

**Harvard Public Schools**  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**Monday, August 28, 2017**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order (6:15)**
- II. Read the Vision Statement (6:16)**
- III. Public Commentary (6:17)**
- IV. Overnight Trip Approval (6:20)**
- V. Bromfield Handbook Review (6:30)**
- VI. Charter Document Discussion (6:45)**
- VII. Superintendent Review (7:10)**
- VIII. Personnel Spreadsheet (7:40)**
- IX. School Readiness Update (7:45)**
- X. Sub-committee/Liaison Assignments (7:55)**
- XI. Meeting Minute Approval (8:00)**
- XII. Warrant Approval (8:05)**
- XIII. Agenda Items for September 11<sup>th</sup> (8:10)**
- XIV. Open to Interested Citizens' and School Committee Commentary (8:15)**
- XV. Adjournment (8:20)**

**Documents: superintendent's report, personnel spreadsheet, field trip forms, Bromfield handbook draft, meeting minutes**

**Vision Statement: The Harvard Public Schools Community, a leader in educational excellence guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.**

Field Trip Step 1B

## **Out of State/Overnight Field Trip Request Form**

**Advisor(s): Michael Poe**

**Grade Level(s) of Students Attending Trip: 10-12**

**Trip Destination: New Have, CT (Yale University area)**

**Date of Departure: Sept 14<sup>th</sup>**

**Time of Departure: (evening)**

**Date of Return: Sept 17<sup>th</sup>**

**Time of Return: (evening)**

**Travel Company (if applicable): N/A**

**Name of Contact Person: Michael Poe**

**Address:**

**Phone: 716-361-2343**

**Cost of Trip: estimated \$500-700**

**Plan to address overnight stipend for professional staff:**

**Students will specifically be covering stipend costs, and fees have been added into their travel costs.**

**Deposit Method and Due Dates: Fees will be collected by check. All tournament fees will be due by September 5<sup>th</sup>.**

**Date of Parent Meeting(s): August 30 and 31, September 4<sup>th</sup> and 5<sup>th</sup>.**

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

## Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

### **Purpose of Field Trip:**

I am proposing a field trip to Yale University the weekend of September 15-17, 2017 in order to bring a maximum of 10 debate students to compete in a nationally ranked debate tournament. This tournament, as all of our tournaments, are built around the research and debate of a particular diplomatic and political debate topic which will not only allow students to increase their skills in public speaking and research, but also build important skills in critical analysis, cross-curricular synthesis, and formal writing.

### **Trip Itinerary:**

Sept 14<sup>th</sup> – Depart Bromfield after close of school  
-take train from Boston MA/128 stop to New Haven, CT  
- Arrival in CT / hotel check in

September 15<sup>th</sup> – Tournament 8am-8pm

September 16<sup>th</sup> - Tournament 8am-8pm

September 17<sup>th</sup>- Tournament rounds 8am- 1pm, train home to MA, 2pm.  
- Arrival at Boston, MA/128 train stop (approx.. 5pm.)  
- Return to Bromfield.

# 2017 Superintendent Evaluation - Harvard School District

6 responses

Your name

6 responses

Jon Green

Maureen Babcock

Nancy Lancellotti

John Ruark

Mary Traphagen

SusanMary Redinger

Date:

6 responses

Aug 2017

12

13

18

2

19

23

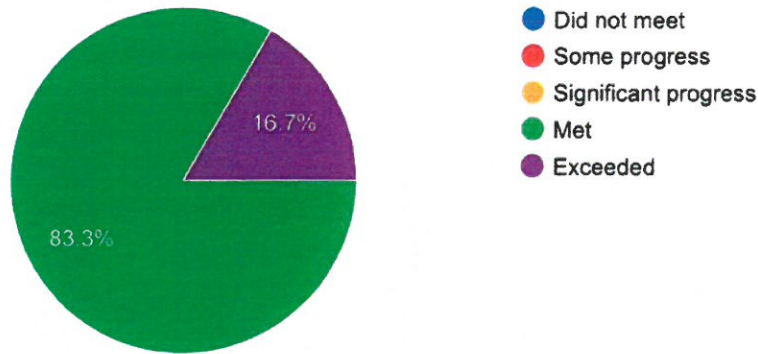
Step 1. Assess Progress Towards Goals:

Superintendent's Performance Goals

**Professional Practice Goal:** Strengthen the new Leadership Team by providing training, feedback, and collaboration to improve adult and student learning. **Measure:** By June 2017 a minimum of 8 specific trainings have occurred. Evidence of training content incorporated into faculty meetings and classroom practice.

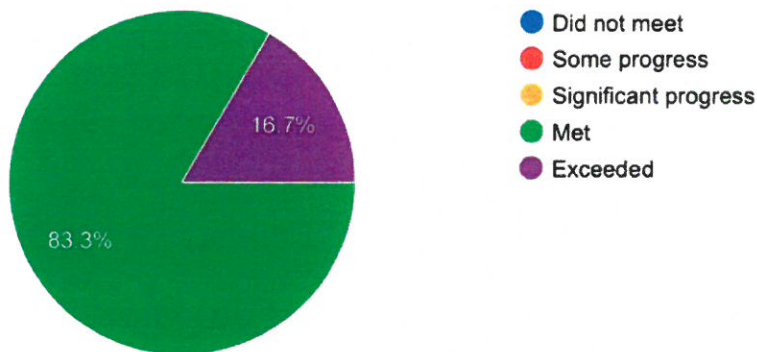


6 responses



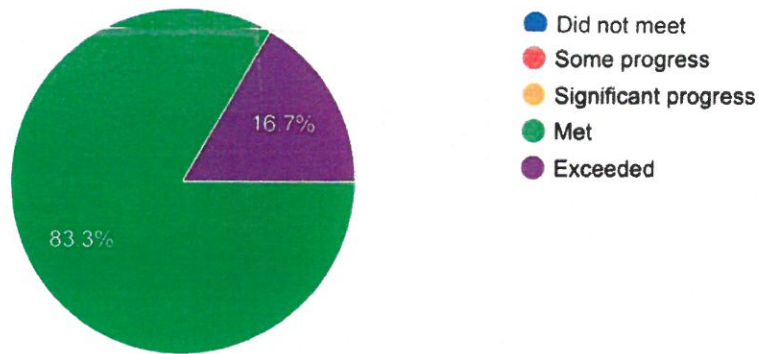
**Student Learning Goal:** Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the area of STEAM, global learning, and project based learning. Measure: By June 2017 we will have visited 5 school districts to discuss their innovative programs. We will have read and discussed at least 5 sources of research or literature articles. We will have developed plans to move innovation forward in our district.

6 responses



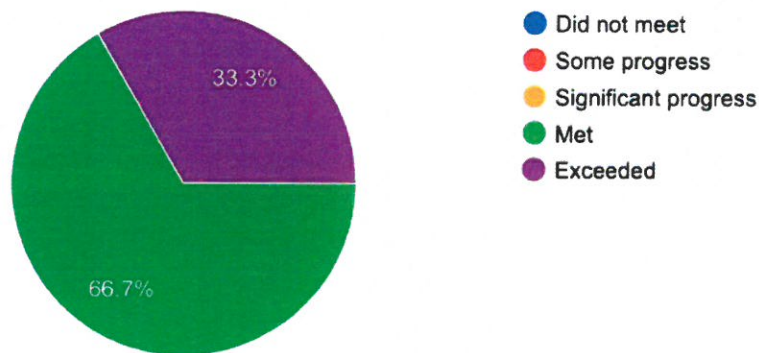
**District Improvement Goal:** I will make an additional year's worth of progress towards the District Improvement Plan Goals as identified by the Strategic Plan through my role as superintendent and as a participant of the Leadership Teams as measured by the Progress Report.

6 responses



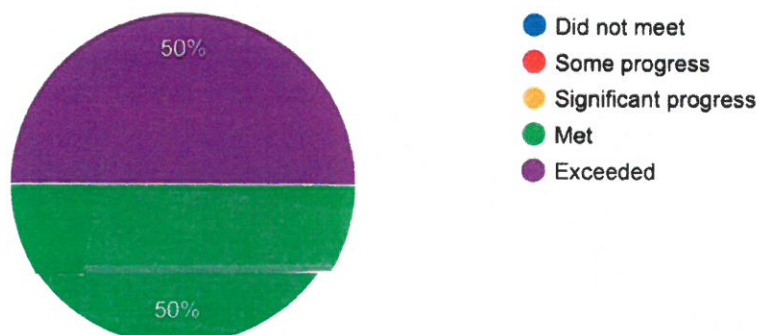
Other Goal: Network with other districts to learn from them and strengthen the relationship of our leaders and teachers with educators in other districts. Measure: By June 2017 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.

6 responses



Other Goal: I will lead the district's Massachusetts School Building Authority process through the feasibility phase. Measures will include meeting deadlines, defining committees, hiring the OPM and architects and gaining community input.

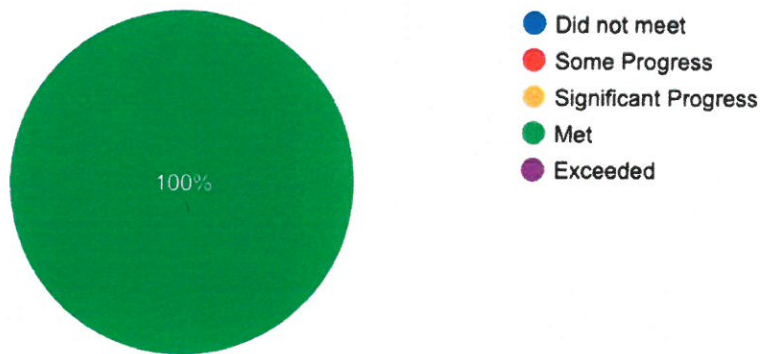
6 responses





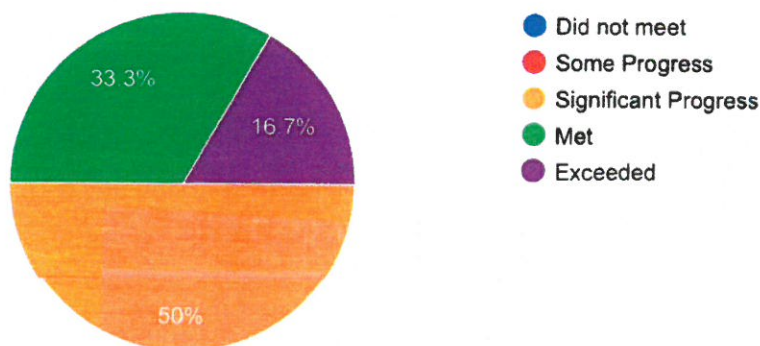
1: Contract Negotiations: To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district. Measure: By February 1st a new Teacher's Contract has been ratified by the School Committee and the HTA.

6 responses



2: HES Renovations: Goal: To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town. Measure: By Town Meeting of 2018 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction

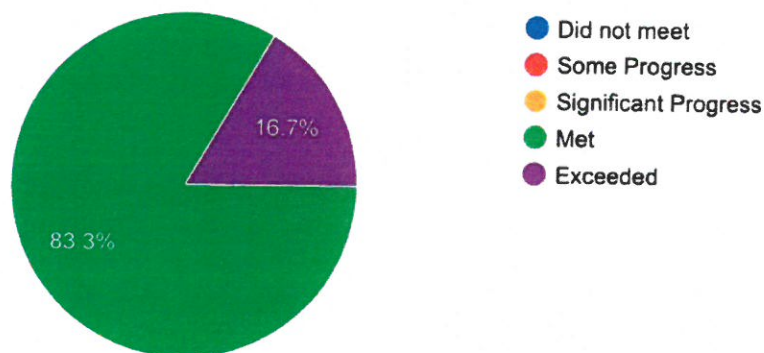
6 responses





3: User Fees. Goal: To have a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years. Measure: By June 30, 2017 a funding plan/structure has been implemented that ensures that athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years.

