

SCHOOL ALLOCATION MEMORANDUM NO. 81, FY 2016

DATE: October 21, 2015

TO: Community Superintendents
High School Superintendents
Borough Field Service Centers
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: School Leader Career Ladder Programs

This memorandum funds career ladder programs for school leaders (principals and assistant principals). The Department of Education, in partnership with the Council of Supervisors and Administrators, wants to create opportunities for exemplary principals and assistant principals to serve in expanded leadership roles by establishing the positions of Master Principal, Master Assistant Principal, Model Principal, Model Assistant Principal, Ambassador Principal, and Ambassador Assistant Principal to allow school-based supervisors additional opportunities to extend their reach and impact.

Learning Partners Program (LPP)

The LPP is designed to promote interschool collaborative learning by matching a host school with two partner schools. The host school has strong practices in a specific learning focus area. The partner schools are interested in strengthening their practices in that area. Working with a facilitator from the central office team, each Learning Partners “Triad” will participate in a series of inter-visitations and related learning activities over the course of the 2015–2016 school year. Each Triad principal will identify a team of approximately four staff members to engage in this work and may choose to include field support personnel (e.g. Superintendent, Borough Field Support Personnel, etc.) This program will help us leverage the rich reservoir of expertise that resides in our school communities to improve outcomes for all students.

School Year 2015 – 2016 Model/Master Principal and Assistant Principal Cohort

This year the LPP seeks to leverage the strengths of Model/Master Principals and Assistant Principals, in service of common LFAs to contribute to school improvement and capacity building across the school system. LPP school leaders have the following responsibilities:

Master Principals:

- 1) Plan and lead an arc of learning that supports instruction and operational practice in a group of 4-10 partner schools within an affinity group, school district or field support center; assumes responsibility for many tasks currently done by program facilitator;
- 2) Serve as a mentor to partner principals to support their development and the growth of their schools;
- 3) Support action research at partner schools and guides implementation of strong practices at via on-site coaching and mentorship; and

- 4) Serve as a member of school team along with other faculty; drives action research process in their own schools.

Master Assistant Principals:

- 1) Collaborate with the Master Principals to plan and lead an arc of learning among a group of 4-10 partner schools within an affinity group, school district or field support center;
- 2) Plan and lead professional development for partner schools, especially for APs within those schools, based on partner school needs; and
- 3) Serves as a member of school team along with other faculty; drives action research process in their own schools.

Model Principals:

- 1) Provide information and guidance to partner schools in implementing strong practices via triad visits, as requested before and after triad visits, and shares promising practices by visiting other schools during school hours;
- 2) Develop and lead professional development for other schools outside of school during regular work day, up to six times a year after normal school hours;
- 3) Shares, disseminates and models strong practices through triad visits. School is designated a Host School; available to other principals and other personnel to learn promising practices; and
- 4) Serves as a member of school team along with other faculty; drives action research process in own school.

Model Assistant Principals:

- 1) Serve as host site to showcase strong practices to LPP colleagues;
- 2) Provide guidance and support to partner schools in the implementation of promising practices;
- 3) Provide colleagues with tools and resources via host and triad visits; and
- 4) Serve as a member of school team along with Model Principal and other faculty; drives action research process in their own schools.

LPP funds are available to be used solely as compensation for Model and Master Principals/Assistant Principals for their additional work of contributing to school improvement and capacity building across the NYC Public School system. Schools should schedule these funds in the appropriate school leadership title in the allocation category **TL Learning Partners Supervision, TL Learning Partners Supervision HS** and **TL Learning Partners Supervision CW**

Other School Leader Career Ladder Collaborations

In addition, other career ladder positions for exemplary school leaders have been created to support Chancellor-prioritized school collaborations. These expanded leadership roles include Master Principals/Assistant Principals, Model Principal/Assistant Principals, and Ambassador Principals/Assistant Principals. The roles include, but are not limited to promoting school collaboration through mentorship of other school leaders, the support of instruction and operational practice across two or more schools, and assistant principals taking on more responsibilities in the day to day running of the school beyond the typical expectations of an assistant principal.

