

**Subject: FW: Principal Points {Please Review}**

**From:** Superintendent Anderson **Sent:** Wednesday, December 21, 2011 6:09 PM  
**To:** Superintendent Anderson **Cc:** Anderson, Cami **Subject:** Principal Points {Please Review}

# THE NEWARK PUBLIC SCHOOLS PRINCIPAL POINT

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**High Priority and Administrative**

**2011-2012 Kronos Training {FYI}**

Contact: Desire Narine, Office of Payroll

Email: [dnarine@nps.k12.nj.us](mailto:dnarine@nps.k12.nj.us) /Phone: [973-733-7106](tel:973-733-7106)

Important Date or Deadline: **January 6**

To all authorized Kronos administrators and timekeepers:

Payroll will be holding Kronos training on January 9 and 10, 2012. We encourage all new and current Kronos users who have not had any formal training this school year to attend one of these sessions. To sign up, please complete the registration form labeled, "Request-Kronos Training," located in the Kronos time and attendance system, under the tab "My Links".

Training will be held at: 2 Cedar Street, 8th Floor

Training Labs A & B; 9:00a.m. – 3:00p.m. (Please arrive at least 15 minutes early)

If you have any questions, contact the Office of Payroll at x7106.

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### **Attend Common Core State Standards Trainings with CCSS Author David Coleman {Action required}**

Contact: Brad Haggerty, Office of Superintendent

Email: [BHaggerty@NPS.k12.nj.us](mailto:BHaggerty@NPS.k12.nj.us) / Phone: [718-938-1842](tel:718-938-1842)

Important date or deadline: **January 10 & 31, 2011**

Common Core State Standards author David Coleman will conduct a series of training workshops for NPS school leaders and teachers on January 10 and 31. Separate training sessions for principals and all other instructional leaders will be held on January 10. Exact start times for each session have not yet been finalized but the training is expected to last 2-3 hours. Hold the date and further details will be shared in the next issue of Principal Points. This is a required meeting for all principals.

An additional session for teacher leaders will be held the afternoon of January 31. Interested teachers must apply for a space in this training. Details on the application and selection process will be shared with principals on or before January 10.

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### **Naviance Training {FYI}**

Contact: Jack Helfgott, Office of Staff Development

Email: [jhelfgott@nps.k12.nj.us](mailto:jhelfgott@nps.k12.nj.us) /Phone: [973-424-4409](tel:973-424-4409)

Important Date or Deadline: **January 12**

NAVIANCE training is being offered to Guidance and selected staff Grades 6-12. Each

session will be limited to 15 participants. Two courses are being offered on Jan.24, 2012 and Jan. 26, 2012:

1. Introduction to Naviance- using all the features-hands on workshop
2. Advanced Success planning and training- hands on workshop

Workshop training attendees will receive **Professional Development credit hours**. To preview workshop descriptions and application, see attachment.

<b>2012</b>	<b>Location</b>	<b>Jan. 24, 2012</b>	<b>Jan. 26,</b>
<b>Introduction to NAVIANCE</b>		8:30am-11:30am	8:30am-
11:30am	Harold Wilson School		
<b>NAVIANCE Advanced Success</b>		12:30pm-3:00pm	12:30pm-
3:00pm	Harold Wilson School		

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### **January 19 PLI Session Rescheduled to February 2 {FYI}**

Contact: Brad Haggerty, Office of Superintendent

Email: [BHaggerty@NPS.k12.nj.us](mailto:BHaggerty@NPS.k12.nj.us) / Phone: [718-938-1842](tel:718-938-1842)

Important date or deadline: **February 2**

As mentioned at last week's PLI session, the date for January's meeting has changed. There will NOT be a PLI session on January 19. The new date is Thursday, February 2. This session will focus entirely on the teacher observation, evaluation, feedback, and follow through process. We will be joined by guest presenter, Paul Bambrick, author of "Driven by Data" and the soon to be published "Leveraged Leadership". The session will begin at 8:30am and conclude by 3:00pm. Details on the location will be shared in a future Principal Points.

In addition to this event, an additional PLI training for principals on the Common Core standards has also been scheduled for January. Read the separate entry in this issue of Principal Points for further details.

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**Non-Instructional Evaluation Form Guidance {Action required}**

Contact: Randall Kanter, Interim Human Resources Executive Director

Emails: [rkanter@nps.k12.nj.us](mailto:rkanter@nps.k12.nj.us)

Important date or deadline: **February 3**

All non-instructional employees are evaluated on their performance at this time of the year. It is requested that you complete the attached “Employee Evaluation Form” for each non-instructional supervisor and/or employee assigned to your location. Please note these are specific evaluation forms for supervisory and non-supervisory staff. For your convenience, instructions of completion and forms are attached.