6 responses

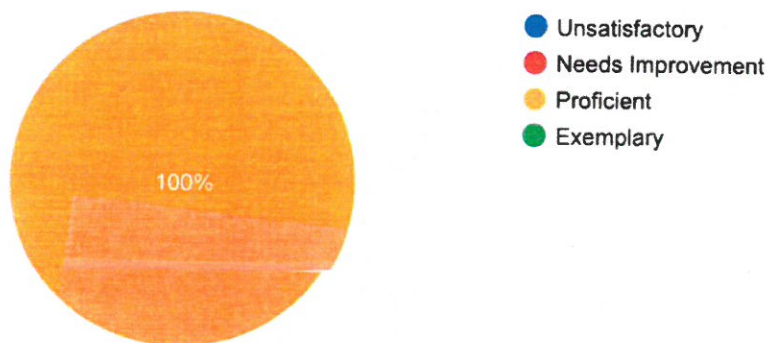


Step 2: Assess Performance on Standards

Superintendent's Performance rating for Standard 1: Instructional Leadership

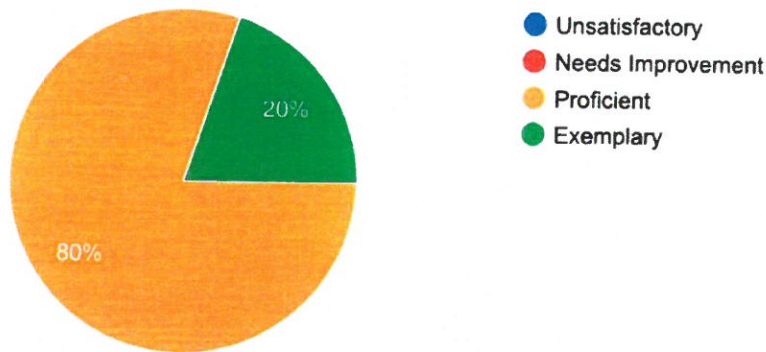
1-A Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.

6 responses



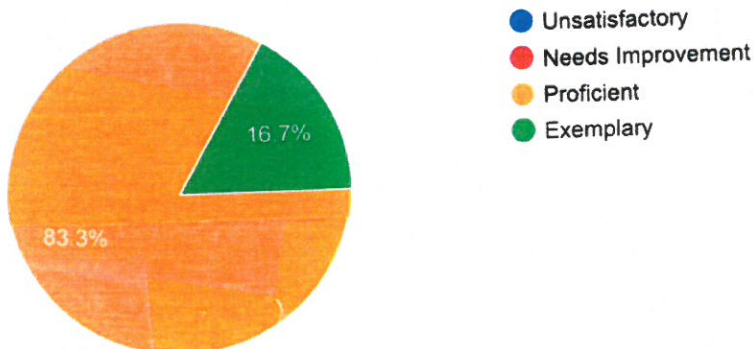
1-B Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

5 responses



1-C Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

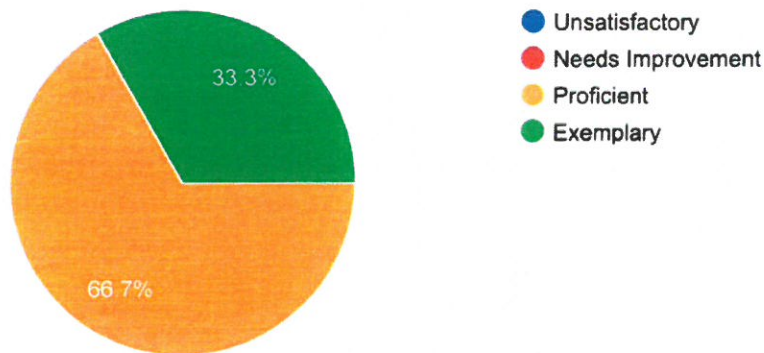
6 responses



1-D Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.

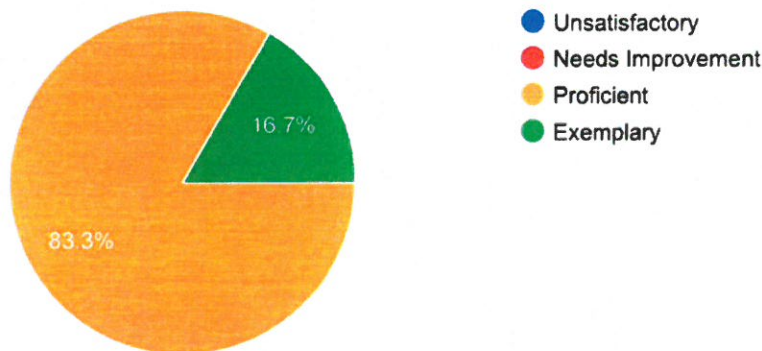


6 responses



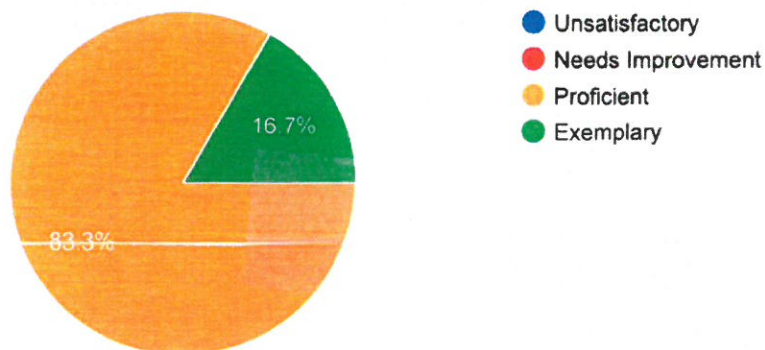
**1-E Data-Informed Decision Making:** Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

6 responses



**Overall Rating for Standard I: Instructional Leadership (Check One)**

6 responses



## Comments and analysis for Standard I: Instructional Leadership (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory.)

4 responses

My selections of Proficient reflect the description of "the expected rigorous level of performance" Being able to provide a high level of instructional leadership amid all the other district initiatives and unplanned diversions is commendable.

Greater understanding of personalized practices as discussed with the Committee will enable assignment of a rating for I-B.

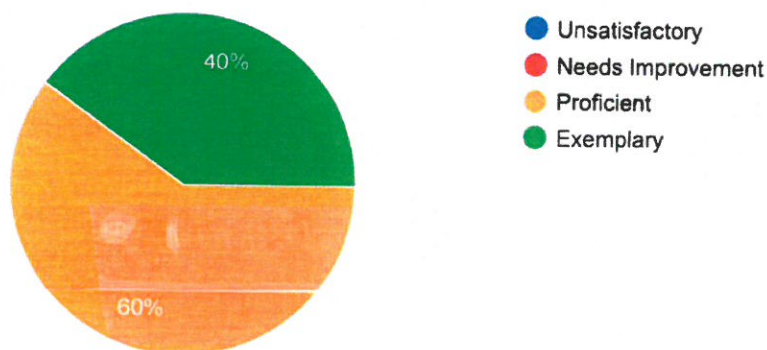
Dr. Dwight is especially focused on instructional leadership. She takes to heart part of our vision statement that Harvard Public schools is a leader in educational excellence. She devotes much time and focus to this standard.

In an already high-performing district, Dr. Dwight has managed to infuse the district leadership and faculty with a renewed sense of vision and focus. Her commitment to the Harvard Public Schools being at the forefront of innovative teaching and learning has inspired a willingness to learn from other districts and improve upon the solid teaching skills and practices for which we are known. I suspect that it is not easy to balance the need for district management with the desire to focus on creating and implementing new programs and curriculum, but I know that Dr. Dwight's attention to this aspect of the district will continue to grow and lead us in the future.

## Superintendent's Performance Rating for Standard II: Management and Operations

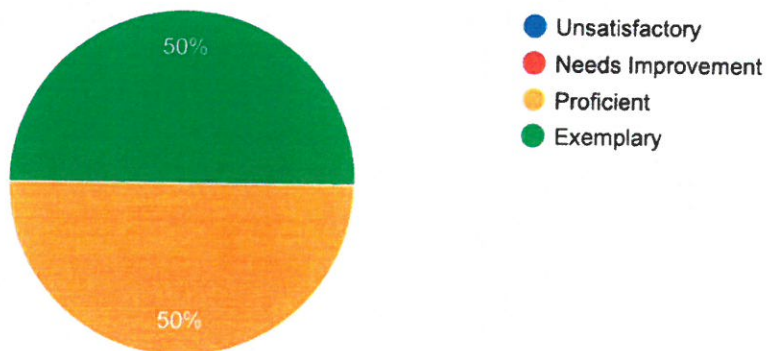
**II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.**

5 responses



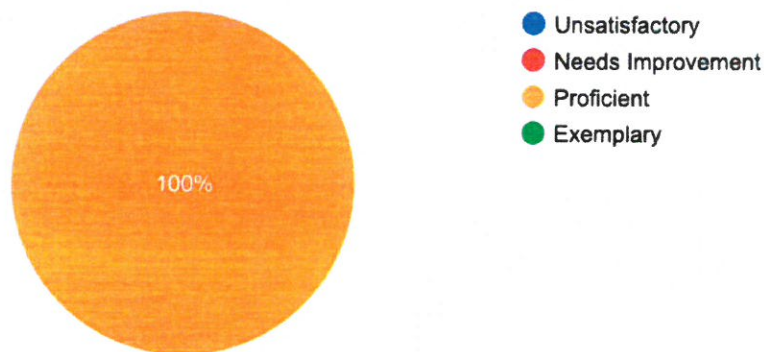
II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

6 responses

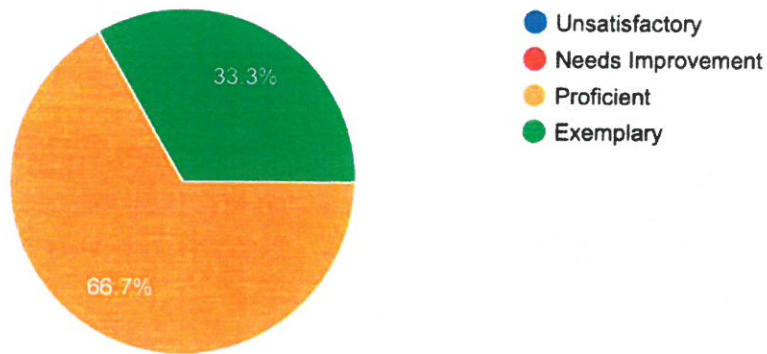


II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.

6 responses

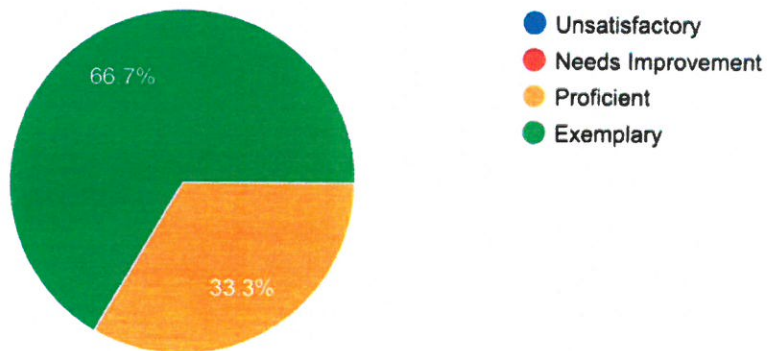


II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.



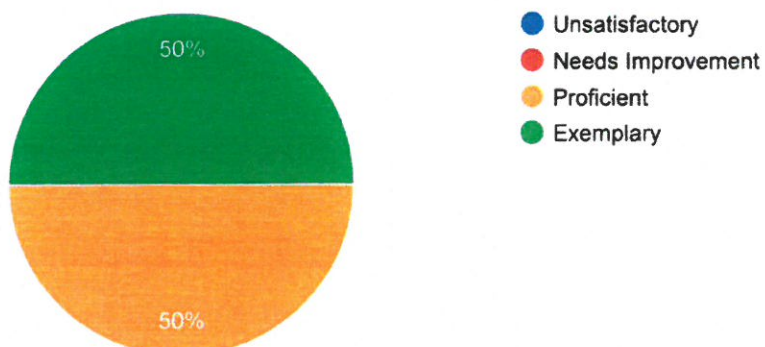
II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

6 responses



Overall Rating for Standard II: Management and Operations (Check One)

6 responses





## Comments and analysis for Management and Operations: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

3 responses

Dr. Dwight has communicated with all segments of our community in an effort to help everyone to better understand concerning events, and to take steps to reassure our students and to provide a safe and nurturing environment for them.

Dr. Dwight has added a question to new hire interviews that asks candidates to articulate how they will further the District's vision.

