

# Summer Curriculum Proposals

Board of Education Curriculum Subcommittee  
New Fairfield Public Schools  
May 26, 2026





## NFPS SUMMER CURRICULUM WORK PROPOSAL

**Completed proposals are due no later than May 15th for summer curriculum work. Project proposals may be submitted by administrators, CILs, program leaders, or curriculum link leaders, with review by the building principal(s) prior to submission. Projects must be approved by the Assistant Superintendent of Curriculum and Instruction before work commences on the project.**

Please assign curriculum work project titles that are easily understood (descriptive of the work) and include the subject area / program and grade or level (ie. Science Physics Assessment Design; Math Grade 6 Curriculum Mapping, etc.). **All electronic documents related to the project should be named using the project title.**

**Date of Curriculum Work Proposal Submission:**

**Program / Department / Grade(s):**

**Project Leader (Administrator, CIL, Program Leader):**

**Project Title:**

**Total number of work days requested (number of staff X number of days each):**

**Strategic Plan Alignment - Please check all that apply**

- Curriculum Goal
- Instruction Goal
- Wellness Goal
- Other (Describe) : \_\_\_\_\_

### Curriculum Work Narrative

- Describe the goals of the curriculum work to be undertaken. How does this address a component of the district' strategic plan?
- What approach or process will be used to undertake the curriculum work? (Attach curriculum work agendas / outline / plans for the curriculum days.)
- Define the end product ... that is, what will be produced as a result of the curriculum work?
- What tool or process will you use to ensure quality standards are met for this curriculum work?

5. Staff involved and anticipated curriculum work schedule (add lines if needed.)

Staff	Anticipated Work Dates	Total # of Days
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Payment for summer curriculum work is at the contractual hourly rate. (Full days = 5 work hours, exclusive of lunch; curriculum work should be undertaken in no less than half day increments.) Please advise any staff who will be working during the summer that taxes and social security will be deducted from those checks.*

*Summer curriculum work must be completed **at a district location** (school building or Central office); Zoom or home curriculum work is not permitted. Project leaders are to contact the building secretary or administrative assistant for the Assistant Superintendent to reserve work space as soon as possible after approval of curriculum work to ensure no conflicts with summer building use.*

6. Anticipated date of project completion: \_\_\_\_\_

**Project leaders submit a written summary of the project ([Project Summary Form](#)) to the Assistant Superintendent of Curriculum and Instruction within one week of project completion.**

**For Central Office Use**

Date \_\_\_\_\_

\_\_\_\_ Approved for \_\_\_\_\_ **Total Days** (# of staff x # of days ea.) or \_\_\_\_\_ **Total Hours** (5 hr/day)

\_\_\_\_ Deferred

Comments:

\_\_\_\_\_



## **NFPS Curriculum Project Summary**

Please save / title this Project Summary to include the name of the project as was noted on the approval letter. Submit to the Assistant Superintendent of Curriculum and Instruction along with all related curriculum work documents / files and the [Curriculum Work Log](#) for the project no later than one week from the project's completion.

**Date of Curriculum Project Summary Submission:**

**Program / Department / Grade(s):**

**Project Leader (Administrator, CIL, Program Leader):**

**Project Title:**

**Strategic Plan Alignment - Please check all that apply**

Curriculum Goal

Instruction Goal

Wellness Goal

Other (Describe) : \_\_\_\_\_

**Contributing Staff** (list name and school):

**Total** number of curriculum work days (number of staff x number of days):

**Purpose:** *(How does the project align with the district strategic plan and serve to enhance student learning?)*

**Description of Curriculum Work and End Products:**

**Implementation Plan:** *How will the curriculum work be shared with staff and implemented in classrooms during the upcoming school year?*

**Assessment of Impact:** *How will the impact of this product/project on student learning be assessed (what tools will be used; what data will be collected; when and how will that data be analyzed and shared)?*