

**Office of New Schools
Design and Development Workshops
Fall 2011**

The Office of New Schools (ONS) is pleased to announce the fall 2011 round of Design and Development (D&D) for applicant teams interested in applying to open new schools in September 2012. The Department of Education (DOE) is looking for strong leaders with the capacity to develop and run schools that will meet the needs of all students and leverage their small size in ways that will dramatically improve the student learning experience as well as student achievement.

There have been significant revisions to the D&D program. Aspiring New School Leaders progress through a rigorous four-phase selection process, with formal cuts at the end of each phase. Applicants who successfully progress to each level will be formally invited to continue in the process, which features evening workshops, Individualized Assessment (IA) sessions with coaches, school visits and the written application.

SESSION	LESSON FOCUS	DETAILS
Tuesday, Sept. 13 th 5:30-6:30pm Open House @ Essex St. Academy	Introduction to the Revised New School Proposal Process	<i>Essex St. Academy is located at 350 Grand St. in Manhattan</i>
Tuesday Sept 20 th	Letter Of Intent Due by 5 p.m.	<i>The LOI format is outlined on p6 of the New School Application</i>
Wednesday, Sept. 21 st Session #1 5-7pm	Intro to the Elevator Pitch Expectations for Application Section 1	Mandatory Session for all Aspiring Leaders
Monday, Sept. 26 th Workshop #2 5-7pm	Elevator Pitch Presentations	Mandatory Session <i>Sept 27th is a backup date, to be used if capacity dictates</i>
Tuesday, Sept. 27 th Workshop #2A 5-7pm	Elevator Pitch Presentations – Backup Date	
Friday, Sept. 30 th	Phase 1 Cuts Announced	Cut decisions will be announced via email
Sunday, October 2 nd @Midnight	Application Section 1 DRAFT Due	<i>Submit drafts to New Schools Team via email</i>
Monday, October 3 rd Workshop #3 5-7pm	Overview/Expectations for Individual Assessment 1 Review requirements for Application Section 2A	<i>Attendance by invitation only</i>
Group A: Tue-Fri Oct 4-7 Group B: Tue-Fri Oct 11-14	Individual Assessment 1 Sessions (By Appointment Only)	<i>ONS will explain IA session scheduling at Workshop #3</i>
Friday, Oct. 14 th	Phase 2 Cuts Announced	Cut decisions will be announced via email
Mon., October 17 Workshop #4 5-7pm	Requirements for Application Section 2B & 2C	<i>Attendance by invitation only</i>
Group A: Due Oct. 20 th Group B: Due Oct 25 th	Application Section 2 DRAFT Due	<i>ONS will inform individual applicants of draft due dates</i>
Group A: Oct 24-28 Group B: Oct 31-Nov 7	Individual Assessment 2 Sessions (School Visits)	<i>ONS will work with Applicants to schedule school visits</i>

Monday, Nov 7 th Workshop #5 5-7pm	Requirements for Application Section 3	<i>Attendance by invitation only</i>
Thursday, Nov. 10 th	Phase 3 Cuts Announced <i>ONS will schedule provisional interview dates for applicants progressing to Phase 4</i>	Cut decisions will be announced via email
Monday Nov 14 th Workshop #6 5-7pm	Review Interview Process & Expectations	<i>Attendance by invitation only</i>
November 16th, 2011	Complete Application Portfolio Due by 5 p.m.	Applications must be submitted via email <i>and</i> post (<i>see application</i>)
Wednesday Nov. 23 rd	Phase 4 Cuts Announced (Interview Invitations Extended)	Cut decisions will be announced via email
Monday, November 28 th to Tuesday, December 6 th	Interviews	<i>Provisional interview dates scheduled at the end of phase 3</i>
Monday, December 19 th	Final Approvals Announced	Applicants will be notified by phone

New Schools Website:

<http://schools.nyc.gov/community/planning/newschools/NewSchoolsProposalProcess/>

Please make sure to join our Mailing List: <http://tinyurl.com/3vgxbkx>

For inquiries about Workshops & Feedback Sessions:

Nikki Scott: nscott2@schools.nyc.gov

For information on working with Intermediaries

Ami Patel: apatel3@schools.nyc.gov

***Individual Assessment #1 Sessions
are held at:***

Tweed Courthouse

By Appointment Only

52 Chambers Street
New York, NY 10007



Trains: 4, 5 to Brooklyn Bridge/City Hall
A, C, J, Z, 1, 2, 3 to Chambers ; N, R to City Hall

***Design & Development
(D&D) Workshops
are held at:***

***Leadership and Public
Service High School***

5:00-7:00pm.

90 Trinity Place,
New York, NY 10006



Trains: 2, 3, 4, 5, A, C, J, M, Z to
Broadway-Nassau St;
R to Rector St; 4, 5 to Wall St



Buses:
M1, M6 to Church & Liberty St;
M9, M10 to West & Cedar St