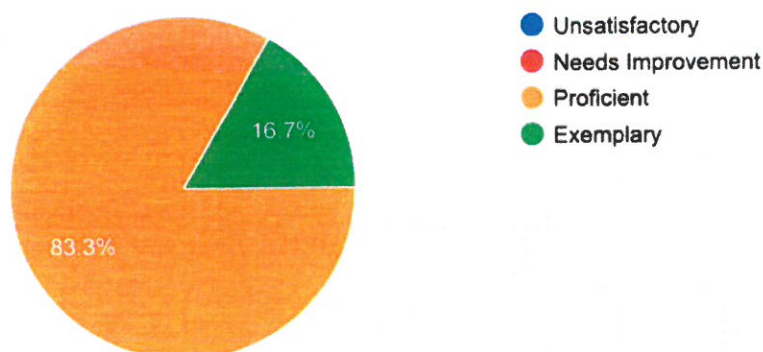
Dr. Dwight has a complete and astute understanding of management and operations of the District. She communicates proactively with administrators, school maintenance, and town boards as needed. Dr. Dwight is focused on what is best for our students.

Dr. Dwight has grown significantly as a manager and leader of our district during her first three years as a superintendent. Just this past year she hired two new principals, navigated the district through acts of racial defamation and harassment, successfully navigated a new teacher's contract with long-sought changes to health care premiums, managed the district's finances with a new, part-time business manager and oversaw the town's largest building project to date. All the while maintaining a high-functioning and accomplished district with a closely involved community. Many times her work behind the scenes and early intervention into potential problems has resulted in quick and satisfactory resolutions which has often gone unnoticed.

### Superintendent's Performance Rating for Standard III: Family and Community Engagement

III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.

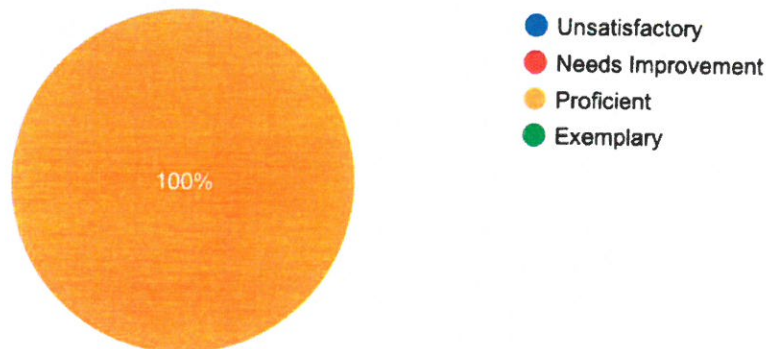
6 responses





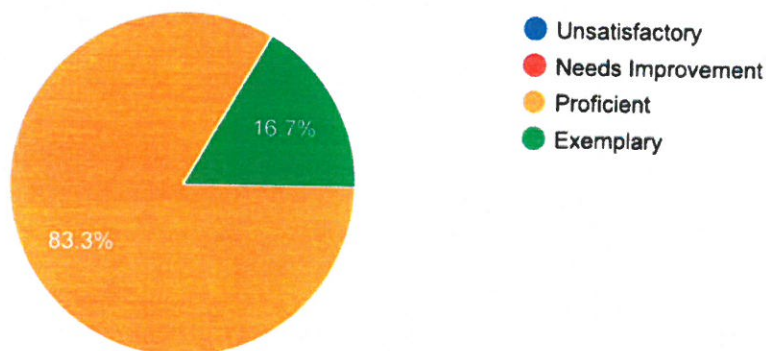
III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.

5 responses



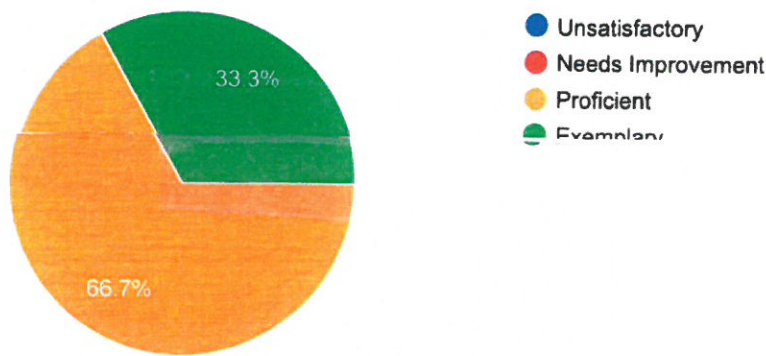
III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.

6 responses



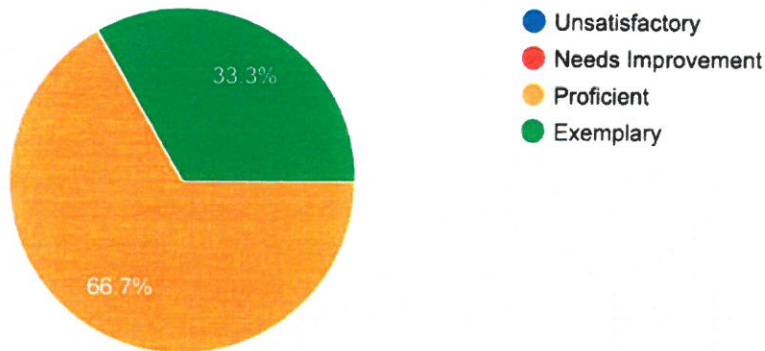
III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.

6 responses



## Overall Rating for Standard III: Family and Community Engagement (Check One)

6 responses



## Comments and analysis for Family and Community Engagement (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

3 responses

We've seen positive growth around addressing and communicating bias incidents and the work you've done connecting the school and the larger community around inclusion and diversity is appreciated.

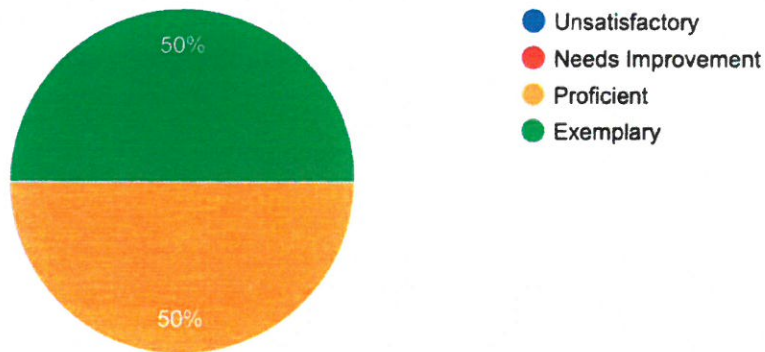
Dr. Dwight welcomes and engenders parent and community feedback and involvement in the district. This past year she has organized and hosted numerous public forums and surveys to involve the public and potentially their say in a major decision to replace the elementary school.

Dr. Dwight has worked hard at building and strengthening the relationship between the schools and the community. She initiated a town-wide collaboration in the aftermath of the defacing of the school rock - an incident that shocked and concerned students, faculty, families and residents and has consistently partnered with various boards, committees and individuals to serve the needs of our students both at home and in school. Her ability to resolve conflicts on even the most challenging issues is a highly valued contribution to our district.



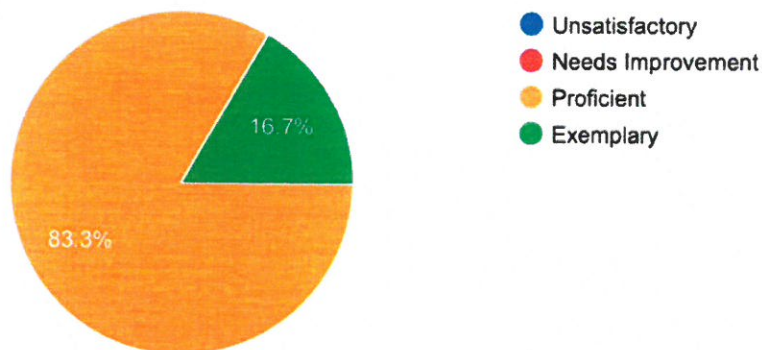
**IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.**

6 responses



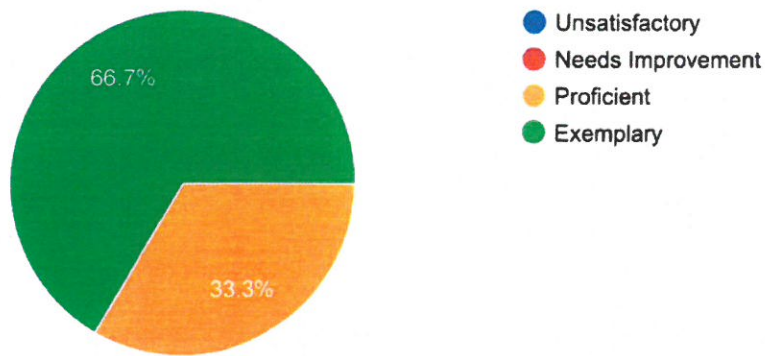
**IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.**

6 responses



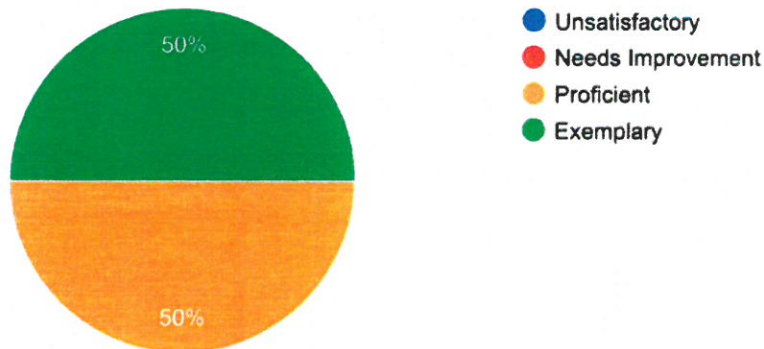
**IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.**

6 responses



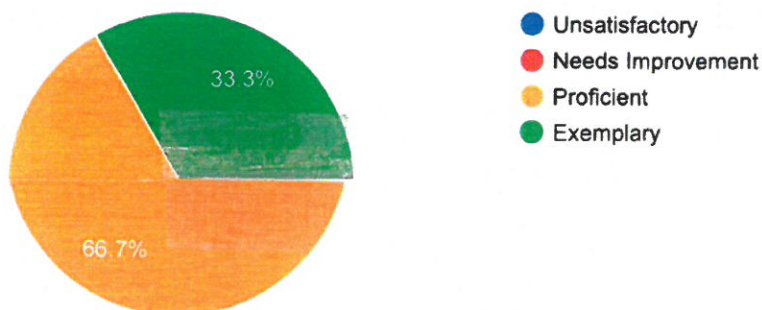
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.

6 responses



IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

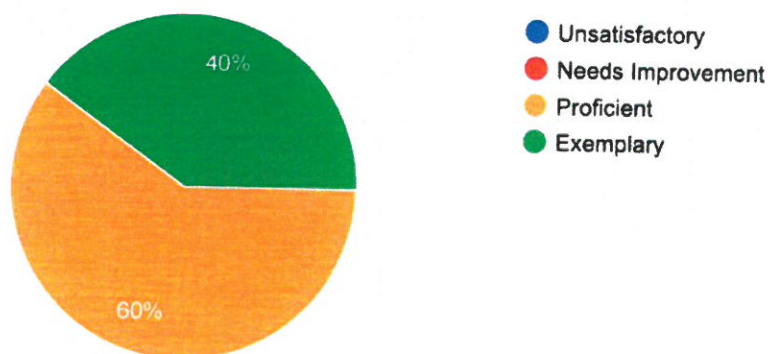
6 responses





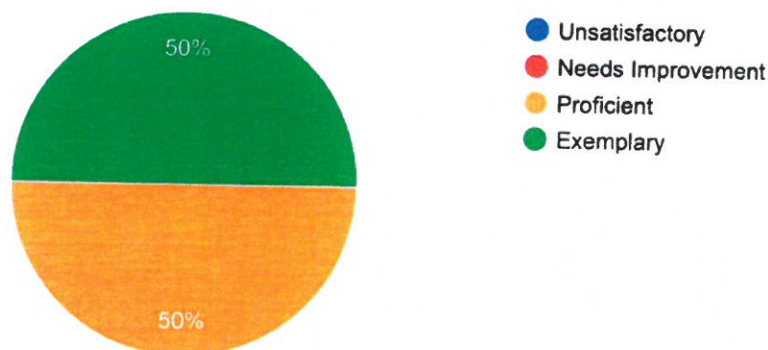
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

5 responses



Overall Rating for Standard IV: Professional Culture (Check One)

6 responses



Comments and analysis for Professional Culture: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

2 responses

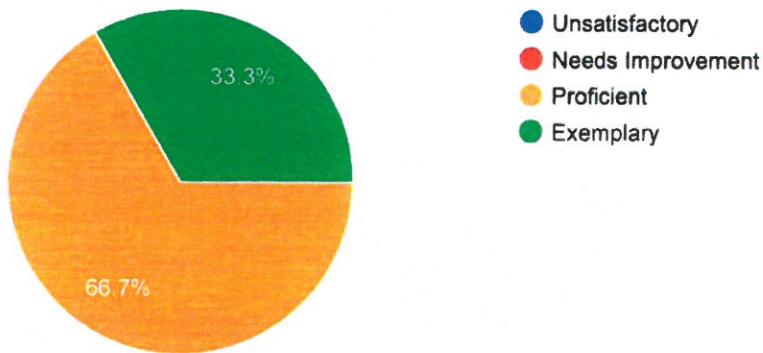


Dr. Dwight and the Harvard Public Schools strive and shine in leading a district where the success of the students and faculty of the highest priority.