Please complete the appropriate form(s), populate the Excel spreadsheet, and **return all completed form(s)/spreadsheets to Human Resource Services—Administrative Operation Services (“AOS”) no later than Friday, February 2, 2010.** Be mindful that AOS must be in receipt of the original signed evaluation forms and an electronic copy of the spreadsheet in a timely manner in order to ensure proper recording and filing of the evaluation forms. The electronic spreadsheets must be forwarded to the attention of Ms. Martha Hill of AOS ([MHILL@nps.k12.nj.us](mailto:MHILL@nps.k12.nj.us))

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**DRA2 – 2<sup>nd</sup> Assessment Period**

Contact: Sandra Rodriguez, Office of Early Childhood

Email: [srodriguez@nps.k12.nj.us](mailto:srodriguez@nps.k12.nj.us) /Phone: [973-733-7248](tel:973-733-7248)

Important Date or Deadline: **February 17**

The Offices of Language Arts Literacy and Early Childhood would like to extend our appreciation to both you and your teachers in the reporting of

DRA2 results via the OMS.

The second assessment period for Grades K-3 will be during the month of January. The deadline for inputting the data into the OMS is February 17, 2012. As a reminder, you can view your school's data for planning purposes by utilizing your administrator's access.

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### **Water Quality Report and Procedures**

Contact: Steve Morlino, Office of Facilities

Email: [smorlino@nps.k12.nj.us](mailto:smorlino@nps.k12.nj.us)

Please ensure that the Annual Water Quality Report test results you received are posted prominently in every school for parents and employees to view.

The attached memo highlights procedures to follow to reduce the risk of possible lead contamination in the water supply. Principals are reminded to instruct students and staff to run each fountain or faucet for at least thirty seconds before drinking.

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### **Access ACT Resources on P-Drive**

Contact: Brad Haggerty, Office of Superintendent

Email: [BHaggerty@NPS.k12.nj.us](mailto:BHaggerty@NPS.k12.nj.us) / Phone: [718-938-1842](tel:718-938-1842)

Important date or deadline:

All ACT materials shared at last week's PLI session, including the 2-page overview, FAQs, test descriptions, sample questions, and sample reports will be uploaded to a folder labeled "ACT Resources" on the P-Drive. Resources will be added on an ongoing basis. In addition, the district web-site will soon include links to these or similar resources. All resources found on the P-Drive or on the district web-site can also be found at

[www.act.org](http://www.act.org)

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**Activities/Scholarship/R**

### **Staff Development Workshop on Thinking Strategies**

Contact: Jack Helfgott, Office of Staff Development

Email: [jhelfgott@nps.k12.nj.us](mailto:jhelfgott@nps.k12.nj.us) /Phone: [973-424-4409](tel:973-424-4409)

Important Date or Deadline: **January 11**

“Instrumental Enrichment”, an exciting program for teaching thinking strategies to students from K-12, will be presented on January 25.

The program is broken down into two sessions: Early Childhood to 3<sup>rd</sup> grade in the morning and 4<sup>th</sup>-12<sup>th</sup> grade in the afternoon.

The program will include sample materials and activities, and information on training and implementation. Positive effects of the program have been found in students' basic-skills achievement, thinking habits, problem-solving skills, and general reasoning. The presentation will include sample activities and materials for use in all subject-areas, and information on professional training and implementation planning. See attachment for more details.

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### **World Languages Workshops for Teachers**

Contact: Victoria Borja, Office of World Languages

Email: [vborja@nps.k12.nj.us](mailto:vborja@nps.k12.nj.us) /Phone: [973-733-7201](tel:973-733-7201)

The Office of World Languages is offering a 2-hour workshop for all K-8 and high school World Language teachers on Staff Development Day, January 25,

2012. There will be identical AM and PM sessions, in order to offer flexibility around school-based staff development activities. Each session can accommodate 30 teachers.

**The K-8 workshop topics include:**

- \* The Role of World Languages in Coordination with Common Core
- \* Schedule Analysis and Thematic Lesson Planning
- \* Effective Assessment and Grading

**The high school workshop topics include:**

- \* The Role of World Languages in Coordination with Common Core
- \* Curriculum and Assessment: Midyear Reflection
- \* 21st Century Skills Map for World Languages
- \* Operational Excellence in the Classroom

To register, email: Daisy Perez at [DPerez@nps.k12.nj.us](mailto:DPerez@nps.k12.nj.us) by Wednesday, January 18, 2012 and indicate whether the teacher is attending an AM or PM session. The AM sessions will be from 9-11:15 and the PM sessions will be from 12:15-2:30 at 2 Cedar Street in Conference Room 914.

