



ASSOCIATION OF ASSISTANT PRINCIPALS

NEW YORK

*Affiliate of the Council of School Supervisors and Administrators
Local 1 - AFSA, AFL-CIO*

AAP NEWSLETTER

SEPTEMBER 2022

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MESSAGE FROM THE PRESIDENT

My Fellow Brothers and Sisters,



Gail & Steffanie

I am so grateful for having the opportunity to head the Association of Assistant Principals. My predecessor, Steffani Fanizzi, served as a model leader throughout her five years of service. Mrs. Fanizzi believed in empowering leaders in the organization and that all members of AAP should have opportunities to become active in the Association. Now that she has retired and has embarked on a new journey, I am ready to serve as your president.

My plan for this new school year is simple:

- To provide members with professional development that is relevant to our profession, one that is driven by our members who have many gifts and talents; and sessions that prove to be sustainable.
- I believe that our Association has members who are strong and brilliant professionals that have become more resilient when faced with insurmountable challenges and have thrived stronger than ever. These members are the future leaders of the Association.
- Together we will network and learn about practices that build our communities and help our children succeed.
- Lastly, we will celebrate your successes; no success is too small.

I invite you to walk side-by-side with us as we begin the journey of unity, strength and success.

I believe that this year, the Association of Assistant Principals will be stronger than ever!

Gail Irizarry, 32K383

Dear Brothers and Sisters,

How amazing all educators are! Principals, teachers and especially APs. These past two years have been so challenging and a bit scary. The work we were able to accomplish regardless of where you were working, (home vs. school) was unreal. Who would have ever thought that public schools would shut down for almost a year? Who would have thought that we would be responsible to educate children in their living rooms as well as in the school building? The challenges ranged from getting students to sign on, to keeping in person students 6 feet apart, to providing materials and all while keeping them safe. We hoped after 2020-2021, things would get back to normal. We began the last school year with a full return to school but with COVID protocols that were just as challenging. How do we get them into the school safely? How do we feed them? How do we keep students 3 feet apart? And with all that, how do we make up for the educational loss. The flexibility and determination shown by my colleagues is truly unmeasurable. I cannot tell you how in awe of you all I am.

I wish you all a wonderful year and a wonderful future. Thank you for your support as the President of AAP. Thank you for your involvement. Please continue to support the association with Mrs. Irizarry as your leader. Stay engaged, especially this year as we move toward a new contract.

Stay healthy and strong!

Steffani Fanizzi, AAP President 2017-2021

SCHOLARSHIP AWARDS DINNER 2021-2022

June 13, 2022 marked our second in-person celebration of the Martin Safran and Stewart Weiner Awards Dinner at Rosie O'Grady. AAP was proud to honor the students who provided service to their communities despite adversities presented by COVID. The families enjoyed fine dining while socializing and meeting new friends. They even had a photo-op with Mayor Eric Adams, who graciously dropped in again to show his support for this annual AAP event. Nominations and essay submission will be announced to members after January 2023. Please look for announcements and encourage students to participate in service to their communities.



7 Tips to Help APs Master Time Management

Article published in January 2021 NAESP,
written by our member Donna McGuire,
is featured in this issue.
(Page 5, 6)

Save the Date CSA Conference October 29 NY Hilton Midtown

Keynote Speaker: Hal Elrod
Registration is now open
<https://web.cvent.com/event/39a471b3-e9fe-480e-b825-51ba6581d55d/summary>

SAVE THE DATE: AAP CONFERENCE DECEMBER 10, 2022
NY MARRIOTT AT THE BROOKLYN BRIDGE

**Association of Assistant Principals’
Educational Conference & Luncheon**

AAP IS BACK AND STRONGER THAN EVER!

Saturday, December 10, 2022



**Brooklyn Marriott
333 Adams Street, Brooklyn NY 11201
8:30 A.M. – 3:00 P.M.**



**Honoring AAP President Steffani Fanizzi
Upon her retirement**

OPEN TO ALL EDUCATORS!

KEYNOTE SPEAKER: Dr. DONNA ELAM

“EQUITY OF EFFORT: A NEW HABIT OF MIND”

**GET CTLE CREDIT ON SELECT WORKSHOPS
VARIOUS WORKSHOP TOPICS: BUDGETING, EMERGENCY READINESS, AND MORE**

**Network with your colleagues, other school administrators and CSA leaders
Enjoy a spectacular lunch; Receive a fabulous souvenir**

VISIT OVER 70 VENDOR EXHIBITS

TICKETS \$110 per person

Please complete registration and mail with payment payable to Association of Assistant Principals
Bob Kingsley, 268 London Road, Staten Island, NY 10306 E-mail: aapexecdir@earthlink.net

Note: AAP represents APs in P.S., K-8 schools, I.S., M.S. and J.H.S.

