



MURRY BERGTRAUM HIGH SCHOOL
FOR BUSINESS CAREERS
BARBARA A. ESMILLA, PRINCIPAL

August 5, 2009

Dear Members of the Bergtraum Community!

It is my sincerest hope that this letter finds each of you in the best of health and enjoying the long hot days of your summer vacation. Our summer school program away from "home" has been different from most summers and we hope that our students benefited from an opportunity to retake classes and regents exams. As we approach the 2009-2010 school year it is also my hope that we can all return to school filled with optimism for our students, ourselves and our school.

As you begin to think about the beginning of our next school year I ask you to please remember that we must continue to show progress in each area of accountability: Progress Report, NY State Accountability Report, Learning Environment Survey and the Quality Review. Each of these documents can be accessed through our school website. It has become very clear that it is critical for all constituencies to understand their role in the improvement of our school. There is no doubt that we are facing a school year with more challenges than in past years, particularly with the budget cuts that we discussed at our last faculty conference in June. I will not allow these cuts to impede our progress; we must continue to move our instructional agenda forward so that our students receive the best education possible.

The Class of 2010 represents the first graduating class of our transition into Small Learning Communities. There is no doubt that the change has been challenging but it is my firm belief that in time we will all begin to see more positive results in our student data. With all of the resources that we have been provided through the Department of Education there is no excuse for data not to be part of our everyday discussion. It is essential for all teachers to review student data and this will be discussed as part of our opening day discussion.

As you all know your first day back to work is Tuesday, September 8, 2009 and all teachers, guidance personnel, secretaries and para's will be on the same time schedule all reporting from 8:05AM to 2:55PM. The schedule for the day has not been finalized however the morning will begin with a faculty conference and the remainder of the day will be finalized when the assistant principals return to work on August 31, 2009. We will provide time during the day for you to prepare for the first day of school which will be Wednesday, September 9, 2009. Students will be receiving letters in the mail during the month of August.

Once again I am providing you with a list of important dates that you must have prior to your return to work. This list contains our scheduled holidays and some important dates that all teachers will be required to be in school. Please pay careful attention to these dates and know that extending one's holiday, taking off on Monday's and Friday's will not be accepted and will be closely monitored this year. I trust that I will have your full cooperation regarding this matter.

Although the summer vacation seems to be coming to a rapid close I ask you to take this time to relax, rest, spend quality time with family and friends; be mindful of your health and return to work with a positive outlook for a better school year. I look forward to seeing each of you on Tuesday, September 8, 2009. Enjoy the remainder of your vacation,

With sincerest best wishes,

Barbara A. Esmilla
Principal



MURRY BERGTRAUM HIGH SCHOOL
FOR BUSINESS CAREERS
BARBARA A. ESMILLA, PRINCIPAL

August 5, 2009

Dear Murry Bergtraum High School Students and Parents/Guardians:

WELCOME BACK and welcome to our incoming Class of 2009! The first day of the new semester begins on Wednesday, September 9, 2009. All students must report on the first day according to the schedule below.

If your official class designation (which appears on the envelope label) has a number 1 or 2 you are to report promptly at 8:30AM for an administrative period. (Example: C19 is a 9th grade designation and F28 is a 10th grade designation). Students for the morning session will be admitted into the building beginning at 8:15AM. Your schedule for the day will be as follows:

9th and 10th Grade ONLY

8:30 – 9:30 Administrative Period

9:34 – 10:04 – 2nd Period

10:08 – 10:38 – 3rd Period

Dismissal for all 9th and 10th graders will take place immediately after 3rd Period.
Program conflicts for 9th and 10th graders will take place from 10:40 – 12:00Noon – Auditorium

If your official class designation (which appears on the envelope label) has a number 3 or 4 you are to report promptly at 11:15AM for an administrative period (Example: K37 is an 11th grade designation and D46 is a 12th grade designation). Students for the second session will be admitted into the building beginning at 11:00. Your schedule for the day will be as follows:

11th and 12th Grade ONLY

11:15 – 12:00 – Administrative Period

12:04 – 12:34 – 4th Period

12:38 – 1:08 – 5th Period

Dismissal for all 11th and 12th graders will take place immediately at 5th period
Program Conflicts for 11th and 12th Grade Only – 1:15 – 2:45

Guidance Counselor's Lunch – 12:00 – 12:45

For all returning Bergtraum students it is imperative for you to adhere to the following:

1. You are to report to school based on the official class designation that is listed on your envelope, NOT the official that you THINK you should be in.
2. All returning students are to bring their ID cards on the first day of school because you will be asked for your ID.

As a reminder to all students and parents/guardians:

1. Wednesday, September 9th is a mandatory day of attendance. Please be sure that you report to school on that day otherwise you will be marked absent from school.
2. Students are to dress appropriately for school. Students are not permitted to wear any clothing where body parts are exposed, young men must wear their pants on their waist. Our school name is Murry Bergtraum High School for BUSINESS CAREERS and therefore we expect our students to dress appropriately at all times.
3. On Thursday, September 10th we will have a full day of school and attendance in all classes will be taken. This is an important reminder to all parents/guardians that attendance in this school will be taken very seriously. Your child's attendance on a regular basis is imperative to his/her success in school. Your full cooperation pertaining to all matters contained in this mailing are appreciated.
4. Please check the school website by the end of August for important meeting dates for parents to learn about our Small Learning Communities and ARIS.