These funds are available to be used solely as compensation for Model, Master or Ambassador Principals/Assistant Principals for their additional work of contributing to school improvement and capacity building across the NYC Public School system. Schools should schedule these funds in the appropriate school leadership title in the allocation category **TL School Leadership Career Ladder and Title I Renewal School Leadership Career Ladder**.

Please [click here](#) to download a copy of the School Allocation Memorandum.

Attachment(s):

Table 1 – School Allocation Summary ([Please click here for a downloadable Excel file](#))

Table 2 – LLP School Allocation Detail ([Please click here for a downloadable Excel file](#))

Table 3 – Career Ladder Collobaration School Allocation Detail
([Please click here for a downloadable Excel file](#))

RJO: df

C: Phil Weinberg

Susan Tynan

Dorita Gibson

Laura Feijoo

School Allocation Memorandum No. 81, FY 2016

School Leader Career Ladder Programs

Table 1: Schools Allocation Summary

BFSC	BFSC_Team	Location	Learning Partners Program	Other School Leader Career Ladder Collaborations	Grand Total
94MFSC	94MR03	01M378	45,000	-	45,000
94MFSC	94MR03	02M255	-	15,000	15,000
94MFSC	94MR01	02M600	25,000	-	25,000
94MFSC	94MR06	04M112	45,000	-	45,000
94MFSC	94MR02	05M692	-	25,000	25,000
94MFSC	94MR07	06M005	-	25,000	25,000
94MFSC	94MR02	06M463	-	25,000	25,000
94MFSC	94MR07	06M513	15,000	-	15,000
94XFSC	94XR06	07X223	25,000	-	25,000
94XFSC	94XR06	07X296	25,000	-	25,000
94XFSC	94XR04	07X557	25,000	-	25,000
94XFSC	94XR01	08X293	25,000	-	25,000
94XFSC	94XR07	08X467	-	34,755	34,755
94AFSA	94AR03	09X260	45,000	-	45,000
94XFSC	94XR02	09X412	-	7,167	7,167
94XFSC	94XR10	09X449	25,000	-	25,000
94AFSA	94AR03	10x477	25,000	-	25,000
94XFSC	94XR09	11X144	25,000	-	25,000
94XFSC	94XR05	12X214	45,000	-	45,000
94KFSN	94KR01	13K412	-	34,755	34,755
94KFSN	94KR01	13K670	-	25,000	25,000
94KFSN	94KR01	14K561	25,000	-	25,000
94KFSN	94KR04	14K577	-	15,000	15,000
94AFSA	94AR04	14K586	25,000	-	25,000
94KFSN	94KR04	15K010	25,000	-	25,000
94KFSN	94KR05	15K088	45,000	-	45,000
94KFSN	94KR05	15K321	45,000	-	45,000
94KFSN	94KR05	16K057	-	15,000	15,000
94KFSN	94KR06	16K627	-	15,000	15,000
94KFSS	94KU02	17K249	45,000	-	45,000
94KFSS	94KU02	17K354	-	34,755	34,755
94AFSA	94AR05	17K590	-	34,755	34,755
94AFSA	94AR02	18K673	45,000	-	45,000
94KFSN	94KR07	19K089	25,000	-	25,000
94KFSN	94KR06	19K273	-	25,000	25,000
94KFSN	94KR02	19K404	25,000	-	25,000
94KFSS	94KU04	20K503	25,000	-	25,000
94KFSS	94KU01	21K540	-	45,000	45,000
94AFSA	94AR02	24Q293	25,000	-	25,000
94QFSN	94QR03	25Q169	25,000	-	25,000

