

**The New York City Department of Education
Office of New Schools
Spring 2011 New School Design & Development Workshop Series
Session 1: Defining Your Mission**

A vision without a plan is just a dream. A plan without a vision is just drudgery. But a vision with a plan can change the world.

Proverb, School Leadership that Works

AGENDA

ESSENTIAL QUESTIONS

What are the principles and beliefs that will guide the work of my proposed school? What needs are we trying to address by creating this school? What will we do to address those needs? What systems and structures will help to reinforce and support the mission of the school?

OVERVIEW

Each team will write a clear and inspiring Mission statement (and core values if appropriate/desired) to guide all work throughout the application process.

Group will hear from principals of mission driven schools to get ideas about how to think about crafting a mission that drives all aspects of the school

Each team will identify key areas in the school where the mission will be clear and apparent.

Each team will begin to design specific aspects of the school that exemplify the mission.

SESSION OPENER 5:00-5:15

Alex Shub, Executive Director, Office of New Schools

- Welcome
- The Process
- Burning Questions? Please send inquiries to newschoolsteam@schools.nyc.gov

Nikki Scott, New Schools Team

- Overview – Design & Development Workshops
- Print handouts prior to weekly sessions
- Bring thought partners. Come prepared to work & get feedback from coaches
- Principal Certification: *will you have your certification in time for 2012 opening?*
- Targeted Feedback – by appointment only
- Agenda for Today's Session

UNDERSTANDING MISSION & VISION 5:15-5:45

Alex Shub: Intro to Mission

How Mission Statements live in actual Schools

Presentation from current principals:

ES: Dana Gerendasi, Principal, Waterside Children's Studio School (<http://www.watersidecss.org/>)

MS: Allison Gaines Pell, Principal, Urban Assembly Academy of Arts and Letters (<http://www.uaaal.org/home>)

HS: Pablo Villavicencio, Principal, Bronx Bridges High School (<http://bronxbridges.org/>)

Leaders will discuss how they developed their own mission statements, and how their Mission Statements really LIVE in their school for all staff, students, and community members

- How do they talk about their mission statements with students & staff?
- What have they found helpful for communicating that mission to stakeholders outside the building?
- How does the mission help them do their jobs well?
- How can we see and feel their mission in action throughout the school?

BRIEF Q&A AFTER PRINCIPAL PRESENTATIONS

BREAK 5:45 – 5:55 – Reconvene in Breakout Rooms

HS: Stay in Lecture Hall ; MS & ES – Room Assignments will be posted

WRITING AND REFINING YOUR MISSION STATEMENT 5:55-6:25

Developing Your Mission Statement

[15 min]

Review *Notes on Mission* & Sample Mission Statements

Individually, participants brainstorm on **graphic organizer #1** about the purpose, business, and values of their proposed schools

Sharing Ideas and Drafting Mission Statements

[15 min]

Participants share out with planning team/thought partners. Choose ideas and concepts for mission statement.

Individually or with partners, write drafts of possible Mission Statements to be refined later in the session.

(People who did not come with teams may share out in small groups)

BRINGING YOUR MISSION TO LIFE THROUGH YOUR SCHOOL DESIGN 6:25-6:55

How and where will you “see” the Mission of your school?

Bringing your Mission to Life

Teams should discuss & record key features of their own schools that will exemplify their mission (*record ideas on **graphic organizer***)

Features could include instructional model, school-wide assessments, discipline philosophy, PD, weekly rituals, student graduation requirements, courses and opportunities offered, partnerships, etc....

Refining Mission Statement (and school values)

Use the guiding principles from “Notes on Mission”, input from principal presentations and the graphic organizer, teams continue to refine their mission statements.

Teams may choose to list values that explain how they will fulfill their mission. Some schools use this kind of structure to show how they will fulfill their missions, but it is not mandatory.

Extension Activity: Designing Aspects of your School to Align with your Mission statement

Participants who have already crafted their Mission Statements may choose a few components of the school to focus on aligning with the mission.

SESSION WRAP-UP

- Letter of Intent is Due THIS FRIDAY, March 25th. Submit via email to newschoolsteam@schools.nyc.gov
- Finish up this work on your own – you should be meeting regularly with team members as you develop your proposal
- PARTICIPANTS ARE RESPONSIBLE FOR PRINTING MATERIALS for D&D sessions ahead of time. Readings and worksheets will be posted by the Friday before each Workshop. Find them at:
<http://schools.nyc.gov/community/planning/newschools/NewSchoolsProposalProcess/>
- Please arrive on time – sessions begin promptly at 5pm.
- **Your MISSION STATEMENT is the DNA of your school.** Every element of your school design – from instruction to professional development to school culture – comes back to your mission. All of our schools are mission driven schools.

CONNECTION TO APPLICATION

LETTER OF INTENT; Section 1: School Mission Statement

All sections of the APPLICATION will connect back to your Mission Statement

RELATED RESOURCES

John G. Gabriel and Paul C. Farmer, How to Help Your School Thrive Without Breaking the Bank, Chapter 2: *Developing a Vision and a Mission*: <http://www.ascd.org/publications/books/107042/chapters/Developing-a-Vision-and-a-Mission.aspx>

Mission Statements with Vision: Where is your school going? http://www.educationworld.com/a_admin/admin/admin229.shtml

LOOKING AHEAD

Next Session: Monday, 3/28/2011, 5-7pm

Topic: Instructional Vision & Curriculum