I am consistently impressed with Dr. Dwight's people communication skills. She is completely approachable, she is knowledgeable about all HPS subjects, and she politely yet firmly stands her ground to defend her decisions and policies.

### Step 3: Rate Overall Summative Performance (Based on your ratings above from the Goals and the Standards); Check One

6 responses



Step 4: Add Evaluator Comments

### Comments

5 responses

I miss the ability to rate between Proficient and Exemplary. Although I rated most areas proficient, Dr. Dwight and the district are to be commended in their exemplary leadership and success for the district. Our Vision Statement is being realized every day.

Dr. Dwight identified a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years. In addition, Dr. Dwight proposed using a building rental account for the purchase of team uniforms on a rotating basis. This combination presented a creative resolution to this long-standing issue.

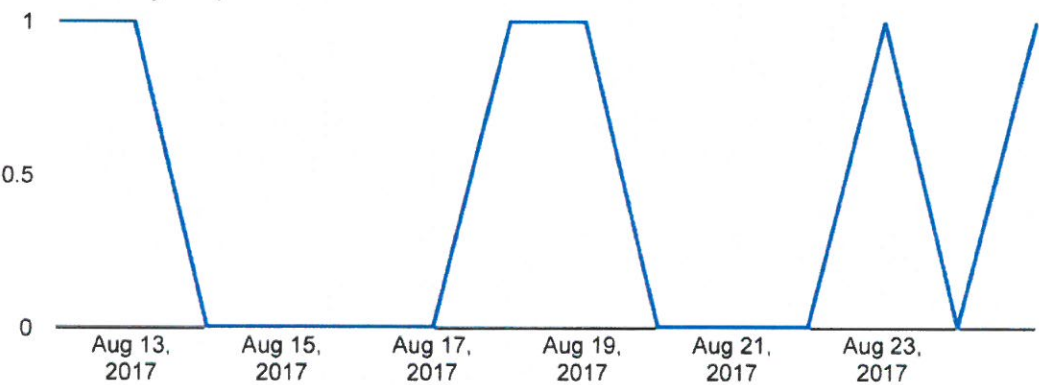
My assessments should perhaps be weighted proportionally less than those of other committee members due to my relatively recent election to the committee. In my limited time so far, I've observed Dr. Dwight to be a very professional leader and administrator. She has established strong working relationships with teachers, staff, and the school committee. I sense that almost everyone is striving towards the same goals, as outlined in our vision statement, and this is evidence of her leadership skills.

Dr. Dwight is such an asset to the Harvard Public School District. Her leadership and willingness to stretch herself, (with a school building project) added on to all other Superintendent duties is an inspiration to me and hopefully the larger community. She supports, encourages, defends and celebrates teachers, administrators.

parents and most of all- students. Working with her has inspired and strengthened my commitment to serve on the SC.

Harvard is extremely fortunate to have Dr. Dwight as our Superintendent! In many years working with executives and leaders I have rarely met someone with such strong management and leadership abilities. Her passionate commitment to the students and faculty comes across in every aspect of her work. She is adept at building teams, empowering others and fostering partnership across the district. Her communication skills are top notch. She has built a solid foundation in the past three years while grappling with some significant challenges. I look forward to what the next five years hold for our district as Dr. Dwight's vision and forward-thinking continues to redefine what excellence and accomplishment looks like in Harvard.

Number of daily responses



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Google Forms

**Superintendent's Update**  
**August 31, 2017**

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**I. Hildreth Elementary building project update**

*Standard II: Management and Operations*

*Standard III: Family and Community Engagement*

Here is a list of the actions completed in past months:

- Hired five teacher liaisons for the building project
- Visited four, newly built schools
- Held a workshop to further the design including massing, traffic/site, and adjacencies
- Passed out postcards to individual households inviting them to an abutters' meeting
- Held a meeting with the abutters
- Attended the MSBA board meeting and received approval to enter the schematic design phase of the project

**II. Leadership Summit**

*Standard IV: Professional Culture*

*Standard I: Instructional Leadership*

We inspired each other at a two-day leadership summit. Teacher leaders joined us for the afternoon of the first day. See the attached agenda for more details.

**III. Van Use Update**

*Standard II: Management and Operations*

Thank you for approving the purchase of the van for district purposes. It has already been used six times including transporting families and students from Transitions and to tour new teachers around the district.

**IV. Science Lab Update**

*Standard II: Management and Operations*

Contractors removed the asbestos and air quality checks came back clear. Meanwhile, Marie S. sent out four separate bid documents for flooring, concrete, electrical and plumbing. Only two areas received responses, leaving us unable to move forward. After brainstorming together Peter sought another source for contractors. We are very close to securing all four areas and schedules are being worked out by Mark, Peter, and me.

**Superintendent's Update**  
**August 31, 2017**

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**V. New Staff Orientation**

*Standard II: Management and Operations*

Dawn-Marie Ayles was hired to lead the program this year and she has already made several improvements. The changes to the first day included a tour of Harvard and Devens in the new van, differentiated aspects of the schedule, and providing time for new technology set up. Dawn-Marie has coordinated meetings throughout the year to continue with other required topics and to provide support.

**VI. Technology Instruction**

*Standard I: Instructional Leadership*

We have partnered with EdTech Teacher for year-long coaching professional development and the first day was this past Thursday. Teachers are learning ways to integrate technology into their subject areas. The talented facilitator, Greg Kulowiec, knows how to make the learning relevant for teachers across the grade levels and with access to different learning devices. We have 25 teachers participating and more hoping to join a second cohort next year.

We also held a training on the Power School Analytics dashboard. Teachers were invited to participate with short notice and several attended. They will help train others on the use of the program once full implementation is possible. The developers shared their new timeline for completion as the end of September. Once it is ready, we will have a demonstration for the School Committee.

**VII. New Hires, Retirement Change and Late Retirement/Resignation**

*Standard II: Management and Operations*

We have hired ten professional staff positions and two aides throughout the summer. We have attached resumes.

**VIII. Technology Distribution**

Students and families were invited in to the high school to pick up their 1:World devices. Beth Cregan's organization skills helped make the roll out extremely smooth as she had designed a labeling, boxing, easy to follow directions, and hand-out format with attention to efficiency. Chris Boyle and his team set up the programs and passwords for ease of use.

The parents and students seemed excited about the new learning possibilities. Scott and Robin were on site to answer questions and share information. Similarly, Josh

**Superintendent's Update**  
**August 31, 2017**

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and Scott M. shared information and answered questions for fifth grade students and their families at an evening event at Hildreth Elementary School.





# Leadership Summit

2017

Please dress comfortably so we can incorporate walks around the beautiful site into our days together.



Tuesday: August 8th

## Agenda:

- 8:30 - 8:45 Continental Breakfast
  - 8:45 - 9:15 Geese Video/ Team Building Activity
  - 9:15 - 10:00 Outlining our Work Together
  - 10:00 - 10:30 Reflective Walk
  - 10:30 - 11:00 Evaluation Workshop
  - 11:00 - 11:30 WELCOME Teacher Leadership Team  
Team Building Activity
  - 11:30 - 12:15 Lunch Together
  - 12:15 - 1:30 Outlining our Work Together
  - 1:30 - 2:15 Using our Strengths to Strengthen our Teams
  - 2:15 - 2:30 Break, Enjoy the Beautiful Grounds
  - 2:30 - 3:00 Update our Vision Statement and Review our District Improvement Plan
- Afterwards; All are welcome to swim, visit, and get to know each other better at my house, 3 Eldridge Road, Harvard, MA. Please do not bring anything but yourselves, your family, and towels as this party is my way of thanking you for your leadership commitment to our district.

Tuesday: August 8th

## Agenda:

- 8:30 - 8:45 Continental Breakfast
- 8:45 - 9:45 Continue our Evaluation Workshop
- 9:45 - 10:00 Set Goals and Action Plan for Observations
- 10:00 - 10:30 Walk Together
- 10:30 - 11:30 Curriculum Review; Rubicon Atlas
- 11:30 - 12:30 Lunch at Fruitlands Restaurant
- 12:30 - 1:30 Leadership Case Study and Discussion
- 1:30 - 2:30 Innovative Ideas and Action Plans
- 2:30 - 3:00 Wrap Up and Walk

2017/2018 PERSONNEL/EXPENSE SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Pam Alexander	1	CO	Clerical	Sharon Schmidt	position change	24093	24000	93
Josh Myler	1.0	HES	Principal	Sue Frederick	resignation	117,693	113,000	4,693
Scott Mulcahy	1.0	HES	Associate Principal	Josh Myler	position change	96,425	94,000	2,425
Mary Lance	1.0	HES	Grade 4 Long term sub	Joan Accorsi	LOA to 12/17	0	16,263	-16,263
Mandy Ostaszewski	0.5	HES	K-Aide	Alison Thornton	position change	14,198	14,633	-435
vacant	0.5	HES	K-Aide	Mary Ann Prouty	resignation	14,198	14,198	0
Marie Phillips	1.0	HES	Grade 1	Long Term Substitute	additonal section	49,708	59,474	-9,766
Karen Shaw	1.0	HES	Grade 1	Kristina Lazaro	LOA	85,089	48,732	36,357
Jessica Bethoney	1.0	HES	Guidance	Christine Reale	transfer	93,982	57,184	36,798
Lisa Stone	1.0	HES	Reading Aide	Claire Gribi	resignation	25,529	28,300	-2,771
Sharon Schmidt	1.0	TBS	Guidance	Susan Farnsworth	retirement	42,392	42,392	0
Christine Reale	1.0	TBS	Guidance	Lisa Soldi	Retirement	60,900	93,982	-33,082
Amanda Failla	1.0	TBS	Physical Education	Susan Silver	Retirement	60,900	52,706	8,194
Rebecca Antes	0.5	HES	Speech/Language	Elisabeth Kranz	resignation	44,631	39,489	5,142
Emily Sterber	1.0	TBS	Speech/Language	Kirsti Gamage	Retirement	87,942	52,706	35,236
Adam Mackie	1.0	TBS	Science Teacher	Glenn Tarullo	Retirement	96,347	66,416	29,931
Ryan Deery	1.0	TBS	Teacher of English	Luke Reynolds	resignation	81,406	72,113	9,293
Dave Boisvert	1.0	TBS	Athletic Director	Pam Alexander	Retirement	25,937	15,000	10,937
Shepherd, Carlucci, Thurston			Add'l Sections			25,500	22,000	3,500
Jesse Shaw	1.0	SPED	Special Education	Mary Ann Conte	Retirement	92,593	66,416	26,177
Matt Russell	1.0	SPED	Learning Assistant	Mary Ann Smith	resignation	25,609	24,517	1,092
Not replacing	1.0	SPED	Learning Assistant	Janet Woodsum	transfer	28,933	0	28,933
Alison Thornton	1.0	SPED	Learning Assistant	Lori Colangelo	new assignment	26,103	31,801	-5,698
Not replacing	1.0	SPED	Learning Assistant	Rebecca Weyedemann	resignation	25,062	0	25,062
Lauren Carchidi	1.0	SPED	Pre-K Teacher	Abby Patriquin	resignation	27,066	28,304	-1,238
Gretchen Gibbs	0.5	SPED	Special Education	Jamie Adams	LOA	38,840	42,264	-3,424
Vacant	1.0	SPED	Special Education	Gretchen Gibbs	place holder	84,528	60,500	24,028
Cynthia Rainey	1.0	TECH	Technology Support			0	44,304	-44,304
Anya Zulawnik	1.0	TECH	Video Coach			0	5,000	-5,000
Peter Rowe			School Business Manager	Lorraine Leonard	Retirement	0	65,000	-65,000
					<b>SUB TOTAL</b>			<b>100,910</b>
School Choice				2 slots not filled		0	10,000	-10,000
Vacant			Building Project stipends			0	5,000	-5,000
Van						0	1,500	-1,500
Athletics offset			Devens funded	up to \$40K		0	40,000	
					<b>SUB TOTAL</b>			<b>-16,500</b>
					<b>TOTALS</b>	<b>1,371,511</b>	<b>1,285,694</b>	<b>84,410</b>

## LIAISON AND SUBCOMMITTEE ASSIGNMENTS

<b>Assignments</b>	
Board of Selectman	Mary Traphagen
FinCom	SusanMary Redinger
DEAC	Mary Traphagen
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	SusanMary Redinger
HEAC	John Ruark
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
<b>Subcommittee Assignments</b>	
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/Nancy Lancellotti
Science Labs	Nancy Lancellotti/SusanMary Redinger
Athletic Advisory	Mary Traphagen/John Ruark
Website Review	SusanMary Redinger and Jon Green
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Superintendent Review	SusanMary Redinger and Mary Traphagen
HES Visioning	Mary Traphagen and SusanMary Redinger
Building Committee	SusanMary Redinger

School Committee Minutes  
Red Tail Golf Course  
Monday, July 31, 2017  
11:00 a.m.

