



## CFN 107: the Network of Dynamic Learning Communities

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### CEP Reminders

Access this year's CEP at <http://www.iplanportal.com/>. In order to upload your CEP (and LAP and Translation documents) you will need to register on iPlan using the link that was sent to you by the good folks at iPlan.

- The CEP must be uploaded to iPlan by **December 1<sup>st</sup>**. LAP, Translation Plans, and Title III Plans (if applicable) are **due to Will Manekas by December 1<sup>st</sup>** (please see next column for details).
- Once you have logged on to iPlan, you can provision access to APs within iPlan.
- This year's iPlan Portal will only be used for downloading the CEP, LAP, and the Language Translation templates and for uploading the final products. No edits or work can be done on the portal.
- The SLT Signature Page must be signed in blue ink and kept at the school. There is no need to fax a copy to the network. Please **do not attach** your completed SLT signature page to the CEP template.
- There is some unclear language in the section called "Strategies to Increase Parental Involvement," located under the Annual Goals. Currently it reads, "Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP." Please note that ALL SCHOOLS must complete this section for each goal, whether or not you receive Title I funding.
- Please contact Sammi at [soerlem@schools.nyc.gov](mailto:soerlem@schools.nyc.gov) if you need assistance with your CEP or experience issues with iPlan.

### LAP and Other ELL-Related Sections of the CEP

Before you submit ELL-related CEP sections via the iPlan portal, they need to be reviewed by Will Manekas, the Compliance and Performance Specialist assigned to our network. In order to ensure that Will has enough time to review your documents, please follow this timeline:

- **November 21 – December 1:** submit draft Language Allocation Policy (LAP), Translation/Interpretation Plans and Title III Plans (if your school receives Title III funds) via email at [wmanekas@schools.nyc.gov](mailto:wmanekas@schools.nyc.gov)
- **December 1 – December 13:** schools will receive feedback
- **December 13 – December 19:** schools revise documents as per the feedback
- **December 19 – final LAPs, Title III and T/I Plans** are uploaded for submission via the iPlan portal

If you have any questions or want to receive feedback from your network before submitting your plans to Will, please contact Carol K at [cklapuri@schools.nyc.gov](mailto:cklapuri@schools.nyc.gov).

Congratulations to Lab School's Business Manager, **Nashwa Rafla-Demetrious**, who completed the New York City Marathon on November 6<sup>th</sup> in a mere **4 hours and 29 minutes!** That's some impressive running!



### Thanksgiving at CFN 107

We celebrated Thanksgiving with our CFN 107 family on Thursday, November 17<sup>th</sup>, with a sumptuous buffet of homemade food. How are you and your school celebrating Thanksgiving? If you have something great going on, please send a blurb and photos to [newsletter@cfn107.org](mailto:newsletter@cfn107.org) for our next issue of the Green Onion! Happy Thanksgiving, everyone!

### Upcoming Professional Development Opportunities and Reminders

#### November 23<sup>rd</sup>: Preliminary Teacher Tenure Decisions Due

Preliminary Teacher Tenure Decisions must be entered no later than November 23. If you need assistance or have questions about teachers on your tenure list or teachers you think should be on your list, please contact Elyse. You can access the tenure decision website here:

<http://intranet.nycboe.net/offices/DHR/HRProfiles/Tenure/Welcome.aspx>

#### Health Benefits Transfer Period

The 2011 Health Benefits Transfer Period began on Tuesday, November 1<sup>st</sup> and will close on November 30<sup>th</sup> for the upcoming calendar year. The transfer period is the only time during the year that employees have the opportunity to make changes to their City health benefits without experiencing a qualifying event. For more information, please visit <http://schools.nyc.gov/Offices/DHR/default.htm> or call HR Connect at (718) 935-4000.

#### November 23 - December 9, 2012: F-Status Staffing Freeze

In preparation for the upcoming implementation of F-Status into the NYCAPS application on Monday, December 12<sup>th</sup> please be advised that F-Status staffing will be unavailable starting at the close of business on Wednesday, November 23<sup>rd</sup> through Friday, December 9<sup>th</sup>. Staffing transactions for F-Status will resume again on Monday, December 12<sup>th</sup>. During the freeze period schools will be able to create F-Status vacancies, but will **NOT** be able to intend or staff new F-Status jobs. **Please touch base with Elyse or Brenda if you have F-Status vacancies that have not finalized.**

#### December 6<sup>th</sup>: Principals' Meeting

Our next Principals' Meeting will focus on supporting principals around the implementation of the Common Core Learning Standards, PODS updates, and a discussion around the weighting of the College-Readiness metrics in next year's Progress Report. An agenda will be available soon! 335 Adams Street, Room 519, 9:00-12:00.

## Upcoming Professional Development Opportunities and Reminders...continued

### December 7<sup>th</sup>: Special Education Forum

This forum's instructional topic will focus on connecting measurable annual goals to the Common Core Learning Standards and our compliance topic will be about accessing and viewing reports in ATS, SESIS, and SEC, as well as how to understand CAP. The forum will be held at 335 Adams Street, Room 519 from 9-12. Please register by emailing Abby at [amiller14@schools.nyc.gov](mailto:amiller14@schools.nyc.gov).

