

**DATE: February 14, 2012**

**FROM: Glenda Scott**

**RE: 2012 Summer Curriculum Development Project**

**Report to the Board of Trustees**

**The following are 2012 Summer Curriculum Project Development details:**

**Dates:**

**Curriculum Leader Institutes:** 1st Wednesday of each month, March-May from 3:30-5:15

**Summer Project Orientation/Training:** Tuesday, May 29. 8:00 AM- 3:00 PM

**Summer Curriculum Development Project:** May 29-July 20

**Project Goals:**

- Revise/supplement TPSD pacing guides and curriculum guides in all state tested content areas and K-2 ELA and Mathematics to address feedback gathered from stakeholders during 2010-11 school year.  
Draft completion date July 13. Publication date July 20.
- Draft/Adapt/Revise test items for each tested subject area aligned with TPSD curriculum and MCT2 test item specifications for use on TPSD common assessments.  
Draft completion date July 20.
- Revise pacing and curriculum guides for grades 3-8 English Language Arts and Mathematics aligned with the Common Core State Standards including integration of science and social studies via Common Core State Standards.  
Draft completion date July 13. Publication date July 20.

- Revise/reformat pacing guides for Algebra I, Biology I, English II, and U.S. History to address the transition to block schedule.  
Draft completion date: July 29. Following Block Schedule Training in July.
- Meet the Requirements stated in Standard Two, Findings 2.2 and 2.3 of the Phi Delta Kappa Curriculum Management Audit

### **Curriculum Advisory Council:**

<b>District Curriculum Advisory Council</b>	
<b>Mr. David Meadows</b>	
<b>Dr. Fred Hill</b>	<b>Mrs. Diana Ezell</b>
<b>Mrs. Mary Ruth Wright</b>	<b>Mrs. Mary Ann Plasencia</b>
<b>Mrs. Brenda Meriweather</b>	<b>Mr. Larry Harmon</b>
<b>Mrs. Kay Bishop</b>	<b>PK-12 Principals</b>
<b>2012 Curriculum Development Project Committee</b>	
<b>Chair - Director of Curriculum and Instruction, Ms. Glenda Scott</b>	
<b>Participants - Project Leads, Curriculum Team Leaders, Curriculum Team Writers, Curriculum Team Editors</b>	

### **Organization:**

- The District Curriculum Advisory Council will meet to shape project goals and plans, assess project work and progress, and provide critical direction for the 2012 Curriculum Development Project Committee. Council members will be invited to attend training sessions and project work sessions and will receive regular reports of progress from the project director, Ms. Glenda Scott.
- All project participants will undergo professional development for project work.
- Curriculum Teams will be formed organized by grade level, content area, and/or project task.
- Each team will be responsible for producing/revising curriculum documents in accord with project goals: curriculum guides, pacing guides, and writing, adapting, or selecting common assessment items.
- Teams will be led by Curriculum Team leaders and work will be facilitated by members of the Curriculum Department.
- An online learning management system, Haiku, will be used to provide resources to support curriculum teams and the achievement of project goals, and to collect and organize the work.

**Staff:** 75–100 certified staff.

**Positions:**

- **Project leads**– Curriculum Specialists and Instructional Technology Specialists from the Curriculum Department will provide training throughout the project and provide support to curriculum teams. They will communicate regularly with the project director and advisory council to share progress and solicit advice.
- **Curriculum Team Leaders**– Lead teachers with content and curriculum expertise will undergo training including monthly training institutes beginning in February, assist in training teams, lead curriculum teams, organize work schedules, delegate project tasks, monitor, communicate regularly with project leads, evaluate and edit work using defined standards, and write curriculum.

**20–25 certified staff. Rate of pay: 21.00/hr**

- **Curriculum Team writers**– Teachers with content and curriculum expertise in an assigned area will undergo training, participate in curriculum teams, work to complete project tasks as assigned by Curriculum Team Leaders, develop and/or revise pacing guides including intended learning targets, curriculum guides, and write, adapt, or select common assessment items.

**50–60 certified staff. Rate of pay: 18/hr**

- **Curriculum Team Editors**– Editors participate on Curriculum Teams, undergo training, support curriculum teams in taking minutes of team meetings when necessary, assisting with document drafting, revision, editing, and proofing, and organizing project work as assigned by Curriculum Team Leaders and/or project leads. Editors need not have particular content expertise.

**10–15 certified staff. Rate of pay: 18/hr**

**Application Process:**

- **Curriculum Team Leaders** will be chosen by application in February 2012. Principals will encourage teachers to apply, especially those who offer valuable leadership and curriculum expertise necessary. Leaders will commit to attending four monthly Curriculum Leader Institutes after school in addition to the summer project work, for which they will be compensated.
- **Curriculum Team Writers and Editors** will be chosen by application in March 2012. Principals will encourage all teachers who wish to work to apply. Writers and Editors will be required to attend Summer Project Orientation/Training on May 29, for which they will be compensated.

**Schedule of work:**

- **1st Wednesday Curriculum Leader institutes**  
Curriculum team leaders will participate in three training institutes on the first Wednesday of each month March–May to prepare them for their roles in leading the project work and to help shape project goals. Leaders will receive compensation for this time.
- **May 29– Summer Project Orientation/Training**  
Curriculum teams will participate in 6 hours of project orientation and training, set work schedules and assign project tasks. Participants will be compensated for this time.
- **May 29–July 13: Curriculum Document Development/Revision**  
Curriculum teams will complete, revise, and submit drafts of curriculum documents (pacing guides, curriculum guides, common assessment test items) by July 13th. This work will require an estimate of 60–90 hours of work. Curriculum Team Leaders will be responsible for working with team members to schedule these hours during this period. It is an expectation that at least 70% of these hours should be scheduled at times when the full team is available to meet together.  
**Suggested hours for this portion of the project:** 60–90 hours.
- **July 13–July 20: Curriculum Document Editing/Publication**  
Curriculum Team Editors, Project Leads, and other available project staff will compile, proof, and prepare documents for print.  
**Suggested hours scheduled for this work:** 30–50 hours
- No one team member should work more that 125 hours on the project.

**Proposed Sites:**

Church Street School  
Parkway Elementary School

**Estimated Costs**

• <b>Staff</b>	<b>\$ 170,000.00</b>
• <b>Materials and supplies</b>	<b>\$ 1,000.00</b>
• <b>Printing cost</b>	<b>\$ 25,000.00</b>
<b>TOTAL</b>	<b>\$ 196,000.00</b>