

March 15, 2010

Dear Educators:

It's time to plan for summer curriculum work! Attached, you will find this year's application. Applications must be submitted electronically to your principal by Monday, April 19, 2010.

Please follow this process and timeline for completing your summer curriculum proposal:

1. Discuss your proposal with your K-12 team on April 14, 2010.
2. Discuss your proposal with your school principal between NOW and April 14, 2010.
3. Complete your proposal application electronically and forward your electronic file to your school principal by April 19, 2010. Please follow these guidelines when composing your request:
 - a. 5 hours (maximum) for each alignment document for a new course
 - b. 3 hours (maximum) to develop a unit not previously taught
 - c. 2 hours (maximum) to revise a current unit of study
 - d. Work that includes integrating technology into a lesson plan, developing common assessments, or integrating differentiation into an instructional unit would be considered a revision.
4. Principals will forward completed and prioritized electronic proposals to Kelly Mosher by 4:00 pm on Friday April 23, 2010. NO LATE PROPOSALS WILL BE ACCEPTED.
5. The Director of Instruction, Director of Student Services and Building Principals will review the proposals and determine funding.

Summer curriculum proposals will be prioritized and accepted or rejected based upon their support of school goals and district initiatives, their collaborative nature, and their potential to increase student achievement. The correlation between your project proposal and school or district goals should be clearly expressed. The following District initiatives will be supported through summer curriculum work:

- District Goals: Curriculum Mapping Initiative, Teacher Mentor Program, Student Achievement Data Analysis, Assessment Development, Response to Intervention, ESL Programming, Technology Integration into Classroom Instruction
- Pupil Services: Wisconsin Comprehensive School Counseling Model, Inclusion, Differentiation
- Course Development Approved by the CCC and Board of Education

If you have questions, please contact Paula Landers at landersp@evansville.k12.wi.us or at extension 3505.

Evansville Community School District
Summer Curriculum Proposal

DUE: April 19, 2010
Submit electronically to your school principal

Proposal Submitted by _____

School _____ Grade Level/ Department _____

Check priority addressed by this project and list the goal:

_____ District Goals: _____

_____ Building Goals: _____

_____ Pupil Services: _____

_____ New Course: _____

Project Title: _____

Project Description and Rationale:

Why is this project important? How does it support District or school goals?

Goals Met/ Final Product:

Describe what this project will accomplish and how it will increase student achievement in your classroom or school. Explain what the final product will be.

Budget Request:

The union contract states how the curriculum work pay is computed and it is based on a 7.5 hour day. Please indicate your pay rate:

Teacher Rate	_____	Bachelor's	\$23.28/ hour
	_____	Master's	\$28.01/ hour

Educational Assistants will be paid their normal hourly rate for summer curriculum work.

Project Participants and Completion Date:

List the names of all staff that will participate in this project, where the work will be completed, the dates the work will take place, and the number of hours each person will work.

Please note, projects that are funded through grant money (e.g. REACh, Carl Perkins) MUST be completed before July 1, 2010. Grant funded projects that cannot be completed before this deadline will not be approved.

NAME	WORK LOCATION	PROJECT DATES	NUMBER OF HOURS	TOTAL SALARY

Check one:

Work will be completed before July 1, 2010.

Work will not be completed before July 1, 2010 because: _____

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To be completed by Principals, Curriculum & Instruction, and Student Services

Building Priority: _____ 1st _____ 2nd _____ 3rd

Principal's Signature _____ Date _____

Director of Instruction _____ Date _____

Director of Student Services _____ Date _____

Date of Project Completion Meeting: _____

Signature of Principal/Director of Curriculum: _____

Signature and Date Submitted to District Office to be paid: _____

Funding Source: (Completed by District Office)

- _____ *Carl Perkins/ School to Work*
- _____ *Special Education Flow Through*
- _____ *K-12 Instructional Budget*
- _____ *K-12 Gifted & Talented*
- _____ *Title V (ESL)*

- _____ *AODA – Title IV*
- _____ *School Building Funds*
- _____ *Title II*
- _____ *REACh Grant*
- _____ *Other: _____*