



August 15, 2016

<Insert here the name,  
title, and  
address of the invitee>

Dear <Insert here the invitee name>:

We are writing to enlist your support in an initiative to enhance the quality of school building leadership in New York State. To guide this work, we are assembling a 30-member Principal Project Advisory Team. We invite you to join this team. Please confirm your participation in the upcoming meetings of the Advisory Team by August 29, 2016 to Abigail Allard, Project Assistant, at [abigail.allard@nysed.gov](mailto:abigail.allard@nysed.gov).

While principal quality is second only to teacher quality in its influence on student success, recent changes in technology, accountability, and choice have created new demands on school leaders as they enter the profession. A major part of this initiative is to review the preparation programs for principals to determine how well matched they are with the realities of a school building leader's job. It will also examine support that exists for current and aspiring principals. Four questions guide this work:

1. How well do professional standards for school leaders align with demands of the job?
2. How can feedback from the field about the current state of principal preparation translate into state-level changes that improve the preparation of school principals?
3. How can the State adjust policies on professional development, supervision, and evaluation in ways that enhance development of current and aspiring school leaders?
4. To what extent can real-time reporting of two events improve school leadership quality?
  - a. Identifying those aspiring to be principals and reporting progress toward placement.
  - b. School-based career placement changes over time for principals in New York State.

This work will culminate in recommendations for consideration by the New York State Board of Regents. The team will meet six times between September 2016 and March 2017. Below is a list of scheduled meeting dates and times.

September 21, 2016	1:30 pm – 3:00 pm
October 19, 2016	10:00 am – 11:30 am
November 30, 2016	10:00 am – 11:30 am
January 25, 2017	1:30 pm – 3:00 pm
February 22, 2017	10:00 am – 11:30 am
March 22, 2017	1:30 pm – 3:00 pm

Meetings will be held at the New York State Education Department, 89 Washington Avenue, Room 5A/B of the Education Building, Albany, NY. Please know that this invitation is non-transferable. While we value the quality of participation that comes from face-to-face interaction, we understand that at times a team member may not be able to make a meeting; a call-in phone number will also be available.

We look forward to working with you on this important initiative. If you have any questions, please feel free to contact Ken Turner, Project Director, via email to [kenneth.turner@nysed.gov](mailto:kenneth.turner@nysed.gov).

Sincerely,

  
MaryEllen Elia  
Commissioner of Education

  
John L. D'Agati  
Deputy Commissioner  
Office of Higher Education