Looking forward to seeing all of you on Wednesday, September 9, 2009!

Sincerely,

Barbara A. Esmilla
Principal

MURRY BERGTRAUM HIGH SCHOOL

BARBARA ESMILLA, PRINCIPAL

SCHOOL CALENDAR

2009 - 2010

SEPTEMBER: 8 Staff Development 9 Students report-Administrative period 10 Senior Assembly – Period 5 – Auditorium 14-18 Senior Portraits – Auditorium 15 Executive Board Mtg. -6:00pm	15 Last day for Program Changes 23 Senior Class Group Photo – Bergtraum Field-7:00am 25 Rain Date for Class Photo 28 Yom Kippur – (School Closed) 29 General Board Meeting – 6:00pm 30 Crazy Hair Day
OCTOBER: 5-9 Senior Portraits (Auditorium Stage) 7/8 Small Group Photos-Auditorium-(11am-2pm) 12 Columbus Day Observed (School Closed) 13 Send Mrkg. Pd. 1 Electronic Grdg.Docs 14 Cap and Gown Measurements 15 Herff Jones Rings (Cafeteria)	16 Mrking Period 1 Ends 21 Mrkg Pd.1 Electronic Grdg. Docs due- (Supervisors) 22 80's Day 23 Senior Cruise – 7-11pm(Pier 40) 28 Report Cards to Students 29 Parent/Teacher Conference Evening 30 Parent/Teacher Conference Afternoon
NOVEMBER: 3 Election Day (No Students) Staff Dev. Day 11 Veterans Day – (School Closed) 12 Cap & Gown Measurements (Basement Aud-10-2pm) 13 Cycle 1 Ends 16 Cycle 2 Begins 18 Send Mrkg Pd.2 Electronic Grdg. Docs	19 Bergtraum Spirit Day 21 Senior Dance (6:30-10:30pm/Cafeteria) 24 Club Picture Day – Auditorium Stage (10-4pm) 25 Marking Period 2 Ends 26/27 Thanksgiving Recess
DECEMBER: 2 Mrkg Pd. 2 Electronic Grdg. Docs due 9 Report Cards to Students 18 Senior Dance 6-10pm – Student Cafeteria	21 All Senior Trip Paperwork Due 24-Jan. 1st Winter Recess Begins (runs through Jan 1, 2010)
JANUARY: 4 Return From Winter Recess 10 Twin Day 11 Send Mrkg. Pd.3 Electronic Grdg. Docs 18 Martin Luther King, Jr. Day (School Closed)	25 Marking Period 3 Ends 27 Mkg. Pd. 3 Electronic Grdg. Docs Due 27-30 Regents Week
FEBRUARY: 1 Fall Term Ends (No Students) Staff Dev. Day 2 Report Cards to Students 2 Spring Term Begins 5-7 Senior Trip – Hudson Valley Resort	8 Last Day for Program Changes 15-19 Midwinter Recess (runs through Feb. 19th) 25 Mismatch Day
MARCH: 1 Send Mkg. Pd. 1 Electronic Grdg. Docs 5 Marking Period 1 Ends 10 Mrkg. Pd. 1 Electronic Grdg. Docs Due 17 Report Cards to Students	18 Parent/Teacher Conference Evening 19 Parent/Teacher Conference Afternoon 29 – April 6 th - Spring Recess(including Good Friday, Easter and Passover) (runs through April 6th)
APRIL: 7 Return from Spring Recess 12 Send Mrkg. Pd. 2 Electronic Grdg. Docs 16 Cycle 3 Ends 19 Cycle 4 Begins	23 Marking Period 2 Ends 23 Senior Dance – 6 – 10pm – Student Cafeteria 28 Mrkg. Pd. 2 Electronic Grdg. Docs Due
MAY: 5 Report Cards to Students 7 Departmental Conferences 9 Business Advisory Council 8-9:30	31 Memorial Day (Observed) School Closed
JUNE: 1 Send Mrkg. Pd. 3 Electronic Grdg. Docs 10 Staff Development (No Students) 4-11 In-house final exams 7 Staff Development Day 14 Marking Period 3 Ends 14 Senior Assembly/Yearbook Signing Party – Periods 6-9	15 - 23 Regents testing 16 Marking Period 3 Electronic Grades Due 21-23 Graduation Rehearsal (Auditorium) 9-12noon 24 Cap & Gown Pick-Up (Senior Office) 25 Graduation (Jacob Javits Center – 10:00am) 28 Report Cards to Students 28 Report Cards to Students/Last Day of School for Students & Teachers/Pick up Diplomas 30 Last Day for AP's, Guidance Counselors & Secretaries

****Please Note: The term calendar is always subject to minor revisions. Please read your Bergtraum Brief weekly in order to stay abreast of up-to-date information. If you would like to add any important information to the Term Calendar, please submit to Jennifer Mayes in Room 149 (Main Office). Some information may be reserved for the Bergtraum Brief in order to keep staff better informed of upcoming school events. Testing dates, meetings and programming will be included on both.**