Members attending: Mary Traphagen, Jon Green, SusanMary Redinger, Nancy Lancellotti, John Ruark, Peter Rowe, Maureen Babcock, Linda Dwight.

Mary Traphagen called the meeting to order at 11:00 a.m.  
Mary Traphagen read the Vision Statement.

Mary Traphagen introduced Claire Cohn to facilitate the meeting.

**Board of Governance Review**

Claire Cohn presented to the Committee a governance rubric for continuous improvement followed by a presentation on building a high functioning School Committee – Superintendent team.

**Goal Setting**

The School Committee/Superintendent Joint Goals for the 2017/2108 school year are as follows:

1. Student Achievement
2. Communication Plan
3. Hildreth Elementary School Building Project

**Superintendent Evidence Review**

Dr. Dwight shared narratives in an evidence binder to support the completion of her goals in conjunction with her evaluation. Committee members were asked to return the Superintendent evaluation to Mary Traphagen by August 14<sup>th</sup> in order to compile the results and present at the August 28<sup>th</sup> meeting.

**Approval of the HES Handbook**

The Committee reviewed and approved the HES handbook.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the HES handbook pending insertion of the correct anti bullying language as directed by Dr. Dwight.  
VOTE 5/0

**Subcommittee/Liaison Assignments**

Tabled to August 28<sup>th</sup>.

**Future Agenda Items**

HEAC presentation  
TBS Handbook  
Personnel Update  
Readiness Report  
Minutes



**Open to Interested Citizens' and School Committee Commentary**

Nancy Lancellotti thanked Claire Cohn for facilitating the meeting and presented Mary Traphagen and SusanMary Redinger with a gift in appreciation for their work on successful contract negotiations with the HTA.

Mary Traphagen – thank everyone for coming in. It is nice to have Claire here to facilitate. Mary reminded everyone of the MSBA visits to new schools on Thursday at 9 a.m. starting at HES.

Linda Dwight explained to the Committee a complication with the bidding process that has resulted in a delay in the Science Lab project getting started.

**Adjournment:**

Nancy Lancellotti made the motion and Mary Traphagen seconded to adjourn the meeting at 2:43 p.m.

Respectfully submitted:

Mary Zadroga

School Committee Minutes  
Upstairs of the Town Hall  
Tuesday, July 11, 2017  
8:00 a.m.

Members attending: Mary Traphagen, Jon Green, SusanMary Redinger, Linda Dwight. Absent: Nancy Lancellotti, John Ruark, Peter Rowe and Maureen Babcock

Mary Traphagen called the meeting to order at 8:00 a.m.  
Mary Traphagen read the Core Value Statement.

**Open to Interested Citizens' Commentary**

None

**End of Year Financial Report**

Town Finance Director, David Nalchajian was in attendance to report on the end of year financial close out. The school department's general ledger has a zero balance for all known commitments. The Committee will review the budget to actual line items and send any questions to Dr. Dwight to be reviewed at a later meeting. David Nalchajian reviewed the revolving fund accounts which showed no surprises. When School Business Manager, Peter Rowe gets back from vacation David Nalchajian and Peter Rowe will finalize the numbers and report back to the School Committee at the August 28<sup>th</sup> meeting.

David Nalchajian explained that the School Committee will need to sign off on the P-Card purchases. In the future there will be an additional warrant sign off page for P-Card purchases.

**Grant Approval**

The Committee reviewed for approval a gift from Harvard PTO for \$1,574.75 for Wobble Chairs for Hildreth Elementary School.

SusanMary Redinger made the motion and Jon Green seconded to approve the gift from the Harvard PTO for \$1,574.75 to purchase Wobble Chairs for HES.

VOTE 3/0

**Van Purchase Discussion and Vote**

The Committee discussed the benefits of having a van for school trips in lieu of hiring a bus and driver from Dee or other bus companies. The Committee agreed that it could be a cost savings as well as convenient option. The Committee asked the Superintendent to come up with an acceptable use policy and a usage log. The Committee agreed to approve the purchase of the van from CASE contingent upon maintenance cost being reviewed by the School Committee and reevaluating usage and maintenance costs next year.

SusanMary Redinger made the motion and Jon Green seconded to move that we approve the purchase of the CASE passenger van at a cost of up to \$1,600 and request that maintenance cost be brought to the Committee before approving and that we review the usage in a year.

VOTE 3/0

## **Handbook Approval**

Tabled to the July 31<sup>st</sup> meeting.

## **Superintendent Report**

### **\*Personnel Updates**

Adam Mackie was hired as the sixth grade Science teacher at TBS to replace Glenn Tarullo. Scott Mulcahy started full reign this week as Associate principal at HES. Positions still needing to be filled are .5 Speech at HES, .5 Pre-K teacher at HES and a Learning support teacher.

### **\*Arm & Arm**

The Arm & Arm Group continues to move inclusion topics forward in the town. There was a movie last night, the series and events are tending to be attended by committee members. This Thursday will be the first discussion of the book “Waking up White”; books are available for sale from Dr. Dwight. The event is being held in Volunteers Hall at 7:00 p.m. On July 25<sup>th</sup> there will be a Bystander Training being held in Volunteers Hall- prior registration is required. It is the hope that some Bromfield students will attend and if it is determined to be a success, the program could be brought to the high school next year. Arm & Arm had a nice presence at the 4<sup>th</sup> of July parade. Summer cleaning is on schedule. Hildreth Elementary School is being done first. Durkin is doing a great job.

## **Building Committee Update**

On August 1<sup>st</sup> members of the SBC, Visioning Committee, interested community members and teachers plan to tour four new, local schools.

## **Personnel Spreadsheet**

The Committee reviewed the 2017/2018 Personnel spreadsheet which showed a surplus of \$89,256 with an English teacher, Special Education teacher and .5 Speech/Language Pathologist yet to be filled.

## **Review meeting minutes**

SusanMary Redinger made a motion and Jon Green seconded to table the approval of the June 26<sup>th</sup> minutes to the next meeting.

VOTE 3/0

## **Liaison Subcommittee reports**

SusanMary Redinger reported that the Capital Planning and Investment Committee discussed that there is an amount allocated beginning in the year 2022 as an offset of \$300K for school projects. It is CIPIC's understanding that the School Committee agreed to funding that amount from the Devens revolving fund each year. SusanMary Redinger explained to CIPIC that funding hasn't been approved by the School Committee. They would like a number to design and plan around. We will need to discuss if we want to put a number there. SusanMary Redinger with approval of the Committee will reiterate that the number has not been voted on and should not be counted until a vote is taken.

The Green energy funding got approved for the lighting project at TBS but there are still monitors that need to be fixed. Mark Force needs to weigh in on fixing the monitors at a cost of \$70K.

## **Suggested future agenda items**

School Committee/Superintendent Goals

Review Norms

District Outcomes  
Superintendent Evaluation  
CIPIC

**Open to Interested Citizens' and School Committee Commentary**

SusanMary Redinger –nice to have a break!

Jon Green-hoping everyone has a good summer!

Linda Dwight – this weekend Linda will be attending the National Superintendent Conference in Washington, DC, Scott Hoffman will be available. Next Wednesday Linda leaves for the MA

Superintendent Conference on Cape Cod. Linda will be attending the MSBA meeting in Boston on July 21<sup>st</sup>.

Mary Traphagen-appreciative of everyone that came today. Thank you!

**Adjournment:**

SusanMary Redinger made a motion and Jon Green seconded to adjourn the meeting at 9:23 a.m.

Respectfully submitted:

Mary Zadroga



School Committee Minutes  
Upstairs of the Town Hall  
Monday, June 26, 2017  
6:15 p.m.

Members attending: Mary Traphagen, Nancy Lancellotti, Jon Green, John Ruark, Linda Dwight and Peter Rowe. Absent: Susan Mary Redinger and Maureen Babcock

Mary Traphagen called the meeting to order at 6:20 p.m.  
Nancy Lancellotti read the Core Value Statement.

**Open to Interested Citizens' Commentary**

None

**Student Report**

None

**End of Year Report on School Improvement Plans**

Sue Frederick, Josh Myler, Scott Hoffman, Robin Benoit and Julie Horton presented the Harvard Public Schools School Improvement Plan Progress Report for 2016/2017. The administrators shared goals, strategies, time-lines, resources, measurements and percentage completed for the following: District Core Values: Student Achievement, Personal Growth, Partnership, and School Climate.

**Review of the Handbook**

Josh Myler presented to the Committee the proposed updates and changes to the Hildreth Elementary School Handbook. The Committee asked that the information relative to the Bullying Policy be updated to reflect changes made to the policy over the past year. Josh Myler will bring back the changes at the next meeting.

**Dean Position Proposal**

Scott Hoffman, Robin Benoit and Julie Horton reported out to the Committee on the accomplishments during the first year of having a Dean Position at The Bromfield School. The Dean focused on attendance and there was a lot of insight gained to why students are absent and tardy. Going forward the administrators would like to see the Dean position continue and focus on scheduling, student/parent communication, strategies for attendance improvement, and the oversight of the "trusted adult program".

Nancy Lancellotti made the motion and John Ruark seconded to move that we approve the position of Bromfield Dean of Students proposal as presented tonight.

VOTE 4/0

**Grant Approval**

Dr. Dwight presented for approval the following gifts from the Harvard Schools Trust:

Each of Us and All of Us: Embracing Diversity - \$3,500

Wireless Mics and Splitters - \$815.95

Scholarship Fund – Nature's Classroom - \$1,200

Bromfield Robotics Club - \$750

Blanding Turtles Conservation Project - \$525

Terezin Project - \$1,650

Engineer Your World – Training course and expenses - \$2,250

John Ruark made the motion and Jon Green seconded to approve the grants from the Harvard Schools Trust as presented in the packet tonight.

VOTE 4/0

### **Superintendent Report**

#### **\*Request for Teacher Liaison Positions for New School Design**

Several members of the SBC working group recommended the formation of 5 teacher liaison positions to support the schematic design phase of the SBC. If approved, we would work with the HTA to consider a stipend amount (est. \$1,000) for a commitment to attend SBC meetings, discuss the information with colleagues, gather information from teachers and students and help with the design of the new, dynamic school building.

Nancy Lancellotti made a motion and Jon Green seconded to approve up to five stipend positions to support the Building Committee work as teacher liaisons to be further defined by the Building Committee and to be paid up \$1,000 each for the upcoming school year.

VOTE 4/0

#### **\*Connecting with Superintendents at a National Level**

Dr. Dwight informed the Committee that she has been selected to serve on the Suburban Schools Superintendents group. She is honored to be nominated and included in such a well-respected group.

#### **\*Follow up on Funding for Summer PD**

The funding source for the 45K in summer PD granted to teachers comes from the following sources;

30K designated in the budget as summer curriculum work

9K written into the Title I grant

8K designated as tech training PD

#### **\*Special Town Meeting Presentation**

Mary Traphagen and Susan Mary Redinger shared an update on the work of the School Building Committee to the attendees of the Special Town Meeting on June 13<sup>th</sup>. There were no questions from the public afterwards.

#### **\*Athletic Advisory Final Meeting of the Year**

On June 13<sup>th</sup> members of the Athletic Advisory Committee met to review the progress of the 2016-17 school year and set some focus areas for next year. The successes of the past year included securing additional funds from the Town, Devens, and Revolving School Account (for uniforms). The Committee also started a database on the uniform replacements, and they combined the district booster funds into the HAA for management oversight and record keeping.

