

Dr. Dave Palzet
Pleasantdale School District 107
7450 South Wolf Road
Burr Ridge, IL 60527

December 9, 2015

Dear Dr. Palzet,

The purpose of this letter is to request a job share assignment for first grade at Pleasantdale Elementary School during the 2016-2017 school year. Lucy Leone-Arroyo has been a first grade teacher at Pleasantdale Elementary School since 2001. Judy Sarwark has also taught first grade at Pleasantdale for the past 7 years in a successful job share assignment. Judy Sarwark has had an outstanding reputation as both a full-time and substitute teacher in elementary education for the past sixteen years. Both teachers currently share a first grade classroom at Pleasantdale and continue to manage the assignment excellently.

We are well-versed on the District's curriculum and policies. We are also thoroughly aware of the expectations of the District 107 community. We are committed to this job share and to providing the students with an academic experience that exceeds the District's mission. We are passionate about our careers as educators and feel fortunate to be associated with a District that values quality education and the role teachers play in delivering that value proposition.

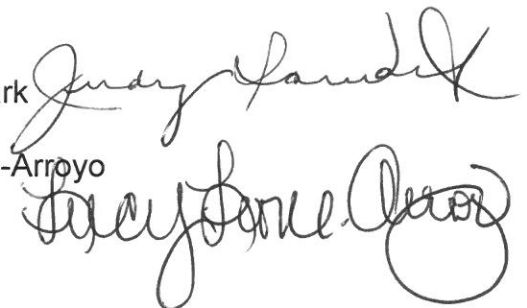
Our current job share assignment has had 100% positive feedback from both parents and students. All previous job share assignments, too, have yielded 100% positive comments and feedback from all of our families. We run a highly-organized classroom where the children are eager to learn and happy to come to school each day. We plan and implement challenging and differentiated lessons that meet the needs of all students. The partnership we have built over the past seven and a half years has even exceeded our own expectations. Our lesson planning, teaching methods and time management have only gotten better. We love working together, and we enjoy teaching our students and truly becoming partners with their parents in education.

We sincerely hope you will consider our job share proposal. We are willing to look at any changes you or the Board of Education recommends. Considering the success we have had in our current and previous job share assignment, we hope to build on this success in the 2016-2017 school year for the benefit of our students, their families, and everyone associated with Pleasantdale School District 107.

Sincerely,

Judy Sarwark

Lucy Leone-Arroyo

The image shows two handwritten signatures in black ink. The first signature is for Judy Sarwark, written in a cursive style. The second signature is for Lucy Leone-Arroyo, also in cursive, and is positioned below the first signature.

cc: Matt Vandercar

Job Sharing Program Proposal

I. General Information

Proposed Job Share Candidates:

Name: Lucy Leone-Arroyo

School: Pleasantdale Elementary School

Assignment: First Grade Teacher: 2015-2016 School Year

Certification: 04 Early Childhood

Qualifications: I have been teaching first grade at Pleasantdale Elementary School since 2001. I have been an active and integral part of the district in many ways including; conducting parent and teacher trainings, serving as the phonics and literacy coach, member of the strategic planning committee, member of our Curriculum Council and making our district's mission come to life each and everyday in my first grade classroom. I am so proud to be a part of the Pleasantdale community. Judy Sarwark was my maternity leave substitute during the 2007- 2008 school year. I have had the wonderful experience of sharing a first grade classroom with her for the past seven years in an extremely successful job share assignment. We have such similar teaching philosophies and styles and work very well together. These past seven years and this job sharing experience has made me a better teacher and has been the best professional experience of my life.

Name: Judy Sarwark

School: Pleasantdale Elementary School

Assignment: First Grade Teacher: 2015-2016 School Year

Certification: 03 Standard Elementary Teaching

Qualifications: I have been teaching for over sixteen years on both a full-time basis and as a substitute. As a full-time third grade teacher, I developed my own curriculum and communicated effectively with parents, teachers and administrators. Since 2009, I've had the opportunity to job share with Lucy Leone-Arroyo in the first grade at Pleasantdale. While working with Lucy, it became readily apparent that we shared common teaching styles and our work ethic. Over the past seven years, I have become an integral part of the first grade team. I excel in long range planning for the job share, especially for Science and Social Studies, as well as ensuring consistency in these subject areas across our four classrooms. It continues to be a great experience working with everyone at Pleasantdale, and I look forward to building on that experience in the future.

II. Brief Description of Proposed Job Sharing Assignment

We are requesting a job sharing assignment for the 2016-2017 school year. This assignment will be for Lucy Leone-Arroyo and Judy Sarwark. We will share the duties and responsibilities of a first grade teacher at Pleasantdale Elementary School.

III. Proposed Job Sharing Schedule

(Teacher A: Lucy Leone-Arroyo)

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------|----------------|------------------|-----------------|---------------|
| | X | X | | X |

(Teacher B: Judy Sarwark)

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------|----------------|------------------|-----------------|---------------|
| X | | | X | |

Teacher A will work each Tuesday, Wednesday and Friday. Teacher B will work each Monday and Thursday. Both partner teachers will make every effort to substitute for each other when advance notice is given. If no advance notice is given, we ask that the other partner teacher be called first to substitute.

IV. Division of Responsibilities/Communication

We will divide the responsibilities of the classroom equally. Both Teacher A and Teacher B will be responsible for weekly lesson planning, direct instruction of all subject areas, student assessment and record keeping and parental contact. We will communicate weekly with each other to discuss lesson planning, student performance, parental concerns, team information, and other school-based issues. We will communicate daily if any special circumstances require immediate attention. We will also maintain a class liaison file containing any important information for the partner teacher such as parental concerns, e-mails, phone messages, student pick-up notes, assignments, etc.