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**PD 360 Access Reminder**

Contact: Vivian Barnett, Office of Instructional Staff Development

Email: [vbarnett@nps.k12.nj.us](mailto:vbarnett@nps.k12.nj.us) /Phone: [973-733-6738](tel:973-733-6738)

Newark Public Schools and School Improvement Network are excited to remind you that you have access to PD 360, the leading on-demand professional development resource.

PD 360 is a great resource to help you achieve personal and school-level professional development goals by providing the most powerful instructional practices that have the highest possible impact on every student. We encourage you to use PD 360 as part of your professional



development plan.

Your PD 360 account is set up and ready to use! Please log on with the details listed below.

**Go to:** [www.pd360.com](http://www.pd360.com)

**Login name:** your school email address

**Initial password:** pd360 (You may have changed your password if you have logged in before.)

- The attached "Getting Started with PD 360" document will help you become comfortable with the program.
- To learn more about PD 360, we recommend viewing the folders titled "Introducing PD 360" and "How to Use PD 360" under the "pd videos" tab on PD 360.
- A user guide can be found in the "Help" documents of PD 360 to answer questions as you work through the "Getting Started" document and begin to familiarize yourself with the program.

For ideas and assistance, contact Ms. Barnett.

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### **Award to Recognize Extraordinary Teaching**

Contact: Patricia Lewis Johnson, SMART Program

Email: [johnsop1@umdnj.edu](mailto:johnsop1@umdnj.edu) /Phone: [973-972-7084](tel:973-972-7084)

Important Date or Deadline: **February 3**

A nonprofit organization working to ensure that more students learn from excellent teachers, announced the launch of the Fishman Prize for Superlative Classroom Practice, a prestigious award intended to spotlight excellence in teaching and the practices of the nation's most effective educators. Winners will receive \$25,000 and the opportunity to complete a summer fellowship with The New Teacher Project (Tntp), which will include collaborating on a short paper that codifies instructional techniques of the

winning group. The \$25,000 award places the Fishman Prize among the largest monetary awards for practicing teachers in the nation.

The Fishman Prize will be awarded by TNTP to no more than five teachers a year. Any full-time teacher working in a public school where 40 percent or more of the students are eligible for free or reduced lunch, including public charter schools, may apply. Those selected as finalist or winners will demonstrate:

- An extraordinary ability to lead students from all backgrounds to academic excellence
- A keen understanding of effective instructional practice and an ability to articulate it clearly
- A passion for teaching and a deep commitment to advancing the teaching profession

The deadline for applications is Friday, February 3, 2012. For more information on how to apply or to refer a great teacher for the Fishman Prize, please visit [www.tntp.org](http://www.tntp.org) .

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## Reminders (**Announced in Pr**)

### **2011 Winter Break Packets {FYI}**

Contact: Dana Chibbaro, Office of Language Arts Literacy

Email: [dchibbaro@nps.k12.nj.us](mailto:dchibbaro@nps.k12.nj.us) /Phone: [973-733-7365](tel:973-733-7365)

Important Date or Deadline: **December 23**

The Office of Academic Services is making 2011 optional Winter Break Packets available to you for Language Arts Literacy and Mathematics. Each

packet contains a letter to the parents, directions and timelines for completion, scoring information and report forms. In addition, all Math Answer Keys/Scoring Rubrics can be located on the [Math2 eboard](#).

For questions regarding the Language Arts Literacy packets, contact Karen Harris at [973-733-6803](tel:973-733-6803) or [kharris@nps.k12.nj.us](mailto:kharris@nps.k12.nj.us) . For questions regarding the Mathematics packets, contact Tina Powell at [973-733-7181](tel:973-733-7181) or [tpowell@nps.k12.nj.us](mailto:tpowell@nps.k12.nj.us) .

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### **Optional Support Sessions for Principals {FYI}**

Contact: Brad Haggerty, Office of Superintendent

Email: [BHaggerty@NPS.k12.nj.us](mailto:BHaggerty@NPS.k12.nj.us) / Phone: [718-938-1842](tel:718-938-1842)

Important date or deadline: **January 5, 2011**

In an effort to give more direct support to principals, optional monthly "work sessions" have been established. The purpose of these sessions is to provide an opportunity for principals to get direct feedback or assistance on the work you do every day. Each of the sessions will be scheduled around a topic, such as management and documentation of low performing teachers. Principals will bring their work (such as observation reports and disciplinary letters for the sample topic above) to the session and get support and/or coaching from colleagues with expertise in that topic. The first session will be held Thursday, January 5 from 3:30-5:00 pm on the campus of Newark Bridges HS and Bard Early College HS located at 321 Bergen Street. The topic for this session will be management and documentation of low performing teachers. Future topics include: curriculum mapping to the common core and effective teacher teams.