### December 12<sup>th</sup>: Community-Based Organizations Fair

Save the date for a CBO Fair, which will be held at Brooklyn Borough Hall on Monday, December 12<sup>th</sup>. This will be an opportunity for you to gather information about CBOs as potential partners that will deliver creative and innovative afterschool programs. Details will be released soon!

### December 13<sup>th</sup>: Supporting Students in Temporary Housing

Learn about the rights and needs of your students in temporary housing. Workshop sessions will cover information on Title I funds to support students, overview of ATS data collection, compliance issues, information for family assistants, and NY State laws pertaining to the educational rights of students in temporary housing. This training will take place at Hotel Pennsylvania, 401 7<sup>th</sup> Avenue, 18<sup>th</sup> floor, from 8:00-1:00. To register, please visit [www.nysteachs.org/trainings](http://www.nysteachs.org/trainings) or call (800) 388-2014.

### December 14<sup>th</sup> and December 20<sup>th</sup>: Overcoming Obstacles Workshops

While we focus on preparing our students academically, we know that a lot of our students do not possess the life skills they need to be successful. A number of CFN 107 schools have taken advantage of the **free** curriculum and training to teach their students decision making, goal setting, effective communication, confidence building, teamwork, bullying prevention, conflict resolution, time management, college preparedness, job readiness, financial responsibility, and other skills relevant to their future success. Is your school interested in doing so? If so, consider sending a staff member (preferably a team of three) to one of the upcoming three-hour *Life-Skills Curriculum* training sessions. Participants receive the curriculum containing 180 hours of activity-based lessons with step-by-step instructions and a flexible format that accommodates a variety of teaching styles. Participants also receive their *Anti-Bullying Handbook*. In addition, all participating schools will have ongoing support from the Overcoming Obstacles staff. Seats are still available for **Wednesday, December 14** (333 7th Ave, Manhattan) or **Tuesday, December 20, 2011** (335 Adams St., Brooklyn). To register submit this [registration template](#) to Margarita Suero-Duran at [msuerod@schools.nyc.gov](mailto:msuerod@schools.nyc.gov).

### December 15<sup>th</sup>: Encounter Attendance Deadline

This deadline has been extended for all attendance that needs to be entered since September 2011. If you have any questions about encounter attendance, please contact Abby, Isley, or Carol K.

### December 23<sup>rd</sup>: iZone (iZone360 and iLearnNYC) Applications Due

School wanting to participate in iZone360 or iLearnNYC, or current iLearnNYC schools who wish to renew their status must submit their applications to iZone by December 23<sup>rd</sup>. You can find the link to the application here: <http://schools.nyc.gov/community/innovation/izone/ProspectiveSchools/default.htm> If you have questions or concerns about the application process or need assistance in completing the application, please contact Arlene Francis Scarder at [afranci@schools.nyc.gov](mailto:afranci@schools.nyc.gov) or Sammi at [soerlem@schools.nyc.gov](mailto:soerlem@schools.nyc.gov).

### 2011-12 Fair Student Funding Budget Adjustments (Round 1 Adjustment)

Fair Student Funding Round 1 mid-year adjustments are based upon the ATS RSNR report run date November 10, which you should review in order to verify the accuracy of your school's October 31 register. You should continue to work with Brenda to determine whether funds should be set aside if there are fewer students in your school than projected, or if your school will receive additional funding because you have more students than projected. Also, please note that bottom-line fund control will be implemented in Galaxy at close of business on **December 9<sup>th</sup>**.

### School Staff Training on Child Abuse Prevention

One of the responsibilities of your Child Abuse Prevention and Intervention Team is to provide training, materials and guidance around child abuse prevention and intervention to all school staff. If the mandated annual training has not yet taken place in your school, please plan on incorporating this training into your December faculty meeting. Please refer to Chancellor's Regulation A-750 for additional information.

### January 13<sup>th</sup>: 2011-2012 Basic Education Data Survey (BEDS) Closes

The 2011-2012 BEDS survey opened Monday, November 14, 2011 and will close on Friday, January 13, 2012. It is important that the survey is completed in a timely manner in order to review your entries prior to the close date. If you require assistance, please contact Elyse. You can access your BEDS survey here: <https://ats.nycboe.net/SIS/>

### Teachers with Expiring Certifications

Teachers who have expired or expiring certifications were sent warning letters on November 1, 2011. Individuals whose certificates expired on August 31, 2011 or will expire on January 31, 2012 are receiving the warning letter as usual. These individuals must present a valid NY State Certificate, time extension, or provide proof of completing all certification requirements by June 30, 2012 or they will face termination. Please note that first time individuals whose time extension are due to expire on August 31, 2012 will receive a warning letter and will be required to submit a valid NYS Certificate, additional time extension, or provide proof of completing all requirements towards certification no later than August 31, 2012. This is the first year that the DOE will have two termination dates, June 30, 2012 (for expired certificate holders) and August 31, 2012 (for those with time extension expiring on August 31).



### CFN 107 Spotlight On: Bellies!

Yes, those rumors you've been hearing are true! We've got a baby boom going on at CFN 107! Not one but **TWO** CFN 107 staff members are mummies-to-be! Do you know who they are? Can you guess? Take a close look at some stomachs at our Principals' Meeting or next time you are at Adams Street. Need another hint? Check out this photo...can you match these growing tummies with the correct CFN 107 team members?

**Check out Nancy's Website of the Week! <http://www.sophia.org/>**