V. Management of Teaching Responsibilities

A. Lesson Planning and Instruction

Teacher A and Teacher B will be responsible for lesson planning. We will divide the planning equally. We will lesson plan during our plan periods on our assigned days,

then coordinate any extra classroom/school activities during our weekly partner meeting. Since all subjects are taught in First Grade, both Teacher A and Teacher B will be responsible for teaching all subject areas to all of the students on their assigned days.

B. Student Evaluation

Teacher A and Teacher B will be equally responsible for evaluating all of the first grade students. Both teachers will share the responsibility for creating Progress Reports and Report Cards. Both teachers will be responsible for administering local assessments and record keeping of those assessments. Both teachers will also be responsible for sharing evaluation information with parents and/or administration. Teachers will review and discuss student performance during their weekly partner meeting.

C. Student Discipline

Teacher A and Teacher B will be equally responsible for setting expectations and classroom procedures. As a class, we will create a mission and rules that will help our class be successful. Both teachers will reinforce these procedures and “live” that mission daily to create a safe, consistent and happy environment for our young learners and ourselves.

D. Parent Conferences/Meetings/Curriculum Night/Open House

Both teachers will prepare for and attend Parent Conferences in the fall for the first grade students. Both teachers will prepare for and attend Curriculum Night and Open House. Both partner teachers will communicate consistently with parents through Curriculum Night, Open House, weekly newsletters, notes, phone calls and/or e-mails. Any brainstorming meetings, IEP meetings or meetings with individual parents will be attended by the teacher scheduled to work on the day of the meeting.

E. Faculty/Curriculum/Team Meeting Attendance

Faculty meetings are held after school on the first Wednesday of each month. Curriculum Meetings are held after school on the second Wednesday of each month. First Grade Team Meetings are held after school on the third Wednesday of every month. Since Teacher A will be scheduled to work on Wednesdays, Teacher A will be responsible for communicating all meeting minutes and/or other pertinent information to Teacher B.

F. Institute Days/Non-Pupil Days

Both partner teachers will participate in Institute Days on a 50% shared attendance basis; i.e. the partner teacher who is scheduled to teach on the day a meeting is held will be in attendance. Attendance at these meetings will be monitored such that 50% shared attendance is maintained.

G. Field Trips

When we arrange our two field trips for the 2016-2017 school year, we will seek to arrange them so that each teacher can attend one trip. We assume this arrangement will provide more parents with the opportunity to attend field trips due to the variability in the partner teachers' schedules.

VI. Statement of Benefits

A. Benefits to the Students of Pleasantdale School District 107

We have seen the benefits to the students in our class firsthand each and every year of our job share. It has been a joy to watch them flourish both academically and socially with having two teachers. Our first grade students will continue to benefit from having two energetic, knowledgeable, and highly qualified teachers to teach them throughout an entire school year. These students will receive the benefit of having two sets of eyes teaching them and assessing their performance. They will also learn how to interact with two teachers and the importance of teamwork toward achieving both classroom goals and individual goals. They will be part of an organized and schedule-oriented classroom where two teachers share the same child-centered goals.

B. Benefits to the Community of Pleasantdale School District 107

The Pleasantdale Elementary School staff and first grade team will continue to benefit greatly from having two motivated and highly qualified staff members in one first grade position. Having Judy be part of the first grade team over the past seven years has been a blessing. Her insights into our planning and curriculum have been greatly appreciated by the entire staff at Pleasantdale. There has also been a great level of excitement within our staff community about our job share and the endless possibilities it has brought us and will continue to bring. Our staff celebrates our rejuvenated spirit in teaching and knows our job share has given us that. The parents of Pleasantdale School District 107, especially those in our first grade class, have truly valued having two insights into their children's strengths and weaknesses. The community, especially our classroom families have shown pride in a school district that is willing to think outside the box, in order to provide its students with the best learning experience possible. They have shown pride and faith in us as their children's teachers.

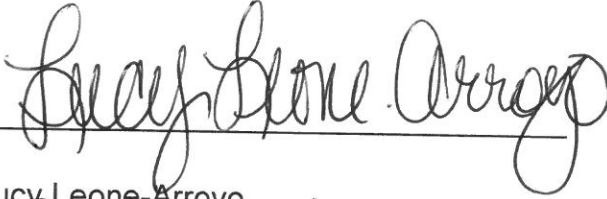
C. Benefits to Partner Teachers

This proposed job share allows both partner teachers to continue to excel in a profession they both love. It has already shown to promote greater communication and understanding between two excellent teachers that share a common goal of instilling a passion for learning in every one of their students. We believe the synergy created by our proposed job share will continue to benefit the students, their families and District 107 as a whole to a higher degree than if either one of us took on this teaching position alone.

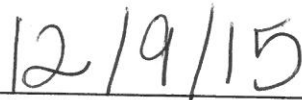
VII. Evaluation of Job Sharing Experience

Teacher A and Teacher B will conduct a survey that will be given to the parents and students in November and again in March, in order to provide feedback on the job sharing experience. The partner teachers will share this and all other feedback with their administrators at these scheduled times, as well as on an on-going basis throughout the year.

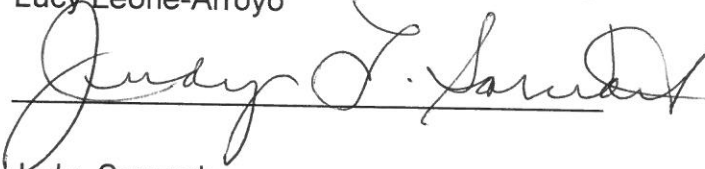
Respectfully submitted,



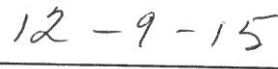
Lucy Leone Arroyo



Date



Judy Sarwark



Date