

**TO:** RSU 63 BOARD of DIRECTORS

**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

**RE:** MONTHLY REPORT

**DATE:** APRIL 2017

**New School Applications:** Our new school construction applications were delivered directly into the hands of Scott Brown at the Maine Department of Education (DOE) on Thursday, April 13<sup>th</sup>. We do not expect to hear back from DOE for quite a while, but it does feel great to have those turned in. Thank you to all who helped!

**Grant Awarded for Innovative/Alternative Education School:**

Maine Department of Education granted an award to SPRPCE (Southern Penobscot Regional Program for Children with Exceptionalities) to create a regional, alternative education school beginning with 7<sup>th</sup> and 8<sup>th</sup> graders in 2017, with plans to expand to grade 10. The school is designed for hands-on, experiential learning to motivate and prepare at-risk youth for successful integration into further learning opportunities at the United Technology Center and in early college programs at Eastern Maine Community College. The funds will support the creation of the school and its first year. As a member of SPRPCE, our students will have access to this new alternative education program.

**Updates:**

George Cummings has trained Jake Morgan and Jeff Smith in how to turn off and reset the flashing lights at the Holden Elementary School. This will help ensure the lights flash at the correct times when we have unexpected late starts and early releases. The Eddington lights run on a different system and the custodians there know how to set those. We investigated the cost of being able to change the lights from a wireless, remote connection. The initial equipment cost is about \$6,000 for each school with an annual software fee of at least \$360. Larger numbers for the signs at Eddington have been ordered and should arrive soon. The Department of Transportation (DOT) was quick to respond to our request to repost one of our "End of School Zone" signs that was down. After April Break, I will schedule a meeting/conversation with Bruce, one of DOT's traffic engineers.

I spoke with Detective Margie Berkovich of the Investigative Division of the Maine Office of the Attorney General on Tuesday, April 11<sup>th</sup>. Our case is open and the investigation remains active.

We have fewer than expected parents express interest in PreK childcare. Nikole Wilkinson has been wonderful to collaborate with and we have been discussing several possibilities. These include having all students who use the childcare she provides attend PreK in the morning and spend the afternoons with her, providing child care until 5:00pm, and opening up the after school care opportunity to our Kindergarten and Grade 1 students. Ms. Wilkinson plans on attending the Eddington Fair the evening of May 12<sup>th</sup> so parents can meet her. While we may need

to start out smaller than anticipated, we really want to see this program be successful.

A breaker at the Holden School and the battery packs to run the phones have been replaced. This should fix the issue of the phones being out when we have no power.

A resident of Holden expressed concern that his child experiences breathing difficulties when in the Holden gym. I want to be sure there are not any problems with the facility, so we have scheduled an air quality test.

**FY 18 Budget:**

I am pleased with the progress we have made on the FY 18 Budget. We are planning an informational meeting at 5:30 on Monday, May 8<sup>th</sup> followed by a special board meeting to consider approval of the FY 18 Budget. During our board meeting on April 24<sup>th</sup>, we would like to discuss plans for the use of our balance forward as well as ways to meet our curriculum, gifted & talented (GT), professional development, and after school program needs. We have discussed three different possibilities, included below.

“Plan A” is currently in Version 3 of the Budget and is a 3-day per week, year round GT/Curriculum Coordinator who would also help with professional development. This position is budgeted through local curriculum and gifted & talented funds. The professional development portion of the position is budgeted through federal Title II funds. President Trump has eliminated Title II funding from his proposed budget. The \$11,200 in salary and benefits budgeted through Title II may need to be absorbed in our local budget. Attached is a job description for this position.

“Another Possibility – Plan B” would save \$6,522 from the FY 18 Budget and provides more direct instruction to our Gifted and Talented students.

“Another Possibility – Plan C” reduces the GT support to what we are providing this year saves and \$25,000.

**“Another Possibility – Plan B”**

**GT:** Hire a ½ time GT Teacher with ELA Concentration (Grades 7+ ELA or 020 certification along with GT endorsement) to work at Holbrook every afternoon and have approximately 30 minutes per day for GT paperwork consultation, including support for the Holden School.

