

**ORGANIZATION/PROGRAM DESCRIPTION**

The Curriculum Office serves the Lexington Public Schools and all its teachers PK-12 in the areas of curriculum, instruction, and professional development. Goals of this office include alignment of all curricula in the Lexington Public Schools with the Massachusetts Curriculum Frameworks, vertical and horizontal articulation of curricula in all curriculum areas K through 12, and professional development in targeted curriculum areas PK-12. Included in the goals of this office are ongoing data analysis, cyclical program evaluation, and liaison work with K-5 Department Heads, K-12 Department Heads, other Program Leaders, and building principals.

**STAFFING SUMMARY:**

Line No	DESE Func	JOB_DESC	Operating				Grant				Revolving				Sum of FY11 FTE Budget	Total Sum of FY12 FTE	Total Sum of FTE Change	Total Sum of FY12 Budget
			FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget				
1	2305	CLASSROOM TEACHER	1.74	2.00	0.00										1.74	2.00	0.00	
2	2310	MELP				8.00	8.00	0.00							8.00	8.00	0.00	
	2315	MELP COOR	1.00	1.00	0.00										1.00	1.00	0.00	
		TEAM LEADER	18.00	18.00	0.00										18.00	18.00	0.00	
	2357	AIMSWEB DM	6.00	6.00	0.00										6.00	6.00	0.00	
		CONTENT COACH	26.00	26.00	0.00										26.00	26.00	0.00	
4	1220	ADMIN ASST CO	1.76	1.76	0.00										1.76	1.76	0.00	
5	2357	PD COORD		0.50	0.50											0.50	0.50	
	3100	ACCNT MAN. ADULT ED/S								1.00	1.00	0.00		1.00	1.00	0.00		
										2.00	2.00	0.00		2.00	2.00	0.00		
7.1	2330	OVRMX AIDE	0.00		0.00										0.00		0.00	
	2357	PD COORD	0.00		0.00										0.00		0.00	
	3100	ADULT ED MUSIC INST								33.00		(33.00)		33.00		(33.00)		
										18.00		(18.00)		18.00		(18.00)		
14	1220	CURRICULUM	1.00	1.00	0.00										1.00	1.00	0.00	
<b>Grand Total</b>			<b>55.50</b>	<b>56.26</b>	<b>0.50</b>	<b>\$ 425,484</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>\$ 36,266</b>	<b>54.00</b>	<b>3.00</b>	<b>(51.00)</b>	<b>\$ 172,844</b>	<b>117.50</b>	<b>67.26</b>	<b>(50.50)</b>	<b>\$634,594</b>

**Personnel Comments:**

Through a re-alignment of funds in the current professional development budget, a 0.5 F.T.E professional position will take the place of a retired administrator who has served as the chairperson of the professional development committee. It is now time, given the complexity, demands, and importance of professional development, that the Lexington Public Schools hire a part-time teacher to work with the Assistant Superintendent to lead and manage both mandatory and voluntary district-wide professional development.

Thanks to the availability of ARRA (American Reinvestment and Recovery Act – *stimulus money*) dollars in FY 10 and FY 11, the district has been enabled to redirect, renew, and invigorate its focus on this well-needed and long awaited opportunity to advance our P.D. efforts. We are proud to announce that we have been able to make tremendous strides in our work in this area. A strong, in-depth series of optional, after-school offerings were provided in the spring, summer, and fall of 2010 with another round scheduled for the spring of 2011. Over forty-three (43) courses and workshops, focused on differentiated instruction, best practices, Response to Intervention (RTI), technology integration, and advancing 21<sup>st</sup> century literacy, and more, have been provided “in-district” for a total of 522 teachers during this 18-month period. Additionally, a total of 395 administrators and faculty have been able to participate in out-of-district courses (both in-state and out-of-state) with educational experts and colleagues from around the country. As a result, our staff has been able to bring back what they have learned to their school, their PLCs, and the district at large. Required training to provide content specific information to teachers in the areas of mathematics and literacy skills has taken place during the course of the school day on designated dates.

