



Montabella Community Schools

MONTABELLA.COM

JUNIOR/SENIOR HIGH

1324 East North County Line Road
Blanchard, MI 49310
989-427-5175 (Telephone)
989-427-5107 (Fax)

CENTRAL OFFICE

1390 East North County Line Road
Blanchard, MI 49310
989-427-5148 (Telephone)
989-427-3828 (Fax)

ELEMENTARY

1456 East North County Line Road
Blanchard, MI 49310
989-427-5414 (Telephone)
989-427-5602 (Fax)

Administrative Contract Addendum

Montabella Community Schools has been without a Curriculum Director since January of 2025. The duties and responsibilities for this vacancy have been covered by our remaining administrative team. Essential Job Duties and Responsibilities being covered, include but are not limited to the following:

- Facilitate the ongoing school improvement process with staff.
- Lead MTSS process at the school and district level.
- Provide data analysis as needed for school improvement or curriculum decisions.
- Observe teacher effectiveness and provide feedback to improve effectiveness as needed.
- Oversight and supervision of evaluation, induction and mentoring for staff.
- Evaluate and recommend textbook and supplemental instructional resources.
- Coordinate all federal and state grant funding as well as reporting.
- Plan and lead professional development activities of staff.
- Provide guidance and supervision to ensure all federal and state laws and regulations are followed.
- Attend county wide curriculum meetings.

As a result, Montabella Community Schools will be adding a \$2000 stipend for the additional work and responsibility to recognize the effort of the current administrative team in covering the responsibilities of the Curriculum Director vacancy for the remainder of 2024-25 school year.

Signed by: _____

Superintendent/Board President

Date: _____

Signed by: _____

Employee, *Shelly Mills*

Date: _____



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Signed by: _____

Superintendent/Board President

Date: _____

Signed by: _____

Employee, *Shane Riley*

Date: _____



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As a result, Montabella Community Schools will be adding a \$1000 stipend for the additional work and responsibility to recognize the effort of the current administrative team in covering the responsibilities of the Curriculum Director vacancy for the remainder of 2024-25 school year.

Signed by: _____

Superintendent/Board President

Date: _____

Signed by: _____

Employee, Brittany Palancer

Date: _____



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- Provide guidance and supervision to ensure all federal and state laws and regulations are followed.
- Attend county wide curriculum meetings.

As a result, Montabella Community Schools will be adding a \$1000 stipend for the additional work and responsibility to recognize the effort of the current administrative team in covering the responsibilities of the Curriculum Director vacancy for the remainder of 2024-25 school year.

Signed by: _____

Superintendent/Board President

Date: _____

Signed by: _____

Employee , Mike Moore

Date: _____



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Administrative Contract Addendum

Montabella Community Schools has been without a Homeless Liaison since January of 2025. The duties and responsibilities for this vacancy have been covered by Mike Moore. Essential Job Duties and Responsibilities being covered, include but are not limited to the following:

- Work with staff to help identify students experiencing homelessness.
- Work with identified families to provide the resources needed for students to be successful.
- Coordinate with outside agencies for support and resources for identified families.
- Work collaboratively with the business office and state and federal program director for resource alignment.
- Attend all required training.
- Attend local and regional Homeless meetings
- Advocate for the identified students.
- Keep accurate records of all services and communication as required by the grant and federal regulations.

As a result, Montabella Community Schools will be adding a \$2000 stipend for the additional work and responsibility to recognize the effort of Mike Moore in covering the responsibilities of the Homeless Liaison vacancy for the remainder of 2024-25 school year.

Signed by: _____

Superintendent/Board President

Date: _____

Signed by: _____

Employee , *Mike Moore*

Date: _____