

DATE: May 19, 2011

FROM: Glenda Scott

RE: 2011 Summer Curriculum Development Project

The following are 2011 Summer Curriculum Project Development details:

Dates: June 1- July 29

Project Goals:

- Update pacing guides in all state tested content areas.
 - Draft completion date July 8.
 - Publication date July 29.
- Create curriculum guides for all state tested content areas.
 - Draft completion date July 8.
 - Publication date July 29.
- Create pacing and curriculum guides for English Language Arts in kindergarten through second grade aligned with the Common Core State Standards.
 - Draft completion date July 8.
 - Publication date July 29.
- Create pacing and curriculum guides for Mathematics in kindergarten through fifth grade aligned with the Common Core State Standards.
 - Draft completion date July 8.
 - Publication date July 29.
- Meet the Requirements stated in Standard Two, Findings 2.2 and 2.3 of the Phi Delta Kappa Curriculum Management Audit.
 - Ongoing

Organization:

- All participants will undergo training/professional development.
- Curriculum Teams will be formed organized by grade level and/or content area.
- Each team will be responsible for producing curriculum documents in accordance with project goals: curriculum guides, pacing guides, and common assessment items.
- Teams will be led by Curriculum Team leaders and work will be facilitated by members of the Department of School Improvement.

- 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 Department of School Improvement will provide training throughout the project and provide support to curriculum teams.
- **Curriculum Team Leaders** - Lead teachers with content/curriculum expertise will undergo training, 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.
15-20 certified staff. Rate of pay: 21.00/hr
- **Curriculum Team writers** - Teachers with content/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 pacing guides including intended learning targets, curriculum guides, and write 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.
15-20 certified staff. Rate of pay: 18/hr

Schedule of work:

- **June-July 8: Curriculum Document Development**

Curriculum teams will complete, revise, and submit drafts of curriculum documents (pacing guides, curriculum guides) by July 8th. This work will require an estimate of 100-120 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 60% 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: 100-120 hours.

- **July 11-July 29: 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: 40-50 hours
- No one team member should work more than 135 hours on the project.

Designated Site:

Tupelo High School - J Building

Estimated Costs

- **Staff:** **\$ 250,000.00**
- **Materials and supplies** **\$ 2,000.00**
- **Printing cost** **\$ 35,000.00**

TOTAL **\$ 287,000.00**