The members of the Athletic Advisory identified fundraising, spirit days, evening games, updating the athletic website, social media presence, 6<sup>th</sup> grade participation, schedule consistency, and positive coaching sessions for parents for the 2017-18 school year. We will begin meeting again in September.

#### **\*Consideration for Van Purchase**

We have the opportunity to purchase a van from CASE Collaborative for use by our athletic team and other club needs. The cost of the van is approximately \$1,500. This vehicle would help us reduce the cost of bussing to events when the number of participants is fewer than 8.

### **\*New Hires, Retirement Change and Late Retirement/Resignation**

We have hired a new associate principal for the elementary school, Scott Mulcahy. He was recently employed as an assistant principal in Sudbury and prior to that appointment, he taught 5<sup>th</sup> grade in Hudson. We look forward to working with him on the leadership team.

Also joining the Harvard Public Schools is Emily Sterber. She has been a long-term substitute in Brookline for the past year. She is a recent graduate of Northeast University.

Pam Alexander will remain in our employment for another year. She found out recently that she does not have the requisite number of years to gain retirement benefits. She will fill the job vacancy created by Sharon Schmidt's move to Bromfield to become the guidance secretary.

Glenn Tarullo, the 6<sup>th</sup> grade science teacher, submitted his retirement letter during the final weeks of school. A team of teachers are reviewing resume packets to fill this position. Abby Patriquin, the .5 PreK teacher, also submitted her resignation letter. We are collecting resume packets for this position.

### **\*Arm in Arm Reads and Movie Series**

We hosted a kick-off event in Volunteers' Hall at the Harvard Public Library on June 15<sup>th</sup>. The group decided to promote the book *Waking up White* by Debby Irving for the first all town read. Copies of the book are available at the Central Office and follow up discussion groups are planned for 7 PM on July 13<sup>th</sup> and August 17<sup>th</sup>.

### **\*Fun Fair Success**

Families enjoyed the annual PTO Fun Fair on June 16<sup>th</sup> despite the rain which caused the event to move indoors. The special event welcomed older students to volunteer their time to run the events in the gym for the younger students. The PTO reports that the Fair netted \$6,000 in profits to be used for their enrichment programs. What a valuable Harvard tradition.

### **Hildreth Elementary building project update**

The following is a list of the actions completed in past weeks:

1. Held a School Building Committee meeting
2. Reviewed the PSR documents for submission to MSBA
3. Planned for a tour of new, local schools with members of the SBC, Visioning Committee, interested community members and teachers.
4. Planned for a special meeting to consider important aspects of the town to include members of town committees, member of the SBC and others.

### **End of Year Report Out on School Committee/Superintendent Goals**

Dr. Dwight reported on the progress of the joint School Committee/Superintendent goals as follows:

**Contract Negotiations** – to conduct successful contract negotiations between the School Committee and the HTA - 100% complete – ratified by HTA and approved by School Committee.

**HES Renovations** –to design and implement modifications to HES making it a safe attractive environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town– 50% complete – Vote for new building secured, MSBA deadlines met, community involved through survey and forums.

**User Fees** – to have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years- 100% complete – Additional funding from Town 25K, Uniforms 8K and Devens 40K.

### **Review Summer School Committee Meeting Schedule**

The Committee discussed their summer meeting schedule and decided to meet on July 11<sup>th</sup> for a the financial close out, then again on July 31<sup>st</sup> for a mid-day meeting off site with agenda items to be School Committee/Superintendent Goals and Superintendent Evaluation.

Dr. Dwight reviewed with the Committee the sample reflection write ups she prepared as an example of what she will be presenting for her evaluation evidence. Dr. Dwight also discussed tagging the Superintendent updates she does throughout the year with the standard it covers. School Committee members gave feedback and thanked Dr. Dwight for her work.

#### **Review meeting minutes**

John Ruark made a motion and Jon Green seconded to approve the minutes of June 12<sup>th</sup> meeting as presented and amended.

VOTE 4/0

#### **Liaison Subcommittee reports**

Mary Traphagen – reported that she has signed the warrants and there is a warrant recap of all invoices paid if anyone is interested in reviewing them. Mary Traphagen entered into record a list of invoices on a warrant signed by her and dated June 23, 2017.

Nancy Lancellotti – no report

Jon Green – no report

John Ruark – no report

#### **Suggested future agenda items**

Financial Close-out

Holding a School Committee meeting at Devens

School Handbook Approval

Achievement Data

District Improvement Plan

Goals

CASE Van

Superintendent Evaluation

#### **Open to Interested Citizens' and School Committee Commentary**

Jennifer Finch, Codman Hill Road – Teacher Liaisons, Quorum for Call in vote, Teacher PD info.

Adjournment:

John Ruark made the motion and Nancy Lancellotti seconded to adjourn the meeting at 9:15 p.m.

Respectfully submitted:

Mary Zadroga



Pre-K Teacher

Lauren Carchidi  
48 Washington Street Unit 15 Hudson MA 01749  
LCarchidi@gmail.com  
(978) 870-6117

Education: B.S. in Early Childhood Education  
Concentration in History  
Fitchburg State University May 2012  
Licensed Early Childhood educator

Master's Degree currently in process  
Fitchburg State University  
Severe Special Education

Teaching Experience:

**Classroom Teacher**

**Integrated Full Day Preschool: Samoset Preschool Leominster, MA September 2013-present**

- Implement preschool curriculum and supplement as needed to meet MA common core standards.
- Differentiate instruction to meet the needs of all students.
- Collaborate with staff (ABA supervisor, SpEd director, ABA tutors and paraprofessional) to ensure success for all students.
- Develop appropriate Individualized Education Plans and run team meetings.
- Effectively and appropriately communicate with the parents
- Collaborate with colleagues, administrators and other classroom teachers in order to provide students with the most effective, positive and safe learning environment.
- Meet with ABA supervisor/BCBA and classroom ABA tutors monthly to analyze data and discuss programming needs for individual students.
- Conduct frequent appropriate assessments, formal and informal, to assess student learning and progress and adjust instruction accordingly.
- Create and implement class-wide system of positive behavioral support to keep students motivated and to foster a happy, healthy classroom community.
- Attend all required staff meetings and participate in district professional development.
- Participated in the new teacher mentor program as Mentor Teacher during the 2016-2017 school year. Some responsibilities included meeting with the assigned new teacher once monthly, recording all questions and concerns, providing the new teacher with supplemental curricular materials, assisting the new teacher in implementing curriculum and behavior plans, assisting with IEP's and ESPED, providing the new teacher with constructive feedback when necessary or when asked, serving as a liaison between the new teacher and administration.

### **1:1 Aide**

#### **Preschool: Samoset Preschool Leominster, MA September 2012-June 2013**

- Appropriately assisted the child with daily tasks to help meet academic, social and behavioral goals.
- Implemented the child's behavior plan.
- Implemented the child's "safety plan" when behaviors became unsafe to himself or others.
- Recorded and graphed behavioral data
- Effectively and appropriately communicated with the child's parents daily
- Collaborated with colleagues, administrators and the classroom teacher in order to provide the student with the most effective, positive and safe learning environment

### **Student Teacher**

#### **Kindergarten: McKay Campus School Fitchburg, MA January 2012-March 2012**

- Provided and safe and positive environment conducive to learning for all students.
- Designed and implemented developmentally appropriate lessons that aligned with Massachusetts curriculum frameworks and Common Core standards.
- Designed and implemented an effective teacher work sample based on kindergarten addition standards in which all students showed significant improvement from pre to post assessment.
- Successfully taught grade level curriculum programs such as the Foundations phonics program, Investigations math program and Scott Foresman Reading Series and made appropriate adaptations for a wide variety of learners including both accelerated learners and students with disabilities.
- Attended and participated in IEP meetings and used information from each child's report to make each learning activity or experience appropriate for them and to encourage success by all students.

### **Student Teacher**

#### **Second Grade: McKay Campus School Fitchburg, MA March 2012-May 2012**

- Provided and safe and positive environment conducive to learning for all students.
- Designed and implemented developmentally appropriate lessons that aligned with Massachusetts curriculum frameworks and Common Core standards, using a variety of materials that could be adapted for learners of all different ability levels.
- Adapted second grade curriculum to appeal to the needs of students with disabilities and students who are English language learners.
- Strived to become familiar with the individual needs of all students, both accelerated learners and students with disabilities, to help all students achieve success.
- Continued to teach grade level curriculum programs such as Foundations phonics program, Investigations math program and the Scott Foresman reading series. Taught a variety of concepts including contractions, measurement, inflected endings and U.S. History topics using hands on and interactive activities.

## Work Experience:

### **InSync Communication Center, Sterling MA December 2016-Present**

- Supervise groups of up to 10 children in the center's gym, playroom and classroom settings
- Encourage and model appropriate social language and interactions
- Implement the Social Thinking Curriculum and adapt it to meet the needs of students with a variety of needs.
- Develop and run preschool age social skills groups for 3-5 year olds with a diagnosis of autism spectrum disorder.
- Run parent review sessions to inform parents of the day's lesson and collaborate to help meet the needs of each child.

### **Crossfit Rail Trail, Hudson MA. February 2017-Present**

#### **Crossfit EXP, Leominster MA. May 2014-Present.**

- Lead classes of 5-25 adults through an effective warm up, strength session and Workout
- Provide members with constructive feedback in a positive, concise way.
- Connect with all members multiple times throughout class, regardless of the size of the class.
- Make on-the-spot adjustments to accommodate injuries, mobility deficiencies, lack of equipment, etc.
- Manage time appropriately in order to ensure everything is accomplished within the allotted time frame, 1 hour.

### **Orchard Hills Athletic Club Spring 2007- Fall 2009**

- Provided childcare services in the health club's day care facilities.
- Planned age appropriate fitness classes for children ages 3-9. Supervised children in the health club's gym facilities and pools.
- Demonstrated creativity in the planning of age/developmentally appropriate art projects for children ages 2-12 using a variety of materials.
- Lead children ages 2-5 in art projects and developmentally appropriate physical activity as part of a preschool summer camp.

### **Nanny March 2008- July 2013**

- Supervised toddler and elementary age children.
- Provided a safe and caring environment; accepted all parental responsibilities including transportation to and from school/activities, adherence to typical daily routine, assistance with homework and actively engaging the children in fun activities.

**References and recommendations available upon request.**

**Adam C. Mackie**

Grade 6  
Science

715 East Street  
Tewksbury, MA 01876

[mackie.adam@gmail.com](mailto:mackie.adam@gmail.com)  
678-925-2410

**Education**

**Lesley University School of Education, MA**  
Master's of Education (Middle School Science)

**Bowdoin College**  
Liberal Arts Degree  
Major – Biology  
Minor – Education

**University of Prince Edward Island**  
Part-time Life Science student

**Teaching Experience** - MA Teaching License - #426015

**Wilmington Middle School, Wilmington, MA**

**Grade 6**

*Science Teacher (August 2010 – present)*

- Facilitated lessons working with previous and current DESE Science Frameworks in an inclusive classroom environment
- Provided real-world relevance of scientific principles
- Worked with colleagues to create interdisciplinary units
- Collaborated with science colleagues to create cross-grade summative assessments
- Worked with colleagues to ensure that IEP's for each student were implemented in and out of the regular classroom.
- Helped facilitate sixth grade science exhibition
- Ran Future Scientists and Engineers of America
- Assumed the role of "Team Leader" for sixth grade, Challenger House

**The Edward Devotion School, Brookline, MA**

**Grade 6**

*Special Education Aide – Therapeutic Learning Center (March 2010 – June 2010)*

- Responsible for supporting TLC faculty members in the design and coordination of specialized services for 10 students with mild/moderate disabilities.
- Reinforced curriculum taught in the regular education classroom (English/Language Arts, Mathematics, Science, Social Studies, Spanish): create study material, re-teach difficult material, and modify assignments and assessments.
- Worked with teachers to ensure that IEP's for each student were implemented in and out of the regular classroom.



- Primary service provider for three sixth grade and two fifth grade students with significant learning disabilities.

