



December 20, 2017

<insert name of invitee here>  
<insert title of invitee here>  
<insert name of invitees organization>  
<insert address of invitee here>  
<insert city and state of invitee here>

Dear <insert name>:

We are writing to ask if you would be willing to participate in an initiative to enhance the quality of school building leader preparation and support in New York State. To guide this work, we are assembling a 48-member Principal Project Advisory Team for Phase 2. Within this letter we would like to formally invite you to join this team. Please send your reply to Ken Turner, Principal Preparation Project Director, at [kenneth.turner@nysed.gov](mailto:kenneth.turner@nysed.gov). We hope to hear from you by Wednesday, January 3, 2018.

Work on principal preparation that was accomplished last year provides a sound foundation for work going forward with Phase 2. On July 18, 2017 the NYS Board of Regents received findings from a study prepared by a 37-member Advisory Team for Phase 1. That team identified 11 recommendations for improving state support for the preparation of future principals and the development of current principals. On December 12, 2017 the NYS Board of Regents took action on the first of these 11 recommendations by adopting the 2015 *Professional Standards for Educational Leaders*.

The Phase 2 Advisory Team will address five areas:

1. Establish a P20 partnership framework that better defines the relationship between university-based prep programs and districts that host internships for aspiring leaders.
2. Modernize regulations guiding university-based principal preparation programs (*National Educational Leadership Preparation Standards*).
3. Investigate and propose a way to issue micro-credentials in partial fulfillment of School Building Leader (SBL) requirements.
4. Develop standards for principal supervisors and Superintendents that are aligned to the *PSELs*.
5. Recommend whether competency-based assessment should replace the current School Building Leader examination.

This work will culminate in recommendations for consideration by the New York State Board of Regents. The team will meet four times between January 2017 and March 2017..

Wednesday, January 17, 2018 (10:30 am – 4:30 pm)  
Wednesday, January 31, 2018 (10:30 am – 4:30 pm)  
Wednesday, February 28, 2018 (10:30 am – 4:30 pm)  
Wednesday, March 21, 2018 (10:30 am – 4:30 pm)

Meetings will be held at the offices of the New York State School Board Association, Century Hill Drive, #200, Latham, NY 12110. The meetings will take place in the Lashway Conference Center on the second floor. Please know that this invitation is non-transferable.

We look forward to working with you on this 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