

**Office of School Development**  
**School Design and Development Workshops, Spring 2011**

The Office of New Schools is offering a series of professional development workshops for teams interested in applying to open a new school in September 2012. These sessions will support the application process by facilitating critical discussion of school design in the context of the core principles of Children First: Leadership, Empowerment and Accountability. **These workshops are designed to challenge new school planning teams to create 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.**

*All Workshop Sessions will take place at **Leadership and Public Service High School** from 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 Street; 4, 5 to Wall St

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

**Targeted Feedback Sessions will be held Tweed Courthouse, 52 Chambers St. unless otherwise noted**

SESSION	ESSENTIAL QUESTIONS	CONNECTION TO APPLICATION
Monday, March 14 <sup>th</sup> <b>Open House: Overview of New School Application Process</b>	What is the new process and what are the requirements for the updated application?	<i>Letter of Intent and all sections of application</i>
Wednesday, March 23 <sup>rd</sup> <b>Workshop #1 Defining Your Mission</b>	What are the principles and beliefs that guide the work of your proposed school? How can you design systems and structures to reinforce and support the mission of the school?	<i>Application Section 1</i>
Monday, March 28 <sup>th</sup> <b>Workshop #2 School Curriculum &amp; Instructional Model</b>	What is your instructional philosophy? What are the major instructional approaches listed in your proposal, and how will they function as essential elements of your mission? What skills, knowledge and competencies will students in your school have mastered by graduation?	<i>Application Section 2</i>
<b>Friday, March 25<sup>th</sup></b>	<b>Letter Of Intent Due by 5 p.m.</b>	
<b>Wednesday, March 30<sup>th</sup></b>	<b>Submit drafts of Application Section I and Section II in preparation for Targeted Feedback</b>	
Monday, April 4 <sup>th</sup> <b>Workshop #3 College Readiness and Differentiation</b>	How will you ensure that all students, including ELLs, students with IEPs and struggling students in general, are prepared for success at the next level of their education? How will you ensure that teachers maintain high standards for <i>all</i> students?	<i>Application Section 2</i>
Wed., Thurs., Fri April 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	<b>Targeted Feedback Sessions</b> (By Appointment Only)	
Mon., April 11 <sup>th</sup> <b>Workshop #4 School Structure &amp; Design</b>	How will you minimize the number of students each teacher needs to serve? How will you organize your schedule to allow for staff collaboration and supportive relationships between adults and students? To what extent can you individualize student schedules to meet their specific needs? How will your scheduling plan help you best serve students with disabilities, ELLs, and students who require instruction in their native language?	<i>Application Section 3</i>
<b>Friday April 15<sup>th</sup></b>	<b>Round II Approvals Announced</b>	
Mon., May 2 <sup>nd</sup> <b>Workshop #5 Professional Development &amp; Curricular Vision</b>	What are your non-negotiables for staff in connection to instruction? What professional development will you put in place to help staff implement these non-negotiables? How will you know that lessons learned in PD are being implemented in the classroom? How will you keep track of changing PD needs? How will you cultivate leaders among your staff?	<i>Application Section 4</i>
May 2 <sup>nd</sup> – 16 <sup>th</sup>	<b>Targeted Feedback Sessions</b> (By Appointment. Visits will be conducted in Proposed Leader's school whenever possible)	

Monday May 9 <sup>th</sup> <b>Workshop #6 Data, Assessment &amp; Academic Support</b>	What assessments will you use to track student performance? How will you use this information to design support services for students? How will you use data to adjust instruction and track teacher effectiveness during the school year? What other types of information will you collect and how will you use it to improve student engagement and achievement? How will you share data to inspire and challenge students and teachers?	<i>Application Section: 5</i>
Monday May 16 <sup>th</sup> <b>Workshop #7 Demonstrated Instructional Leadership</b>	Who are you as a leader? What strengths do you bring to the principalship, and what are your areas for growth? What experience do you have planning and executing initiatives to raise student achievement? How prepared are you to lead adult learners in efforts to support struggling students?	<i>Application Section: 6</i>
<b>June 16<sup>th</sup>, 2011</b>	<b>Complete Application Portfolio Due by 5 p.m.</b>	

For further information about these sessions & to download applications, visit our web site: <http://schools.nyc.gov/newschools> and click on New District Schools Process and Applications.

**Interviews will be held July 6-15, 2011  
Approved Proposals will be announced July 22<sup>nd</sup>, 2011**