

ALBANY HIGH SCHOOL
Dr. David C. McCalla, Principal
700 Washington Avenue • Albany, New York 12203 • 518-454-3987

City School District of Albany

February 8, 2011

LoriAnn Curtin
Associate in Education Improvement Services
Office of Innovative School Models
New York State Education Department
89 Washington Ave.
Room 465 EBA
Albany, NY 12234

Dear Ms. Curtin,

I am writing in response to your letter dated January 11, 2011. I would like to clarify portions of the bulleted summary of school level evidence that was gathered by your team during their visit.

The DVD that was provided for your consideration included folders titled: Stilson, SED Dec. Visit, Math and JIT ELA. Each folder contained evidence of October 2010 interval assessments as well as, content and AIS curriculum. Some examples include: Science interval results at the content and teacher levels; analysis of Social Studies intervals for Global I and II as well as US History; Math and ELA curriculum pacing maps.


Binders containing Social Studies curriculum pacing guides and interval assessments were on the table in room 221 the day of your visit.

I have enclosed a copy of the CASDA Scope of Work as well as a slide from the February 1st Board of Education meeting in which Dr. Jim Butterworth reported out on our partnership.

The feedback that your team provided was shared with all stakeholders in a variety of venues as well as a focus for the Building Leadership Team.

Thank you for the opportunity to respond to and clarify points in your letter and I look forward to the team's visit on March 23, 2011.

Sincerely,



Dale A. Getto
Principal for School Improvement

Cc: Dr. Ray Colucciello

Dr. Tresa Diggs

Dr. David McCalla

Mission Statement

"We believe that all students can and will learn. An excellent education will lead to the development of responsible citizens in our school and community. All students will be challenged in a comprehensive educational setting. It is the goal of Albany High School educators to enable all students to realize their full potential and enhance their lifetime opportunities."

CASDA will provide consultant services to the Albany City School District in support of school improvement efforts at Albany high school during the 2010-2011 school year in the following four areas:

I. CURRICULUM DEVELOPMENT

Provide two hour workshop for all curriculum supervisors and high school administrative staff on tools for effective department meetings and curriculum development. (Two faculty each with two hours preparation and two hours delivery=\$1,000)

Deliver one hour overview for all faculty on curriculum mapping process. (Two faculty each with one hour preparation and one hour delivery=\$500)

Provide the equivalent of one day per month of consultant services to each core department (Math, ELA, Social Studies, Science) in support of departmental efforts including curriculum mapping. (Four faculty each with one day per month for seven months, December through June-\$28,000)

Total \$29,500

II. INSTRUCTIONAL IMPROVEMENT

Plan three half day conferences for instructional improvement for Albany High School faculty on January 5, March 2 and March 23. Conduct planning in coordination with the High School Principal for School Improvement, the district professional coordinator and other strategic partners identified by the district. (Two faculty each with three days of preparation each and four hours of delivery each per conference=\$21,000)

Assist district professional development coordinator in identifying and publicizing offerings for faculty which represent appropriate follow-up experiences consistent with the instructional themes of the half day conferences. (Two faculty for two days each=\$4,000)

Total \$25,000

III. LEARNING ENVIRONMENT

Assist a Schoolwide Climate/Culture Committee (SCCC) including parents and several students in reviewing research and best practice; creating a vision; conducting a Leadership Practices Inventory; selecting a SCC survey for implementation; and building capacity in relation to meaningful student involvement. (Two consultants to provide 3 days of planning, 6 days of professional development and 2 days of technical assistance (\$11,000). Travel for consultants from Batavia, NY (\$2,300). One faculty member to provide 3 days of professional development and 3 days of technical assistance (\$6,000). Training materials (\$450), Leadership Practices Inventory (surveys and compiling data reports (\$850).)

Total \$20,000

continued

IV. TEAM DEVELOPMENT

Assist the development of the newly formed Albany High School Building Leadership Team (BLT) in assuming its responsibilities in guiding school improvement. Provide the equivalent of two days per month of consultant services to attend all meetings of the BLT, assist co-chairs in agenda development, locate research and resources, and provide counsel as needed. (One faculty member two days per month for seven months, December through June=\$14,000)

Increase the focus of the Building Leadership Team through the use of the University at Albany's New York Kids' Compass Tools process, based on research into practices that distinguish higher-performing high schools. These tools will allow the BLT to survey staff, examine data, set priorities, develop and implement action plans and meet strategic goals. (Two faculty members each to provide two days of training and two days of follow-up=\$8,000; materials and survey analysis=\$500)

Assist the development of the newly formed Albany High School Administrative Team in assuming its responsibilities in building leadership. Provide the equivalent of two days per month of consultant services to attend cabinet meetings, assist the principal in leadership team development, advise on coordination of instructional supervision and building administration, mentor new leaders and provide counsel as needed. (One faculty member two days per month for seven months, December through June=\$14,000)

Conduct planning with district staff responsible for improvement grants and programs to identify current communication and coordination challenges. Then develop and deliver a one day retreat for central office staff and building leaders to increase the effectiveness of district efforts to support building improvement efforts. Provide the equivalent of two days of follow-up thereafter to monitor implementation of agreements reached at the retreat. (One faculty member with three days of preparation, one day of delivery and the equivalent of three days of follow-up=\$7,000)

Total \$43,500

GRAND TOTAL = \$118,600*

**** Additional services/scope of work and associated fees during the term of this agreement will be subject to the prior written approval of CASDA and the Albany City School District.***

The “Partnership”: Pre - Jan. 10, 2011



• Data presentation: “Where are we?” (Sept. 2010)

• Curriculum Development:

- Departmental curriculum work (Math/ELA)
- Instructional coaching (Math/ELA)

• AHS Team Building (Oct. 28, 2010 @ SUNY)

• Learning Environment (Jan. 5, 2011 @ CASDA)

• Organizational workflow & communication

• Existing initiatives – alignment