**Watertown Middle School, Watertown, MA**

**Grade 8**

*Science Teacher (Fall 2009, Winter 2010)*

- Facilitated lessons about the Atomic Theory
- Provided real-world relevance of elements and their importance
- Integrated a chemical reaction lab to reinforce conceptual knowledge
- Administered a unit examination
- Created a service learning project in conjunction with the Haiti Earthquake

**The Edward Devotion School, Brookline, MA**

**Grade 7**

*Practicum (Fall 2009)*

- Created and taught multiple lessons addressing the seventh grade science curriculum.
- Implemented a co-written unit on Taxonomy.
- Attended and participated in parent/teacher conferences and IEP meetings.
- Partnered with other seventh grade teachers to create a positive and effective learning environment.
- Collaborated with special education teachers and supervising coordinator to create modified lessons and assignments for students with varying exceptionalities (Learning Disability, Emotional Disturbance, Non-Verbal Learning Disability).
- Attended workshop for implementation of CPR and First Aid in health curriculum.
- Created the Journal of Micro-Organisms as a method of summative assessment.

**The Edward Devotion School, Brookline, MA**

**Grade 7**

*Pre-Practicum Intern (Fall 2008)*

- Observed class and organized activities and lessons in a seventh grade classroom.
- Provided individual help to students and groups in Ecology, Evolution, Genetics, and Earth Science curricula.
- Prepared and presented lessons on Cancer and Cancer Research.
- Graded and assessed students.

**Eastern School District, Prince Edward Island, CAN**

**All Grades**

*Substitute Teacher (Academic Year 2006-2007)*

- Substituted as a teacher for all core subjects in elementary, middle, and high schools.

**The Edward Devotion School, Brookline, MA**

**Grades 5-6**

*Special Education Learning Center Aide (October 2005 –June 2006)*

- Responsible for supporting Learning Center specialist in the design and coordination of specialized services for 10 students with mild/moderate disabilities.
- Reinforced curriculum taught in the regular education classroom (English/Language Arts, Mathematics, Science, Social Studies): create study material, re-teach difficult material, and modify assignments and assessments.
- Worked with teachers to ensure that IEP's for each student are implemented in and out of the regular classroom.
- Primary service provider for three sixth grade and two fifth grade students with significant learning disabilities.

### **Brunswick Middle School, Brunswick, ME**

#### *Academic Intern (Fall 2003)*

- Observed class and organized activities in a seventh grade science classroom.
- Gave individual help to students and groups on a regular basis.
- Prepared and presented lessons on Taxonomy.

## **Related Experience**

### **Summer Tutor, Wilmington, MA**

- Worked with an in-coming seventh grade student
- Development of lessons around reading comprehension
- Stimulated inferential thinking processes.
- Helped him understand multiple-step mathematical problems and to solidify math facts.

### **The Edward Devotion School, Brookline, MA (After Hours U)**

#### *After School Program Assistant*

- Worked with fifth and sixth grade students during "homework center"
- Assisted with weekly student activities – Spanish Club, Yoga, Trebuchet Construction and Castle Destruction, and Horticulture
- Worked with colleagues to promote a positive and safe after school environment

## **Other Employment**

### **Sherrill Library, Lesley University**

#### *Circulation Assistant*

- Helped students become familiar with library resources
- Organized books and other resources materials
- Used interpersonal skills to collaborate with colleagues, help students with research, and communicate with other library patrons

**Hallbook Enterprises, Edmonton, Alta, CAN***Assistant Foreman*

- Oversaw 10 men and women through various site projects
- Worked as a project liaison between the various labor disciplines

**Archbishop Williams High School, Braintree, MA***Head Junior Varsity and Assistant Varsity Men's Hockey Coach*

- Work with young men aged 14-17.
- Create and Implement practice routine, rituals, and drills.
- Foster a positive relationship between academics and athletics.

**Puckmaster's Hockey Instructor, Norwood, MA***Senior Instructor*

- Worked with hockey players, male and female, aged 9-17.
- Created and implemented practice routine, rituals, and drills.
- Fostered a positive relationship between academics and athletics.
- Used interpersonal skills to communicate effectively with parents, coaches, and hockey directors.

**Activities, Interests, and Awards**

- Hockey – Have played at the junior level in Canada and collegiately in the United States; continue to play in local leagues.
- Harry Shulman Award – Spirit of Bowdoin hockey.
- Staying up-to-date with science issues through literature and podcasts.
- Traveling throughout North America

**References**

- Terence Sheehan; Assistant Principal (6-8), Wilmington Middle School, Wilmington, MA, 978-694-6080; [terence.sheehan@wpsk12.com](mailto:terence.sheehan@wpsk12.com).
- Jeanne McGongale; 6<sup>th</sup> Grade ELA Teacher, Wilmington Middle School, Wilmington, MA, 978-790-8409; [jeanne1114@juno.com](mailto:jeanne1114@juno.com).

## **Jesse Shaw**

413 Oak St Shrewsbury, Massachusetts 01545  
631-383-6524 [jshaw38@gmail.com](mailto:jshaw38@gmail.com)

Special Education  
Teacher HS/MS

## ***Education***

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### **Tufts University**

Medford, Massachusetts  
Graduate Coursework  
**Major:** Poincare Institute  
Attended January 2014 to Present

### **Mercy College**

Yorktown, New York  
Master of Education  
**Major:** Education  
**GPA:** 3.800  
Attended August 2006 to August 2008  
Degree conferred August 2008

### **State University of New York at Oneonta**

Oneonta, New York  
Bachelor of Science  
**Major:** History  
Attended January 2000 to August 2004  
Degree conferred August 2004

## ***Experience***

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### **Shrewsbury Public Schools**

Sep 2014 - Present

Special Education Teacher  
Shrewsbury, MA

- Provide dynamic, effective instruction by utilizing student strengths that allows for observation, inquiry, and investigation
- Effectively collaborated with ELA, Math, History, and Science teachers to design a variety of assessments, units, and lessons for both traditional and special education students.
- Successfully created, proposed, and piloted a model for Essential Skills students which capitalized on the Special Education Teachers' area of expertise which resulted in the school now transitioning to that plan.
- Moved 50% of Essential Skills students from a self-contained class to inclusion, which positively affected their social and academic outcomes.
- Built strong relationships with coworkers and earned respect across different departments.
- Integrated Shrewsbury core values into a classroom PBIS program
- Assisted in creating a building document that outlined and streamlined the IEP process
- Created and implemented Project Based Learning Units to help student's build 21st century skills
- Use Google Suites to facilitate learning and communication with home
- Developed behavioral plans and workshops to work on metacognitive skills with students



**Reason for leaving:** Still at this school. Currently looking for an inclusion position.

**Supervisor:** Dr. Ann Jones ((508) 841-8777)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**Medway Public Schools**

Aug 2012 - Aug 2014

Special Education Teacher

Medway, MA

- Provide dynamic, effective instruction by utilizing student strengths that allows for observation, inquiry, and investigation
- Further personal and district professional development as a founding member of the Mobile Device Study Group
- Use Understanding By Design to restructure Math curriculum to incorporate 21st century learning skills
- Work quickly to gain trust and cultivate mutual respect of co-teachers to meet the diverse needs of all learners
- Collaborate to create common resources to better support literacy needs through a Literacy Action Team
- Support school-wide teams as a PBIS founding member to identify and resolve potential issues relating to behavior, attendance, and learning ability by using positive interventions and active engagement with parents
- Effectively use current technology including computers, SMARTboards, SMART keypads, Google Apps for Education, and Chromebooks in lessons

**Supervisor:** Meghan Bond (508-380-5947)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**NYC Dept. of Ed.**

Nov 2009 - Aug 2012

Special Education Teacher

Bronx, NY

Currently teach an eighth grade inclusion class in ELA, Math, Science, and Social Studies.

- Develop strategies with team members that streamline intervention and screening, and optimize IEP process
- Formulate inclusion lessons that differentiate instruction based on ability and utilize whole group and small group strategies
- Establish values as a positive role model who provides support and character development
- Consult with school therapist to optimize engagement of students with psychosocial and socioeconomic stressors
- Develop and implement IEP using SMART goals
- Effectively use current technology including computers, SMARTboards, Elmo, and SMART keypads in lessons

**Reason for leaving:** Would like to move out of state.

**Supervisor:** Lorraine Chanon (718-860-2707)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**NYC Teaching Fellows**

Mar 2012 - Jun 2012

Student Teacher Supervisor

New York City

Mentor a New York City Teaching Fellow by:

- Integrate pedagogical studies with behavioral management strategies that promote an active learning environment for both the students and the student teacher

- Provide clear and timely feedback and help create a reflective process

- Evaluate student teacher effectiveness

**Supervisor:** Lorraine Chanon (718-860-2707)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**Bedford Central School District**

Nov 2008 - Mar 2009

6th Grade Social Studies

Bedford, NY

Worked as a leave replacement as a general education teacher in an inclusion classroom. Taught students with disabilities and English Language Learners.

- Created student-centered lesson plans that motivated students to learn and achieve

- Utilized effective strategies to work well with a large population of English Language Learners

- Integrated different learning modalities into well organized lesson plans to meet the needs of all learners

- Developed lesson plans that reflected the school's pedagogy

**Reason for leaving:** Leave Replacement ended.

**Supervisor:** AnneMarie Berardi (914 657- 6000)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**Lakeland Central School District**

Sep 2007 - Jun 2008

Teacher

Yorktown NY

Worked as a special education leave replacement in a inclusion class.

- Developed a cohesive relationship with the cooperating teacher

- Created and executed lesson plans, student activities, and exams

- Created thematic units aligned with NYS Standards

- Made sure that all program accommodations and modifications were being met within the mainstream classes, as well as smaller class instruction

**Reason for leaving:** Leave replacement ended.

**Supervisor:** Jean Miccio (914 526 7299)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

### ***SKILLS AND TRAINING:***

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CPR/AED and First Aid certified, Child Abuse and Violence Prevention, and leadership development. Trained in MS Word, Excel, Powerpoint, Notebook, Apple Products and Google Suite.

### ***COMMUNITY ASSISTANCE ACTIVITIES:***

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- Committee member of the Shrewsbury Trails Committee
- Committee member of the Shrewsbury Master Plan Implementation Committee
- Implemented and supervised Caring about Communities fundraiser
- Modified soccer coach for Lakeland School District, 2008 and 2009
- Volunteer coach for East Islip Soccer Club

### ***SKILL PROFILE***

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- Outstanding record of achievement in management, customer service, and staff development
- Excellent interpersonal skills
- Rapid development of trust and respect of colleagues, supervisors, and subordinates
- Strong analytical skills

Speech

## Rebecca Loveland Antes

39 Hickory Lane Stow, Massachusetts 01775  
978-461-2152 [rebecca.antes@comcast.net](mailto:rebecca.antes@comcast.net)

### Education

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#### **Ithaca College**

Ithaca, New York

Master of Science

**Major:** Speech Language Pathology

**GPA:** 3.200

**Credit Hours:** 30

Attended August 1988 to August 1989

Degree conferred August 1989

#### **University of Massachusetts - Amherst**

Amherst, MA, Massachusetts

Bachelor of Science

**Major:** Speech Language Pathology, **Minor:** Audiology

**GPA:** 3.500

**Credit Hours:** 120

Attended August 1984 to May 1986

Degree conferred May 1986

### Experience

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#### **Clearway School**

Jul 2014 - Jul 2017

Co-Director for Curriculum & Supervision

61 Chestnut Street Newton, MA

Responsibilities include weekly supervision meetings with teachers, SLP and OG tutor to review unit plans (tied to the Massachusetts Curriculum Frameworks), conduct ongoing classroom observations, and discuss students to ensure that implementation IEP accommodations and goals are being met within classrooms. Assist teachers and staff with language based modifications in curriculum as well as assist with their written work required for IEP and school documentation. Direct teaching 10-14 OG sessions weekly as well as conduct all related testing required. Complete written annual reviews for all staff supervised. Schedule school year and summer school academic and elective classes for all students and teachers.

**Reason for leaving:** Would like to reduce work hours and be closer to home.

**Supervisor:** Peter Rosen (617-964-6186)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

#### **Clearway School**

Sep 2010 - Jul 2014

Orton-Gillingham Reading Tutor

61 Chestnut Street Newton, MA

Responsibilities include identification and completion of standardized testing to include reading, reading comprehension, spelling and phonological processing. Identification of students who require an intensive specialized reading program. Devise and implement daily lesson plans and annual IEP goals. Directly involved in creating and implementing OG reading model currently used at Clearway School.