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### **Social Studies Workshops for K-8 Teachers {FYI}**

Contact: Dana Chibbaro, Office of Social Studies

Email: [dchibbaro@nps.k12.nj.us](mailto:dchibbaro@nps.k12.nj.us) /Phone: [973-733-7365](tel:973-733-7365)

Important Date or Deadline: **January 13**

The Office of Social Studies is offering a half-day afternoon session on Document Based Questions (DBQs). There will be 2 sessions; one for K-5 and one for grades 6-8. There is space for 25 teachers for each session. Participants will learn all about DBQs which encourage reading and analyzing non-fiction text and writing persuasive essays.

Feel free to encourage teachers who teach social studies in grades 6-8 and K-5 teachers looking to integrate social studies and language arts.

Also covered will be alignment to the standards, analyzing and interpreting primary and secondary sources, and critical thinking skills. Teachers will participate in a DBQ and plan for one to implement in the classroom.

Date: January 25, 2012

Time: 12-3:05pm

Location: First Avenue School

To register, email: [Ernette Willis-Pinkston](mailto:Ernette.Willis-Pinkston) by Friday, January 13, 2012 and indicate grade level taught.

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### **Financial Literacy Workshop {FYI}**

Contact: Dana Chibbaro, Office of Social Studies

Email: [dchibbaro@nps.k12.nj.us](mailto:dchibbaro@nps.k12.nj.us) /Phone: [973-733-7365](tel:973-733-7365)

Important Date or Deadline: **January 13**

This half-day workshop will provide teachers with strategies to teach a successful personal finance course. This workshop is open to 25 high school teachers. The workshop will integrate lessons from the Council of Economic

Education's Financial Fitness for Life CD-Rom series plus numerous other resources including Ever Fi's web based award-winning program.

The program teaches, assesses and certifies students in financial literacy using the latest new media tools including 3D gaming, Twitter-like messaging tools, animations, video, adaptive-pathing and other technologies. It will focus on engaging resources, student centered activities and ways to assess this learning. At the conclusion of the workshop, participants will have significantly increased their own personal financial knowledge allowing them to be able to engage and teach their students

Please encourage teachers who you think may be tasked with teaching the new financial literacy course next year.

Date: January 25, 2012

Time: 8:20-11:45am

Location: West Side High School

To register email: Ernette Willis-Pinkston at [ewillis-Pinkston@nps.k12.nj.us](mailto:ewillis-Pinkston@nps.k12.nj.us) by Friday, January 13, 2012.

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### **Princeton Prize in Race Relations Contest {FYI}**

Contact: Dana Chibbaro, Office of Social Studies

Email: [dchibbaro@nps.k12.nj.us](mailto:dchibbaro@nps.k12.nj.us) /Phone: [973-733-7365](tel:973-733-7365)

Important Date or Deadline: **January 31**

The Princeton Prize in Race Relations would like to recognize the work that young people are doing in their schools and communities to further the cause of race relations. The Office of Social Studies would like to remind you that the deadline for applications for the Princeton Prize in Race Relations is January 31, 2012. This spring, the Northern New Jersey Committee for the Princeton Prize in Race Relations will award a \$1,000 prize to a Northern

New Jersey resident in grades 9-12 who has demonstrated achievement in this area. The committee will hold a recognition ceremony in April 2012. Additionally, all prize winners and honorees nationwide will be invited to participate in a student symposium in April 26-28 of 2012 at Princeton University.

The application can be downloaded online at [www.princeton.edu/pprize](http://www.princeton.edu/pprize). Please feel free to contact Co-chair's Trish Cole at [triciacole@earthlink.net](mailto:triciacole@earthlink.net) or Brad Howe at [bradh3@gmail.com](mailto:bradh3@gmail.com) for further information.