Not only has our success in the area of Professional Development been acclaimed by our district’s faculty via their end-of-course evaluation forms, but national recognition has come our way, as well. In the November

issue of “Education Week,” a profile of the district’s P.D. work was showcased. The article attests to the importance of our local efforts and its relative uniqueness in the country as we work to become a “learning system” – one that fosters teacher learning beyond the individual school and classroom level (Dr. Paul B. Ash, 2010). We are indeed one of the only districts in the nation that has committed itself to the systemic and synergized importance of this work.

However, the work is never done. The momentum must be sustained. There must be continuity and consistency, not only in the mission and vision, but also in our collective effort. The needs of teachers “new” to Lexington, as well as the needs of our experienced, veteran teachers must be continuously addressed. From “*Better Beginnings*” and mentor coaching for our new teachers to the changing and advanced needs of our experienced teachers . . . we must cover all the bases, both in our required and optional programs. Our Professional Development Committee continues to respond to the expressed needs of teachers through course feedback loops and surveys. The committee continues to design and structure offerings that synthesize the goals of the district focused on improving student performance at every level with a specific concentration on reducing the achievement gap. A great deal of time and attention are required to organize the many aspects and details of a consolidated P.D. “system.” Multiple components must be considered and addressed . . . from beginning teachers to veteran teachers, from content to pedagogy, from in-district to out-of-district activities, from registrations to cancellations.

**EXPENSE SUMMARY:**

The FY11 expense budget includes \$135,337 from the Federal ARRA grant to fund professional development. These funds will be used to pay for professional development courses, supplies and materials, and substitutes related to the professional development committee’s recommendations. The substitute costs will be reclassified to the salaries and wages substitute account when costs are known. \$30,000 is budgeted in K-12 Curriculum to address relocation, reconfiguration, technology and curricular material set-up costs for new grade level or program classrooms needed due to enrollment shifts or increases not known until July of the new fiscal year.

State Func - Seg 7	FY11 Funct	ACCOUNT DESCRIPTION - new	Sum of FY09 YTD EXP/ENC	Sum of FY10 YTD EXPENDED	Sum of FY11 STM Budget	Sum of FY12 ATM Request	Sum of \$ Changed
1220	Assistant Superintendents	MILEAGE	\$0	\$ -	\$ -	\$ -	\$ -
2110	Curriculum Directors (Supervisory)	MEMBERSHIP/DUES/LICENSES & SUB	\$0	\$ -	\$ -	\$ -	\$ -
		PRINTING/FORMS	\$0	\$ -	\$ -	\$ -	\$ -
		PROFESSIONAL SERVICES	\$161,136	\$ 141,193	\$ 212,628	\$ 212,628	\$ -
		SEMINARS/WORKSHOPS/CONFERENCES	\$0	\$ -	\$ -	\$ -	\$ -
		SUPPLIES & MATERIALS	\$8,932	\$ 21,760	\$ 313,758	\$ 325,285	\$ 11,527
2357	Professional Development Stipends, Providers and Expenses	MEETING EXPENSES	\$0	\$ -	\$ -	\$ -	\$ -
		MEMBERSHIP/DUES/LICENSES & SUB	\$40,815	\$ 51,631	\$ 33,409	\$ 33,409	\$ -
		OUT OF STATE TRAVEL	\$3,461	\$ 4,249	\$ -	\$ -	\$ -
		SEMINARS/WORKSHOPS/CONFERENCES	\$0	\$ -	\$ -	\$ -	\$ -
		SUPPLIES & MATERIALS	\$0	\$ -	\$ -	\$ -	\$ -
		PROFESSIONAL DEVELOPMENT & TRAINING	\$41,261	\$ 85,255	\$ 74,666	\$ 74,666	\$ -
2410	Textbooks and Related Software/Media/Materials	TEXTBOOKS	\$0	\$ -	\$ -	\$ -	\$ -
2430	General Supplies	SUPPLIES	\$0	\$ -	\$ -	\$ -	\$ -
		SUPPLIES & MATERIALS	\$0	\$ -	\$ -	\$ -	\$ -
2440	Other Instructional Services	FIELD TRIPS	\$0	\$ -	\$ -	\$ -	\$ -
		OUT OF STATE TRAVEL	\$0	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>			<b>\$255,605</b>	<b>\$ 304,088</b>	<b>\$ 634,461</b>	<b>\$ 645,988</b>	<b>\$ 11,527</b>

- Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.