

## Office of New Schools Design and Development Workshops Spring 2012

The Office of New Schools (ONS) is pleased to announce the spring 2012 round of Design and Development (D&D) for applicant teams interested in applying to open new schools in September 2013. 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
<b>Open House Events</b> <i>Brooklyn: Jan. 23<sup>rd</sup></i> <i>Manhattan: Jan 31<sup>st</sup></i> <i>Queens: Feb 9<sup>th</sup></i>	Introduction to the New School Proposal Process	<i>For times and locations, visit the New Schools Proposal Process Page</i>
Monday, February 20 <sup>th</sup> , 2012 @ noon	<b>Letter Of Intent Due by Noon</b> <i>(Online form must be completed <b>and</b> LOI must be emailed)</i>	<i>The LOI format is outlined in the New School Application</i>
Monday, February 27 <sup>th</sup> <b>Workshop #1</b> 5-7:15pm	Application Section 1: Mission, Curriculum & Instruction Intro to the Elevator Pitch <b>This meeting will be held at HS for Economics &amp; Finance (100 Trinity Place)</b>	<i>Mandatory Session for all Aspiring Leaders</i>
Monday, March 5 <sup>th</sup> <b>Workshop #2</b> 5-7:15pm	Elevator Pitch Presentations <b>This and subsequent Workshops will be held at Leadership and Public Service High School (90 Trinity Place)</b>	<b>Mandatory Session</b> <i>March 7<sup>th</sup> is a backup date, to be used if applicants can not be accommodated on March 5<sup>th</sup></i>
Wednesday, March 7 <sup>th</sup> <b>Workshop #2A</b> 5-7:15pm	Elevator Pitch Presentations – Backup Date	
Friday, March 9 <sup>th</sup>	Phase 1 Cuts Announced	Cut decisions will be announced via email
Monday, March 12 <sup>th</sup> <b>Workshop #3</b> 5-7:15pm	Application Section 1: Professional Development Overview/Expectations for Individual Assessment 1	<i>Attendance by invitation only</i>
Friday, March 16 <sup>th</sup> @ 5pm	<b>Application Section 1 DRAFT Due</b>	<i>Submit drafts to New Schools Team via email</i>
Monday, March 19 <sup>th</sup> – Monday March 26 <sup>th</sup>	<b>Individual Assessment 1 Sessions</b> <b>(@ Tweed. By Appointment Only)</b>	<i>ONS will explain IA session scheduling at Workshop #3</i>
Friday, March 30 <sup>th</sup>	Phase 2 Cuts Announced	Cut decisions will be announced via email
Mon., April 2 <sup>nd</sup> <b>Workshop #4</b> 5-7:15pm	Application Section 2: Community Leadership & School Culture Overview/Expectations for Individual Assessment 2	<i>Attendance by invitation only</i>
Thursday, April 5 <sup>th</sup> @ 5pm	<b>Application Section 2 DRAFT Due</b>	<i>Submit drafts to New Schools Team via email</i>
Mon., April 16 <sup>th</sup> <b>Workshop #5</b> 5-7:15pm	Application Section 3: Data & Student Support	<i>Attendance by invitation only</i>

Tuesday, April 17 <sup>th</sup> – Friday, May 4 <sup>th</sup>	<b>Individual Assessment 2 Sessions</b> (School Visits)	<i>ONS will work with Applicants to schedule school visits</i>
Monday, April 23 <sup>rd</sup> @ 5pm	<b>Application Section 3 DRAFT Due</b>	<i>Submit drafts to New Schools Team via email</i>
Monday, May 7 <sup>th</sup>	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 May 14 <sup>th</sup> <b>Workshop #6</b> 5-7:15pm	Review Interview Process & Expectations	<i>Attendance by invitation only</i>
<b>Friday, May 18<sup>th</sup></b>	<b>Complete Application Due by 5 p.m.</b>	Applications must be submitted via email <b><i>and</i></b> post ( <i>see application</i> )
Friday, May 25 <sup>th</sup>	Phase 4 Cuts Announced (Interview Invitations Extended)	Cut decisions will be announced via email
Wednesday, May 30 <sup>th</sup> to Friday, June 8 <sup>th</sup>	Interviews	<i>Provisional interview dates scheduled at the end of phase 3</i>
Friday, June 22 <sup>nd</sup>	Final Approvals Announced	Applicants will be notified by email and phone

**New Schools Website:**

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

**For inquiries about Workshops & Feedback Sessions:**

Nikki Scott: [nscott2@schools.nyc.gov](mailto:nscott2@schools.nyc.gov)

**For information on working with Intermediaries**

Ami Patel: [apatel3@schools.nyc.gov](mailto: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