



# The New York State Seal of Biliteracy (NYSSB) Guidance Toolkit

## Module #2: Planning to Implement the Seal



### Module Objectives

Participants will be able to:

- Make an implementation plan with a timeline, resources and staff needed;
- Identify the most common pathways for their candidates;
- Develop a plan to inform their school community about the New York State Seal of Biliteracy (NYSSB); and
- Review the School Notification Form.

- Warmup - “Glows & Grows”: Share experiences and challenges
  - Informing and getting approval from administration
  - Identifying and recruiting members of the Seal of Biliteracy Committee
  - Requesting and accessing data
- Review Module 1 actions items
- Seal of Biliteracy Committee (SBC)
  - Recruitment
  - Additional members
  - Frequency of meetings
  - Sharing responsibilities
  - Best practices for effective groups
- NYSSB Module 2 Planning Document ([Word](#), [PDF](#))
  - Timeline
  - Resources
  - Staff
- [The School Notification Form](#)
  - NYSSB contact information (sections A – D)
  - NYSSB subgroups (section E)
  - School data (sections F-H)



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- Identify most common pathways for all subgroups (section J)
- Description of culminating project (section K)
- Acknowledgement (section L)
- Plan to inform & mobilize faculty & staff
  - Presentation @ next faculty meeting
  - Info Sheet for Faculty on the NYSSB ([Word](#), [PDF](#))
  - Publicize NYSSB in faculty newsletter or other communication
- Plan to give a presentation to the Board of Education (BOE)
  - Requesting time at a BOE meeting
  - [Sample presentation to the Board of Education \(PPT\)](#)
- Verify how Seal will look on your school’s diploma
- Closure – Revisiting module objectives
- Questions?
- Next meeting: \_\_\_\_\_



Before the next Module meeting, please do the following:

1. Schedule the Board of Education presentation - Bring the date, time and revised presentation for the event;
2. Plan for faculty outreach – Bring details (date, time) and any resources catered for your school;
3. Finalize the implementation plan – Bring your final copy of this document vetted by your SBC; and
4. Finalize the Notification form - Bring a copy.



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For more information on the NYSSB, please contact Candace Black at [candace.black@nysed.gov](mailto:candace.black@nysed.gov) or via phone at (518) 473-7505. New York City Department of Education schools should contact the Division of Multilingual Learners at [dml@schools.nyc.gov](mailto:dml@schools.nyc.gov).

[The OBEWL New York State Seal of Biliteracy website](#)

[Regional Bilingual Education Resource Network \(RBERNs\):](#)

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)