Tickets can be purchased with imprest funds or purchase orders. Vendor No. 112150411, AAP is the sole vendor
Free to new AAP members who joined after 10/1/21

NAME _____

DISTRICT _____ SCHOOL _____ FILE # _____

CONTACT PHONE NUMBER _____ EMAIL _____

LABOR DAY PARADE: SEPTEMBER 10, 2022



SALUTING THE LIFER-APs

by Jinny Chung

First, let me congratulate all the assistant principals who became principals this year. This also means they have left AAP and joined the elementary or middle school principals' associations. AAP is always in flux. Our members work super hard to support students, teachers, principals, and their school communities at large. It is logical that the most APs will make that transition when the opportunity arises. Then, there are the group of APs who are vital to the success of their principals. These Lifer-APs choose to remain in a supporting role as facilitators and advisors when leadership shifts. Assistant Principals are essential to the effective operation of a school. They wear many hats and are often overlooked when a school's success and achievement are celebrated. Lifer APs are the unsung heroes and should be proud of all that they do. We salute them!

At our annual AAP conferences, we celebrate the achievements of assistant principals with 5, 10, 15.... years of service. We depend on these APs to preserve institutional memory so there will be someone that new APs can learn from. If you are one of these lifer-APs, you are the foundation on which our organization is built, and we need you to continue to support new members as others transition out. Stay active. Share your stories and experiences.

#StrongerTogether

Please send material to jchung383@gmail.com

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7 Tips to Help APs Master Time Management

As a school leader, you can help assistant principals thrive in their ever-changing, fast-paced role with these best practices.

JANUARY 29, 2021 | BY DONNA MCGUIRE

TOPICS: ASSISTANT PRINCIPALS ([HTTPS://WWW.NAESP.ORG/TOPIC/ASSISTANT-PRINCIPALS/](https://www.naesp.org/topic/assistant-principals/))

COMMUNICATOR, JANUARY 2021 ([HTTPS://WWW.NAESP.ORG/COMMUNICATOR/JANUARY-2021/](https://www.naesp.org/communicator/january-2021/)), VOLUME 44, ISSUE 5



Donna McGuire



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Transitioning from classroom teacher to assistant principal (AP) can be challenging, but with your expertise as a principal—and these tips from a New York AP—you can help your APs overcome the challenge to grow and thrive in their new positions.

Master Time and Task Management

Transitioning from the role of a teacher to a school administrator can be quite a switch. Teachers that become assistant principals likely were great educators and managers of their own classrooms. As assistant principals, they now find that the daily schedule is filled with tasks and activities that require more communication between various stakeholders within the building, and if they want to be successful, they cannot work in tandem.

(continued on page 6)

The administration team within the school should collaborate to prioritize goals to best manage the curriculum, instruction, communication, day-to-day school routines, and staff and student expectations, as well as parental outreach. Here's how you can help:

- Together, create a Comprehensive Education Plan (CEP) for the school. Typically, it is four to six overarching goals for the year, built upon data, a needs assessment, and overall school climate. Review the plan and update as necessary throughout the year. The goals outlined drive the monthly, weekly, and daily planning.
- Develop a master calendar to structure the various committees within the school. In addition, share the calendar for each committee at the onset of the year, so everyone can schedule their time. Publicizing the calendars and making the meetings open to anyone who wants to attend is a strategy that establishes inclusiveness, greater communication, and transparency. The AP should work in conjunction with the instructional team and the principal's cabinet to create monthly calendars to work toward the school's goals.
- Make meeting times intentional. The administration team should meet at the start of every month to plan observations, review data, and meet teachers for consistent communication. Or the principal and AP can meet weekly to discuss what is expected for the week, based on their latest findings from data and observations. Perhaps hold meetings in the mornings to anchor the day and share ideas for support. This will can lead to better communication and strengthen the momentum as leadership.

Overcome Disruptions

Great teachers plan units, daily lessons, and differentiate for the learners within the room. Similarly, productive school administrators will find that it is best to schedule the month for observations and various committees and meetings. Assistant principals should set goals for the week and month with principals and revisit them often. Here's how you can help:

- Allow for free time in APs' schedules. Set aside time to meet with the AP daily, and during those meetings, help them create a schedule and a to-do list for the day—but reserve free time. This gives them flexibility to complete their tasks while also tackling a disruption, if it happens. Make sure the staff knows when this free time is in case they want to speak with the APs.
- Designate email checking times. A good tip is reserve the emails for the beginning and end of each day. This will allow them to spend time in classrooms, honor scheduled meetings, and remain visible to the school community. (This tip might carry over to the principal role, too.)

Help APs Prioritize When They're in the Weeds

The role of a school administrator is a very fast-paced position. For new APs, the learning curve within the first year is huge, and they need to understand that it is natural at times, to feel like they in the weeds. Here's how you can help:

- Speak up, work together, and manage time before it manages you. Set a plan, revisit the plan, and tweak the goals accordingly. Most important, stay the course. Don't wait until the last minute to start observations, reports, planning large-scaled activities, or scheduling.
- Be the rock your AP needs. Lead the way every day with stability and positivity. Keep your composure and do not put off what you can do today. If school administrators appear to be overwhelmed, it can have a ripple effect within the school community and climate.

Together, you and your APs can build a foundation of trust that will help them maximize their effectiveness and efficacy in their roles.

Donna McGuire is an assistant principal in the New York City school system.

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