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### **School Administrator Access to the DRA2 Online Management System (OMS) {FYI}**

Contact: Karen Harris, Office of Language Arts Literacy

Email: [kharris@nps.k12.nj.us](mailto:kharris@nps.k12.nj.us) /Phone: [973-733-6801](tel:973-733-6801)

Important Date or Deadline: **FYI**

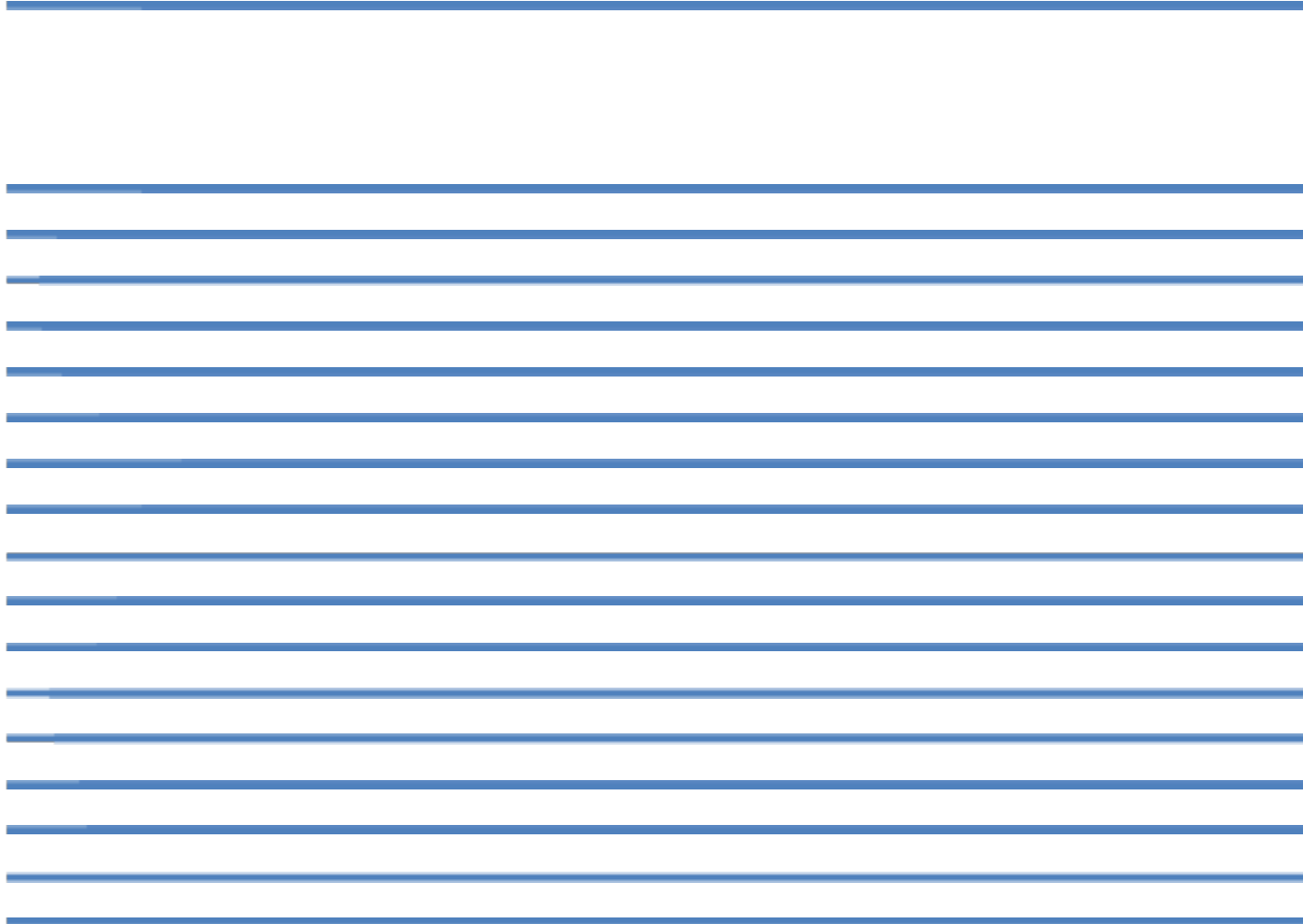
The Office of Language Arts Literacy will be providing school administrator access to the DRA2 Online Management System (OMS) to elementary principals. The OMS is a valuable tool that will afford principals the opportunity to

- Review and run DRA2 reports of their schools in order to monitor the progress of their students
- Create student and teacher accounts at the school level
- Notify teachers when the DRA2 data is due
- Utilize the data to inform and drive instruction in the schools

You can access your account by using the login information provided in the confirmation email from Pearson. The Master Teachers are serving as a valuable resource in this process and will aid school administrators if necessary. We look forward to working with you to ensure literacy success for all students. If you have any questions about the school administrator

account, please contact Supervisor Murray (ext 7370) for more information.

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THE NEWARK PUBLIC SCHOOLS  
**PRINCIPAL POINT**

