



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Fariña, Deputy Chancellor for Teaching and Learning

OFFICE OF THE CHANCELLOR

52 Chambers Street New York, New York 10007

February 18, 2005

Dear Principals,

Congratulations! We are pleased to announce that your school has been selected as a Collaborative Community of Practice. Our visiting team enjoyed visiting your school and observing firsthand the many wonderful practices you have in place, including strong implementation of the core curriculum, exemplary leadership, and a collaborative professional learning community that values learning for all members of the school community. We found your school to be a truly collaborative community where educators are eager to share their ideas with each other. We know your learning community will provide opportunities for visitors to see best practices.

As a Collaborative Community of Practice, you will be asked to participate in intervisitations and host visitors at your own school. For the first round of intervisitations, you will have the opportunity to visit another Collaborative Community site, which will allow you to think about how to organize visits and to prepare for visits to your own school. In the second round of visits, your school will be open on designated dates to other schools in your region. Your main responsibilities during these visits will be to share with visiting educators the story of your school by giving them an overview, conducting classroom visitations, debriefing with teachers and key staff, and facilitating a discussion of how the practices they have seen may transfer to other schools.

In addition, as a participating school in this initiative, up to three teachers in your school will have the opportunity to take on the role of Teacher Leader. These teachers will receive targeted professional development in leadership and content, and they will be involved with coordinating the visits and preparing portfolios to share with visitors.

To kick off this program and celebrate your successes, you are invited to a celebration. For elementary and K-8 schools, it will be held on March 3 from 4-6pm, and for secondary and high schools, on March 4 from 4-6pm, on the second floor of the Tweed Courthouse. This will be an opportunity to meet your colleagues and begin to form a network among leaders of the Collaborative Communities, as well as to learn more about what it means to be involved in this program. We know that you can all learn much from each other, and we will be offering ongoing opportunities for professional development among this network. Please RSVP to Lourdes Rivera (lrivera@nycboe.net, 212-374-2337) and let us know who will be joining us at this event.

We are excited to embark on this learning journey with you, and I look forward to meeting more of you at the kick-off event.

Sincerely,

Carmen Fariña
Deputy Chancellor for Teaching and Learning

cc: Regional and Deputy Superintendents
Local Instructional Superintendents