

TO: Dr. Gearl Loden
FROM: Leigh B. Mobley
DATE: April 4, 2013
RE: 2013 Summer Curriculum Project

I would like to request permission to employ up to 60 district teachers for work on the 2013 Summer Curriculum Project.

The 2013 Summer Curriculum Project details and logistics are as follows:

Summer Project Orientation/Training: June 10 8:00 AM

Summer Curriculum Development Project: June 10 - June 14

Project Goals:

- Revise/supplement TPSD pacing guides in all state tested content areas K-8, and K-2 English Language Arts and Mathematics, to address feedback gathered from stakeholders during 2012-13 school year.
Draft completion date June 14. Publication date June 30.
- Revise pacing guides and curriculum guides (where necessary) for grades 3-8 English Language Arts and Mathematics to ensure accurate alignment with the Common Core State Standards. Teams will also work to integrate Common Core State Standards for ELA with Science and Social Studies curricula.
Draft completion date June 14. Publication date June 30.
- Revise pacing guides for all courses at THS to address lessons learned from Year 1 implementation of block scheduling.
Draft completion date May 15. Publication date May 31.

Organization:

- Curriculum teams will be organized by grade level and content areas. Each team will be responsible for producing or revising curriculum documents to accomplish project goals. These include pacing guides and curriculum guides where warranted.
- Teams will be led by curriculum team leaders and work will be facilitated by members of the Office of Curriculum and Instruction working as project leads.
- 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: Up to 60 certified staff

Positions:

- **Project Leads-** Curriculum 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 Leaders-** Lead teachers with content and curriculum expertise will lead curriculum teams, set agendas, delegate tasks, and be responsible for ensuring all project tasks are completed. They will communicate regularly with project leads, evaluate and edit work using defined standards, and write curricula.

15 of the 60 certified staff

Rate of pay: 24.00/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, including the development and/or revision of pacing guides to meet district goals.

Up to 45 of the certified staff

Rate of pay: 24.00/hr

Application Process:

- **Curriculum Team Leaders** will be chosen by application. Principals will encourage teachers to apply, especially those who offer valuable leadership and curriculum expertise necessary.
- **Curriculum Team Writers and Editors** will be chosen by application. Principals will encourage all teachers who wish to work to apply.

Schedule of work:

- **June 10-14, 8:00 AM-5:00 PM: Curriculum Document Development/Revision**
Curriculum teams will complete, revise, and submit drafts of pacing guides by June 12. Project Leads will meet with teams on June 12-13 for document review. Any necessary editing/revision should be completed by the end of the day on June 14.

Hours of work: 40

Proposed Site for Summer Work:

Church Street School

Estimated Costs

- **Staff** \$ 57,600.00
- **Materials and supplies** \$ 1,000.00
- **Printing cost** \$ 5,000.00

TOTAL

\$ 63,600.00

Respectfully Submitted:



Leigh B. Mobley,
Director