School Leader Career Ladder Programs

Table 1: Schools Allocation Summary

BFSC	BFSC_Team	Location	Learning Partners Program	Other School Leader Career Ladder Collaborations	Grand Total
94AFSA	94AR01	25Q263	25,000	-	25,000
94QFSN	94QR04	26Q067	25,000	-	25,000
94QFSN	94QR04	26Q216	45,000	-	45,000
94QFSN	94QR04	26Q266	25,000	-	25,000
94AFSA	94AR04	28Q167	25,000	-	25,000
94AFSA	94AR02	30Q301	25,000	-	25,000
94RFSC	94RR01	31R019	25,000	-	25,000
94RFSC	94RR02	31R034	45,000	-	45,000
79TUD5	79MD79	79M973	-	34,755	34,755
97TUD4	97MD97	97X010	25,000	-	25,000
		Grand Total	1,040,000	410,942	1,450,942

School Allocation Memorandum No. 81, FY 2016

School Leader Career Ladder Programs

Table 2: Learning Partners Program - Master/Model Principals and Assistant Principals

LPP Host Schools		
DBN	School Name	Model Principal and Assistant Principal Allocation
02M600	The High School Of Fashion Industries	25,000
06M513	Castle Bridge School	15,000
07X223	M.S. 223 The Laboratory School Of Finance And Technology	25,000
07X296	South Bronx Academy For Applied Media	25,000
07X557	Mott Haven Community High School	25,000
08X293	Renaissance High School For Musical Theater & Technology	25,000
09X449	Grant Avenue Elementary School	25,000
10X477	Marble Hill High School For International Studies	25,000
11X144	J.H.S. 144 Michelangelo	25,000
14K561	Williamsburg Preparatory School	25,000
14K586	Lyons Community School	25,000
15K010	Magnet School Of Math, Science And Design Technology	25,000
19K089	P.S. 089 Cypress Hills	25,000
19K404	Academy For Young Writers	25,000
20K503	Ps 503: The School Of Discovery	25,000
24Q293	Civic Leadership Academy	25,000
25Q169	P.S. 169 Bay Terrace	25,000
25Q263	Flushing International High School	25,000
26Q067	J.H.S. 067 Louis Pasteur	25,000
26Q266	P.S. / I.S. 266	25,000
28Q167	Metropolitan Expeditionary Learning School	25,000
30Q301	Academy For Careers In Television And Film	25,000
31R019	P.S. 019 The Curtis School	25,000
97X010	P.S. X010	25,000
LP+ Host		
DBN	School Name	Master Principal & Assistant Principal Allocation
01M378	School For Global Leaders	45,000
04M112	P.S. 112 Jose Celso Barbosa	45,000
09X260	Bronx Center For Science And Mathematics	45,000
12X214	P.S. 214	45,000
15K088	J.H.S. 088 Peter Rouget	45,000
15K321	P.S. 321 William Penn	45,000
17K249	P.S. 249 The Caton	45,000
18K673	East Brooklyn Community High School	45,000
26Q216	J.H.S. 216 George J. Ryan	45,000
31R034	P.S. / I.S. 266	45,000
	Total	1,040,000

School Allocation Memorandum No. 81, FY 2016
School Leader Career Ladder Programs

Table 3: Other School Leader Career Ladder Collaborations

Location	Career Ladder Position	AC: TL School Leadership Career Ladder	AC: Title I Renewal School Leadership Career Ladder	Total
02M255	Master Principal	15,000		15,000
05M692	Master Principal	25,000	0	25,000
06M005	Master Principal	25,000	0	25,000
06M463	Master Principal	25,000	0	25,000
08X467	Master Principal	0	34,755	34,755
09X412	Master Principal	0	7,167	7,167
13K412	Master Principal	0	34,755	34,755
13K670	Master Principal	25,000	0	25,000
14K577	Model Principal	15,000	0	15,000
16K057	Model Principal	15,000	0	15,000
16K627	Model Principal	15,000	0	15,000
17K354	Master Principal	0	34,755	34,755
19K273	Master Principal	25,000	0	25,000
21K540	Master Principal	25,000	0	25,000
21K540	Master Assistant Principal	20,000	0	20,000
17K590	Master Principal	0	34,755	34,755
79M973	Master Principal	0	34,755	34,755
Total		230,000	180,942	410,942