



TO: Superintendents, Principals and Mathematics Chairs

FROM: Arthur L. Kalish  
Director of the Institute of MERIT (Mathematics Education, Research, and Instructional Technology)  
SUNY College at Old Westbury  
Mathematics/Computer Information Sciences Department

SUBJECT: Institute of Leadership Training for Teaching Mathematics and Technology for  
Teachers of Grades K through 5 and 6 through 9

DATE: February 1, 2014

The Institute of Leadership Training for Teaching Mathematics and Technology at SUNY/College at Old Westbury plans to develop and implement a leadership training program for 50 mathematics teachers of kindergarten through grade 9, which will be comprised of two separate grade groups (K-5 and 6-9) during the academic year. Each grade group will consist of 15 to 18 formal workshop sessions based upon budgetary constraints. The Institute has been in operation since 1986 making important contributions to mathematics education on Long Island and New York City offering various workshops for about 1000 elementary and secondary teachers.

Training will begin in the fall of 2014 with emphasis placed on the Common Core State Standards for Mathematics. Teachers will be involved in applying problem solving strategies, using manipulatives (including calculators and computers) for instruction, writing lesson plans that align with the standards, and learning techniques to provide in-service training to others. The instructional hands-on manipulative materials will be supplied to all teacher participants.

Superintendents, principals and chairs are invited to nominate teachers as project participants. A nomination form must be completed by each nominee and endorsed by the Superintendent. We especially encourage nominations from high-need school districts and preference will be given to novice teachers.

The Selection Committee will apply the following criteria in choosing teacher candidates for the program:

- ❖ The proposed participant must be currently employed in your district as a full-time teacher.
- ❖ The proposed participant must be interested in improving his/her own mathematics skills and instruction.
- ❖ The proposed participant must be willing to incorporate many of the skills acquired into their classroom activities, be a resource and share with their colleagues.

The project participants will have a meaningful role in planning, implementing and evaluating the in-service training. They will be asked to indicate what they hope to gain from the training on the nomination form and will have further opportunities to affect change during the orientation and evaluative sessions.

The attached Project Particulars describe in detail our proposed program and the benefits to be gained by the participant from your school district. Please note that we recommend that four in-service credits should be awarded by each participating school district for successful completion of the program.

Please visit us at: <http://mathteachertrainingny.org>  
See other programs run by the Institute of MERIT at <http://instituteofmerit.com>

We invite you to print the nomination form for all teachers who may be interested in the project. Completed forms should be submitted by June 1, 2013 (via email, snail mail or fax) to:

Institute of Leadership Training for Teaching Mathematics and Technology  
c/o Mimi Schnier  
PO Box 210  
SUNY/College at Old Westbury  
Old Westbury, NY 11568-0210

Thank you for your interest in the Institute of Leadership Training for Teaching Mathematics and Technology. If you have any questions regarding this announcement, please call the Program's office at **(516) 876-3261**. You may also contact the office via **fax (516) 876-3126** or e-mail at [schnierm@oldwestbury.edu](mailto:schnierm@oldwestbury.edu)

**INSTITUTE OF LEADERSHIP TRAINING FOR  
TEACHING MATHEMATICS AND TECHNOLOGY  
GRADES K-5 or 6-9**

**PROJECT PARTICULARS**

**I. PROJECT DIRECTOR:**

Mr. Arthur L. Kalish

**II. INSTRUCTORS:**

Well known and recognized for their outstanding contributions to the field of mathematics education at the elementary and secondary school level.

**III. STIPEND:**

Each teacher participant will receive a nominal stipend pending approval of the New York State Education Department.

**IV. NEEDS**

The program instructors have designed a program that aligns with the Common Core State Standards for Mathematics. Each teacher being trained will participate in pre- and post- workshop evaluations to assess the programs effectiveness. Assessments must also be given to one class that the teacher instructs to measure the improvement in their students learning skills. Each participant is required to attend Limacon, the Long Island math conference.

**V. FORMAL INSTRUCTION**

Classes are designed to introduce participants to (1) the nature of mathematics problems, the problem-solving process, and strategies for solving problems, (2) emerging trends in curriculum, instruction, and assessment presented in the most current Common Core State Standards for Mathematics, including the eight mathematical practices and focus on critical areas of each grade level. It is expected that these sessions will enhance the learning, interest, and enjoyment of mathematics by the participants, as well as suggest ways to enrich the school curriculum and to teach students more effectively to increase their learning. The use of manipulatives is emphasized during most sessions. Teachers receive commercial and teacher made manipulatives to implement the lessons.

**VI. EVALUATION**

This phase constitutes the direct evaluation of the attainment of desired objectives, skills, and attitudes acquired by project participants. This phase, conducted by project staff, is detailed in the section of the proposal dealing with evaluation.

**VII. PROPOSED TIMETABLE**

The workshop sessions will be held at SUNY/College at Old Westbury and the observation of participants' classroom teaching in their districts will occur during the Academic Year 2013-2014.

Grades K-5: There will be 15 formal sessions and 9 hours of supervised independent study by the project staff. For five of the formal sessions, the class will be subdivided into two smaller groups, K-2 and 3-5. All classes will take place on Thursdays from 4:30 to 7:30. In addition, each participant will be observed teaching a class in their own school.

Grades 6-9: There are 15 classroom sessions and three additional sessions held in our computer lab. Computer sessions will introduce participants to Microsoft Office products such as Word, Excel, and PowerPoint as well as MathType, Sketchpad, and Geogebra. All classes will meet on Wednesdays from 4:30 to 7:30. There is no cost to attend either program.

**INSTITUTE OF LEADERSHIP TRAINING FOR  
TEACHING MATHEMATICS AND TECHNOLOGY  
GRADES K-5 or 6-9 (Please Circle One)  
NOMINATION FOR PARTICIPATION**  
(Please type or print in ink)

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
no. and street city, state, zip code

Home Phone: (     ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of School: \_\_\_\_\_ Principal's Name: \_\_\_\_\_

School Address: \_\_\_\_\_

District: \_\_\_\_\_ School Phone: (     ) \_\_\_\_\_

I. Current Teaching Assignment

Grade Level: \_\_\_\_\_ Number of years teaching experience: \_\_\_\_\_

Certification status (permanent, provisional, other): \_\_\_\_\_

II. Mathematics Background/Training and Additional Information (use additional paper if needed)

Please include any information that you feel may be useful to the committee in the selection process such as previous related in-service courses taken and specific needs you might have.

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\_\_\_\_\_  
\_\_\_\_\_

III. Extra Activities List math clubs, teams or other activities that you have conducted.

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\_\_\_\_\_

IV. In-Service Experience List any in-service training program, workshop or staff development effort in which you were involved. Indicate what, where, when and for whom it was presented.

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V. Expectation and Personal Needs Please write a brief essay telling why you wish to participate in this project and what you expect to gain from participation. Be specific.

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Signature of Superintendent/Principal: \_\_\_\_\_

Print Name of Superintendent/Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Send to:  
Institute of Leadership Training for Teaching Mathematics and Technology  
State University of New York College at Old Westbury  
Old Westbury, NY 11568-0210  
Telephone (516) 876 – 3261  
Fax: (516) 876 – 3126  
E-mail: [schnierm@oldwestbury.edu](mailto:schnierm@oldwestbury.edu)

MAKE ADDITIONAL COPIES OF THIS APPLICATION AS NEEDED