Cost = Approximately \$27,500 – 30,000 per year (GT Lines)

**After School:** Stipend an After School Academic Program Coordinator at the same rate as the Athletic Director

Cost = \$3,500 (Other Instruction)

Continue to fund other after school programming costs through grant funds.

### **Curriculum and Professional Development**

Stipend a Teacher-Leader to facilitate an **“Instruction and Curriculum”**

**Committee.** Pay teachers to participate in this committee after school and in the summer. This committee would work on curriculum and instruction changes and implementation. During the 2017-18 school year, the focus would be on implementing the new Technology standards and developing Health standards. The focus would rotate through the 8 required content areas – Social Studies would be next. This group would also plan and facilitate about 1/3 of the district-wide professional development/workshop time.

Cost = Approximately \$8,025 from “Curriculum Lines (60 hours for Teacher-Leader, 240 hours for participating teachers)

Stipend a Teacher-Leader to facilitate a **“Student Success” Committee.** Pay teachers to participate in this committee after school and in the summer. This committee would work on behavioral issues, including Reaching Teens, Drop Out Prevention, teaching students living with trauma/stress, attendance, etc. This group would also plan and facilitate about 1/3 of the district-wide professional development/workshop time.

Cost = Approximately \$8,025 from Title II Grant (60 hours for Teacher-Leader, 240 hours for participating teachers). This would be one of our top priorities for FY 18 grant funding.

The Superintendent/Director of Curriculum and Instruction would oversee the after school academic program coordinator, these two committees, meet with grade level groups once a month, continue to observe teachers, lead the Steering Committee, and work with the Middle School Principal to supervise the GT Program.

### **Another Possibility – Plan C**

**GT:** Programming/cost the same as FY 17 and would be provided through the consultation model with a middle school teacher being assigned GT for one 30 minute period per day.

**After School, Curriculum, and Professional Development** would be the same as in Plan B above.

## **JOB DESCRIPTION**

### **Curriculum & Gifted & Talented Coordinator**

**Direct Supervisor:** RSU 63 Director of Curriculum & Instruction

#### **SALARY RANGE**

\$40,000 - \$45,000

#### **POSITION SUMMARY**

To provide leadership, coordination, and support for ongoing development and implementation of the district's curriculum to insure that every student is healthy, safe, supported, and engaged.

#### **PREFERRED QUALIFICATIONS:**

1. State of Maine Curriculum Coordinator certification
2. State of Maine Gifted & Talented certification
3. Master's Degree in Curriculum and Instruction or Gifted Education
4. At least three years of classroom experience (Required)

#### **TERMS OF EMPLOYMENT:**

130 days per year (3 days per week/120 days during school year plus 10 days in July and 10 days in August). Occasional evening hours required.

#### **PERFORMANCE RESPONSIBILITIES:**

Duties include, but are not limited to the following:

- A. Help guide the development, implementation, and review of curriculum, instructional, and assessment practices to meet the educational needs of all students.
- B. Assist with the system-wide assessment program including collection, analysis, and dissemination of data.
- C. Study, evaluate, and, as appropriate, recommend new instructional materials, resources, methods, and programs.
- D. Maintain an awareness of local, state, and federal laws related to curriculum, instruction, assessment, and make recommendations when needed.
- E. Assist in the design, implementation, and upkeep of the district curricula in an electronic format and distribute to appropriate staff.

- F. Work with building principals and teachers in the continued development of student progress reports.
- G. Attend meetings of the Board's Curriculum Committee.
- H. Assist with the planning, coordination, implementation, and evaluation of the Gifted and Talented Program.
- I. Maintain an awareness of local, state, and national laws to practices related to the education of gifted and talented students.
- J. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and collaborating with gifted & talented and curriculum professionals.
- K. Collaborate with Administrative Staff to guide in the development, coordination, and assessment of professional development activities for all staff.
- L. Guide the development, implementation, and evaluation of non-athletic after school and summer programs for RSU 63.