

**DISTRICT 1 TEAM
2015-16**

Name and Position	Primary Responsibilities
Daniella Phillips – Community Superintendent	<ul style="list-style-type: none"> • Recruitment, hiring and supervising of Principals • Conduct PPO visits • Teacher tenure decisions • Student promotion decisions • Work directly with DLT, CEC, Presidents Council and Title I DPAC • Consultations with CSA, UFT and DC37 • Point Person for Schools (01M019, 01M034, 01M184, 01M301)
Kristine Mustillo – Principal Leadership Facilitator	<ul style="list-style-type: none"> • Conduct PPO visits • Lead instructional support for PS 15 (Renewal School) and Henry St. School for Int’l. Studies (HS 292) • District Rep. for C-30 Level 1 committees • Facilitate CFG group of new Principals—years 1-4 with Robin Williams • Point Person for Schools (01M015, 01M142, 01M332, 01M345, 01M292)
Ada Cordova – District Liaison to Manhattan Field Support Center	<ul style="list-style-type: none"> • Support growth and PD collaboration of Dual Language programs in D1 • Support “consolidation proposal” of PS 134/137 by coaching principals and working with Planning Committees of staff, parents, students • Co-plan PD (with Kristine) across D1 and access Manhattan Field Support Center for PD support • Provides oversight and support to Pre-k classes within district elementary schools, in collaboration with DECE • Co-facilitate CFG group of APs (with Toni) • Point Person for Schools (01M020, 01M063, 01M134, 01M137, 01M140)
Charles Drannbauer – Director of School Renewal	<ul style="list-style-type: none"> • Lead organizational and data support for PS 15 and HS 292 (Renewal Schools) • Support schools with data sets (including State assessments, NYSESLAT, attendance, in-house assessments) • Develop D1 website for families and school staff • Implement and support “innovation proposal” of HS Regents classes (Algebra and Living Environment) for D1 middle school students • Assist schools with technology plans and issues

	<ul style="list-style-type: none"> • Facilitate CFG group of Data Specialists • Point Person for Schools (01M064, 01M188, 01M378, 01M839)
Lyntonia (Toni) Coston – Teacher Development & Evaluation Coach	<ul style="list-style-type: none"> • Monitor/support teachers rated “Developing” and “Ineffective” with regular visits to ensure TIP plans are implemented and evaluations (documentation) are thorough and frequent • Offer cycles of school-specific and district-wide PD • Track Advance ratings for progress to completion/pacing and quality of instructional feedback • Support schools with MOSL selections, questions, issues • Strengthen teacher teams with cycles of inquiry and protocols for looking at student work • Facilitate workshop for teachers coming up for tenure consideration re: developing professional portfolio and plan Teacher Tenure celebration in fall • Co-facilitate CFG group of APs (with Ada) • Point Person for Schools (01M110, 01M315, 01M361, 01M363, 01M364)
Celsa Lopez – District Family Advocate	<ul style="list-style-type: none"> • Provide support and professional development to school and district parent leadership structures, including Parent Coordinators, PA/PTAs, SLTs, DLTs, Title I Committees, and the District Presidents’ Council. • Provide strategies for developing and strengthening parent and family involvement at the school and district levels. • Lead support for borough-wide summer graduation ceremony of 8th graders
Emily Neff - Family Support Coordinator	<ul style="list-style-type: none"> • Address all family concerns escalated to the district office via telephone, walk-in, email and the P-311 system on issues regarding DOE policies and regulations. • Document all family and school community concerns in the P-311 system, according to the protocols established by the Office of School Support and Supervision. • Analyze trends within schools and proactively assist in developing strategies to address family concerns within each of the school communities. • Support, implement and staff Family Resource Center (<i>Socio-Economic Integration grant for 2015-18</i>)
Violet Richardson – Administrative Assistant	<ul style="list-style-type: none"> • Manage D1 office needs with budget, ordering supplies/materials, certifying P-card, maintenance of copy machine/phones/fax, handle mailings, reserve conference/PD room

	<ul style="list-style-type: none">• Maintain files, timesheets and vacation requests of all Principals and D1 Team• Clerical support for Superintendent and D1 team
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