

TO: Mrs. Kim Britton, Assistant Superintendent
FROM: Anna Guntharp, Executive Director of Curriculum
DATE: 2/19/2016
RE: 2016 Summer Curriculum Project

I would like to request permission to employ up to 24 district teachers for work on the 2016 Summer Curriculum Project.

The 2016 Summer Curriculum Project details and logistics are as follows:

Summer Curriculum Development Project: June 6-24, 2016

Task to Accomplish

- Revise Pacing Guides
 - o Ensure all pacing guides are designed so that curriculum is completed by end of the 3rd nine weeks.
 - o Ensure standards for performance tasks in mathematics and English Language Arts (ELA) are taught in 1st semester.
- Develop Testing Blueprint for 4.5 and end of the nine weeks assessments in Math, ELA, and 5th and 8th grade Science.
- Create units of study in Math, ELA, and 5th and 8th grade Science
 - o Units include the following:
 - Daily Lessons
 - Bell- ringers
 - Math Talks (Math)
 - Writing Incorporated (ELA, Science, Social Studies)
 - Whole Group Activates
 - Small Group Activates
 - Enrichment/Remediation
 - Closing
 - Exit Tickets
 - Formative Assessments
- Design Unit Syllabi to be posted on the website for each grade
- Create Writing Units in K-2
- Imbed Language standards across the curriculum in K-2
- Re-align K-2 Envision math lessons to the Pacing Guide
- Create K-2 Sample Test Item Bank for Math and ELA
- Define Major and minor targets within the K-2 standards

Staff: Up to 24 certified staff plus curriculum staff

Positions:

- **Project Leads-** Curriculum Administrators and Specialists from the Office of Curriculum and Instruction will provide training and support for curriculum teams, set goals, monitor progress, and address emergent questions, concerns, or needs.

- **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, including the development and/or revision of pacing guides to meet district goals.

Application Process:

- **Curriculum Team Writers** will be chosen by application. Principals will encourage all teachers who wish to work to apply. The Office of Curriculum and Instruction will coordinate the application process.

Schedule of work:

- **June 6-24, 2016 from 8:00 AM-5:00 PM: Curriculum Document Development/Revision**

Curriculum teams will be broken into smaller groups based on content areas. Each of the chosen team members will work a maximum of 40 hours. Hours of work will be set by the Office of Curriculum and Instruction and communicated to the appropriate team members.

Proposed Site for Summer Work: Church Street School

Estimated number of workers and cost:

Number of People		Days Worked	Hours Worked/Day	Total Hours	Salary /Hour	Hour x Salary	Total Salary
K-2	6	12	8 Hours	576 Hours	\$24/Hour	576 x \$24	\$13,824.00
3-8	16	12	8 Hours	1,536 Hours	\$24/Hour	1,536 x \$24	\$36,864.00
5 & 8 Sci.	2	12	8 Hours	192 Hours	\$24/Hour	192 x \$24	\$4,608.00
Total	24	12	8	2,304	\$24/Hour	2,304 x \$24	\$55,296.00

Respectfully Submitted:

Anna Guntharp