. My support, though somewhat different than that of the instructional content, is to engage students in their learning in a pro-social environment which should also meet the DOE's instructional expectations for students with IEPs.

You will hear more about the special education reform initiatives, but we are already underway with the work. *Please reach out to me for support relating to instruction at spanag@gmail.com, and to Cynthia Rodriguez for support relating to compliance at crodrig3@schools.nyc.gov.*

Administrative Reminders

3-8 ELA and Math Scoring – Funds in Lieu of Scorers Deadline: January 20

As in 2011, you have the option to contribute either staff time or funds (or a combination) to support 2012 3-8 State ELA and math scoring. If you wish to contribute funds in lieu of scorers – in part or full – you must [complete this online form](#) by 5:00 p.m. on **January 20**; see [these instructions](#) for completing the form.

The cost to replace one scorer for each of the three five-day scoring session is \$1,500. Please refer to this [funds in lieu of scorers memo](#) for further information.

No action is necessary for schools that choose to contribute staff time only.

Scoring session dates and requirements were announced in the December 20 [Principals' Weekly](#). For questions, contact your network assessment point.

2011-12 Principal Performance Review Mid-Year Summary Deadline: January 30

Your 2011-12 Principal Performance Review (PPR) goals and objectives mid-year summary is due to your superintendent by **January 30**.

Please submit your PPR goals mid-year summary by sending this [completed template](#) as an attachment to your superintendent. Indicate your DBN using "YOURDBN_SuperintendentLastName_2011-12" as the subject of the email and the name of your attachment.

Here's an [FAQ](#) about the goals and objectives section and an [overview of the PPR process](#).

For questions, contact your network leader or superintendent or email Sara Carvajal at SCarvaj@schools.nyc.gov or Andrea Harris at AHarris3@schools.nyc.gov.

Periodic Assessment Updates

Acuity will be unavailable from **January 13 at 8:00 p.m. until January 16 at 8:00 a.m.** for general maintenance and system enhancements.

- Grade 3-8 Predictive test booklets arrive this week and answer documents will be delivered **January 9-12 for use during the January 17-February 3 test** administration. You have the opportunity to arrange for two answer sheet pickups during this administration. You must schedule pickups by February 6; the pickup window is January 19 through February 8. See the [3-8 Predictive administration memo](#) for information on scheduling these pickups.
- Schools customizing ITAs for grades 3-8 ITA window 2 or HS ITA window 2 [must submit CITAs](#) by **January 24**. For more information, visit the [CITA page](#).
- Information on changes to reporting for the grade 3-8 Predictive Assessments and updates on how the State's changes relate to the Predictives is available on the [Periodic Assessment memos page](#). This memo will be updated as more information from the State becomes available.

K-2 (ECLAS-2, E-PAL, EL SOL)

- Schools that selected to administer ECLAS-2 to their kindergarten students during the winter administration window (**January 3-February 10**) will receive pre-coded answer documents and test materials this week. All other consumable materials were delivered in September. See the [ECLAS-2 winter administration memo](#) for more information.
- All E-PAL test materials and pre-coded answer documents for the winter administration (**January 9-20**) will be delivered this week. Email PeriodicAssessment@schools.nyc.gov if you do not receive materials by **January 6**. See the [2011-12 E-PAL administration memo](#) for more information.
- The EL SOL kindergarten administration window runs until **February 10**. Please email PeriodicAssessment@schools.nyc.gov to request materials at any time. The Supplemental Spanish Literacy Assessment (SSLA) is available to all educators, and is located in the [Citywide DOE Periodic Assessment Community](#) in ARIS. For more information, see the [ELSOL administration memo](#).

Performance Series system will be unavailable from **January 6 at 8:00 p.m. until January 8 at 11:00 a.m.** for general maintenance and system enhancements. For questions, email periodicassessment@schools.nyc.gov.

Distribution and Implementation of IEPs Under Chapter 408 + SESIS Bulletin

Everyone in your school who is responsible for implementing IEPs must be provided with paper or electronic copies of IEP documents before they work with a student, in accordance with [this memo](#). Your school should use [three forms posted on the intranet](#) to ensure compliance with these IEP distribution requirements, per Section 4402(7) of the [New York State Education Law](#), as amended by Chapter 408 of the Laws of 2002 ("Chapter 408").

Highlights of the January 3 SESIS [Weekly Bulletin](#) include:

- Placement functionality call information
- FBA and BIP guidance documents
- Documents only appear when faxed
- Known issue with testing accommodations

2011-12 Promotion Timeline Update: Process and Resource

The Promotion In Doubt (PID) period runs from **January 10 until February 10**. The PID process allows you to formally notify families, in writing, that their child is at risk of not meeting promotion

standards and being retained in the same grade for the next school year.

The [PID Guide](#) provides an in-depth overview of the PID process.

Use the [UPID function in ATS](#) to identify students as PID. Generate and print PID letters from ATS using the [PIDL function](#). You should designate students whose performance is not approaching standards as PID in ATS by **February 3**. ATS will assign and generate letters for these students, which you must print and mail to families the **week of February 6**.

See the [PID page](#) for additional resources. By the end of the week, a PID training webinar will be posted on the page. Translated versions of the [PID letters](#) will be posted on the page for you to download beginning on **January 17**.

Additionally, the [2011-12 promotion timeline](#) for grades k-12 is now available on the [Principals' Portal](#). The timeline provides an overview of key deadlines and actions relating to the promotion process. Additional guidance on the PID process will be communicated in future issues of *Principals' Weekly* and on the [Principals' Portal](#). For questions, contact your [network promotion point](#).

Use of Danielson Framework for Teacher Development – Joint UFT-DOE PD Sessions Update

[This letter](#) regarding use of the Danielson *Framework for Teaching* for teacher support and development appeared in the December 13 [Principals' Weekly](#). The letter describes some effective practices from our schools as well as guidelines for the use of the Danielson Framework in written feedback to teachers under the current UFT-DOE contract.

The NYCDOE and UFT will jointly offer professional development sessions for you (or your designee) and UFT chapter chairs on the Danielson *Framework for Teaching* in January and February. These sessions are designed for all schools except transformation/restart schools and schools participating in the Talent Management Pilot.

Five identical sessions will be offered, one in each borough. Principals, principal designees, and chapter chairs who wish to attend should [RSVP](#) at least five days in advance of the training.

Session dates and times are as follows:

- Queens - **January 17**, 4:00–6:00 p.m.
- Manhattan - **January 24**, 4:00–6:00 p.m.
- Brooklyn - **January 26**, 4:00–6:00 p.m.
- Staten Island - **January 31**, 4:00–6:00 p.m.
- Bronx - **February 2**, 4:00–6:00 p.m.