**Reason for leaving:** Was promoted to an administrative position within Clearway School.

**Supervisor:** Peter Rosen (617-964-6186)

**Experience Type:** Independent School, Part-time

It is **OK** to contact this employer

#### **Peter Noyes Elementary School**

Sep 2010 - Jun 2014

Speech Language Pathologist

280 Old Sudbury Road, Sudbury MA

Responsibilities included evaluation and treatment for a variety of speech and language disabilities for students pre-k through grade 5. Liaison for speech only IEP's in addition to completion of all written documentation required for IEP for students on caseload. Provide family and staff education for various pragmatic and language deficits related to the school population. Worked collaboratively with special educators, OT/PT/BCBA/teaching assistance and other staff Speech/Language Pathologists.

**Reason for leaving:** I was offered a full time administrative position.

**Supervisor:** Annette Doyle, Principal (978-443-1085)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

#### **Clearway School**

May 2004 - Sep 2010

SLP

West Newton, MA

Evaluation and treatment for middle school and high school students with language based learning disabilities ,NLD, ADHD, ASD, and social-emotional disorders . Developed and implemented IEP objectives. All progress reports, quarterly reports, IEP's and evaluation reports completed. Provided individual and small group instruction with regards to receptive and expressive vocabulary/language deficits, executive functioning and processing difficulties, social/pragmatic language deficits and reading/written language difficulties. Additionally, worked collaboratively in the classroom setting with all academic teachers as well as the vocational counselor. Provided staff training and conducted annual PAC meetings.

**Reason for leaving:** I would like to work at a school closer to my home.

**Supervisor:** Margot Flouton (617-964-6186)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

#### **Communicative Health Care**

Jan 2002 - Jun 2004

SLP

Waltham, MA

Contracted speech-language services provided for various settings including public and vocational schools, private school for learning disabled students, hospital and nursing homes. All evaluation and therapy completed to meet the individual requirements for each setting. Maintained all documentation, attended meetings and provided all in-services required by individual settings.

**Reason for leaving:** I was hired as a SLP by a school system not using a contract service.

**Supervisor:** Peg ((877) 899-4709)



**Experience Type:** Other, Part-time  
It is **OK** to contact this employer

**Fall River Public School**

Sep 1998 - Jun 1999

SLP

Fall River, MA

Provided speech/language services for multiple schools within the school district. Case load included pre-school thru high school students with speech and language needs. Scheduled and provided individual and small group therapy for articulation remediation and receptive and expressive language disorders. Conducted initial, annual and 3 year re-evaluations, completed evaluation reports and provided recommendations for IEP goals. Completed all associated report writing, provided staff training and worked collaboratively with teachers.

**Reason for leaving:** I had my first child in April of that school year. I went on maternity leave and then ended up moving away from southeastern MA.

**Supervisor:** Special Education Administrator (508-675-8420)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

**SunDance Rehabilitation Corporation**

Aug 1994 - Aug 1998

SLP

New Bedford, MA

Worked in acute and sub-acute facilities for this national rehabilitation corporation. Part of a rehabilitation team that evaluated and treated patients with a wide variety of communication and swallowing disorders. All therapy and documentation completed. Provided staff training, program development, conferences and in-services as well as CFY supervision.

**Supervisor:** Linda Hawkins (888-267-2220)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

**Baystate Medical Center**

Aug 1989 - Jul 1994

SLP

Greenfield and Springfield MA

Worked in a hospital setting that provided a full range of speech/language services to patients. Also provided speech/language services to out-patients including school age students and provided contract speech/language services to school systems within that area. All therapy and documentation provided to meet the demands of each setting.

**Reason for leaving:** Moved away from the area

**Supervisor:** Bob Perlman ((413) 794 - 0000)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

## Ryan Deery

346 Chicopee Row Groton, Massachusetts 01450  
15083205680 [rcd3437@gmail.com](mailto:rcd3437@gmail.com)

English  
Teacher

### Education

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#### **Simmons College**

Boston, Massachusetts  
Master of Arts

**Major:** English

**GPA:** 3.750

**Credit Hours:** 35

Attended September 2002 to January 2007

Degree conferred January 2007

#### **Simmons College**

Boston, Massachusetts  
Master of Science in Education

**Major:** Special Education

**GPA:** 3.840

**Credit Hours:** 8

Attended September 2004 to May 2007

Degree conferred May 2007

#### **Bates College**

Lewiston, Maine  
Bachelor of Arts

**Major:** English

**GPA:** 2.770

**Credit Hours:** 32

Attended September 1998 to June 2002

Degree conferred June 2002

#### **Danvers High School**

Danvers, Massachusetts

**GPA:** 4.000

Attended September 1996 to June 1998

Degree conferred June 1998

### Experience

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#### **Middlesex Community College**

Sep 2016 - Present

Adjunct Faculty (Dual Enrollment)

Lowell, MA

Designed and taught two courses (College Writing and Classics in Children's Literature) which allow students to earn high school and college credit through the state's Dual Enrollment program.

**Supervisor:** Cathy McCarron ((781) 280-3200)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Innovation Academy Charter School**

Sep 2015 - Present

English Department Curriculum Coordinator  
Tyngsborough, MA

Scheduled and led weekly meetings with department, articulated departmental strands to teachers within department, attended student recruitment events, oversaw material and supplies ordering for department, developed and monitored annual departmental budget, oversaw departmental honors policy and implementation, assisted with the interview process for new department members, and assisted in implementation of various programmatic elements.

**Supervisor:** Erik Arnold (978-649-0432)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

**Innovation Academy Charter School**

Aug 2010 - Present

High School English Teacher  
Tyngsborough, MA

Teacher of 9th Grade World Literature, and two 11/12th Grade English elective courses One 9th Grade section was co-taught with Special Education teacher. Innovation Academy is a project-based school with an emphasis on real-world application of knowledge and skills.

**Supervisor:** Sasha Douglas (978-649-0432)

**Experience Type:** Public School, Full-time

Please **do not** contact this employer

**International School of Port of Spain**

Aug 2008 - Present

High School English Teacher  
Westmoorings, Trinidad

Develop and implement curricula in accordance with established curriculum frameworks.

Courses Taught:

- Pre-AP English Literature and Composition
- Grade 9 English
- Creative Writing
- English and the Media (Levels 1 and 2)
- Study Skills/Special Education

**Reason for leaving:** Returning to live in the United States.

**Supervisor:** Anthony Blackburn (868-633-4777)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

**International School of Port of Spain**

Sep 2008 - Jun 2009

Yearbook Advisor  
Westmoorings, Trinidad

Supervised students in creating yearbook pages, and coordinated fundraising efforts (within school community and with local businesses). Edited and coordinated production of yearbook pages, and liaised with yearbook publishing company in order to ensure quality standards and production deadlines were met.

**Supervisor:** John Horsfall (868-633-4777)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

**Landmark School**

Jun 2006 - Aug 2006

Language Arts Department Head

Prides Crossing, MA

Evaluated student profiles to determine appropriate course-level according to specific learning needs.

Monitored student performance to ensure accurate placement. Evaluated teacher performance and provided support to ensure effective instruction.

**Supervisor:** Tim Mahoney (978-236-3010)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

**Landmark School**

Aug 2004 - Jun 2008

High School English Teacher

Prides Crossing, MA

Assessed students' specific learning needs using formal and informal assessments. Created lesson and unit plans based on Massachusetts curriculum frameworks.

Courses Taught:

- Language Arts (Grades 9 – 12)
- Literature (10 – 12)
- Reading Fluency (9 – 12)
- Language Arts Tutorial (9 – 12)

**Reason for leaving:** Opportunity to teach internationally.

**Supervisor:** Janet Parady (978-236-3010)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

## ***Coaching and Athletic Achievements***

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Coaching:

- Assistant Boys Varsity Soccer Coach at The Landmark School. (2004 – 2008)

## ***Other Experience***

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- Collaboratively developed High School English standards and benchmarks for the International School of Port-of-Spain

- Administered and analyzed formal and informal diagnostic testing to assess individuals' academic strengths and weaknesses.

- Provided SAT preparation for "Writing" and "Critical Reading" sections.

- Planned and delivered teacher-training workshop: "Teaching Shakespeare to Students with Language Disabilities."

- Utilized "Read Naturally" fluency program in Reading Fluency and Tutorial classes.

Long term sub  
for Accorsi

## Mary Lance

42 Parker Road Shirley, Massachusetts 01464  
978-790-8108 [Mary.SanghaYoga@gmail.com](mailto:Mary.SanghaYoga@gmail.com)

### Education

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#### Walden University

Minneapolis, Minnesota

Doctor of Education

**Major:** Teacher Leadership

**GPA:** 4.000

Attended September 2008 to August 2011

Degree conferred August 2011

#### University of Massachusetts - Lowell

Lowell, Massachusetts

Master of Education

**Major:** Curriculum and Instruction

**GPA:** 3.800

Attended September 2001 to May 2003

Degree conferred May 2003

#### University of Massachusetts - Amherst

Amherst, Massachusetts

Bachelor of Arts

**Major:** Communications, **Minor:** Psychology

**GPA:** 3.000

Attended September 1996 to May 2000

Degree conferred May 2000

### Experience

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#### Ivy Child International

Jul 2017 - Present

Mindfulness Teacher and Ambassador

Concord, MA

In this position I am a teacher of intergenerational mindfulness classes, providing universal mindfulness education to children and communities. I also act as a mindful leader in representing Ivy Child International.

**Reason for leaving:** I have not left Ivy Child International.

**Supervisor:** Rose Pavlov (508.299.7905)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

#### Concordia University

Oct 2013 - Present



Adjunct Professor

Portland, Oregon

- Courses taught - The Inclusive Classroom: Instructional Strategies and Interventions
- Guide students through discussion and evaluation
- Evaluate for understanding of course content, writing style, and APA formatting
- Make use of a Blackboard classroom

See my cover letter for further information about this position.

**Supervisor:** Dana Barbarick (503-280-8672)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**St. Thomas University**

Apr 2016 - Present

Online Adjunct Professor

Miami, Florida

- Course EDU 523: Content Methods for Teaching Health and Physical Education.
- Implement instruction using Ember as the class format
- Host weekly online meetings for students using Zoom.
- Provide timely, constructive feedback to students on a daily basis
- Set a positive tone, keep communication flowing, and model expected behavior
- Assess student work and assign grades in a timely manner
- Demonstrate commitment to retaining students through to completing of the program by providing support guidance and assistance to students throughout the course.
- Provide guidance in the use of technology needed for successful completion of the course
- Communicate with student services regarding the status of at-risk students
- Participate in Online Learning Communities

**Reason for leaving:** I am still employed by St. Thomas University.

**Supervisor:** Gail Kirby ((305) 625-6000)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Francis W. Parker Charter Essential School**

Jan 2017 - Present

Wellness Teacher

Devens, MA

- ?Designs curriculum and instructs students in grades 6-12 in yoga, health, and other aspects of physical health and well-being as part of their wellness classes.
- ?Acts as an advisor to a group of twelve ninth and tenth graders.
- ?Participates in division meetings, community building, and full faculty meetings.

**Reason for leaving:** This is a long-term sub position for a maternity leave.

**Supervisor:** Todd Sumner ((978) 772-3293)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

**Alcott School**

Sep 2004 - Aug 2010

Grade 2 Teacher

Concord, Massachusetts

- Member of the School Improvement Team.
- Provided differentiated instruction to an inclusion second grade classroom.
- Trained in and used the TERC math program.
- Trained in and implemented the Lucy Caulkins writing program.
- Trained in and applied Project Read for phonology instruction.
- Made use of literacy stations to conduct guided reading groups.
- Designed and implemented various behavior plans for classroom management.
- Administered and analyzed assessments as a method for planning and implementing instruction.
- Drew on content of relevant curriculum frameworks to plan activities addressing state standards
- Used a variety of technology including the ActivBoard in the classroom.
- Participated in building a professional community with colleagues to continuously improve instruction, assessment, and student achievement.

**Reason for leaving:** After returning from maternity leave, I decided to dedicate myself to my family. I finished out the year and the summer school program and then gave my resignation. I have been working part time from home raising my children since as reflected in my cover letter.

**Supervisor:** Sharon Young ((978) 369-8000)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

### **Sangha Yoga Center**

Sep 2010 - Present

Owner/Instructor

Shirley, MA

- Operate all aspects of a yoga studio including scheduling, management of other instructors, advertising, and bookkeeping.
- Provide private and group yoga instruction to adults
- Organize and instruct before and afterschool yoga programs
- Offer yoga classes through community organizations
- Provide yoga instruction in school settings for all ages

**Supervisor:** Mary Lance (Self-Employed) (978-790-8108)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

## ***TECHNOLOGY***

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- Comfortable with both Mac's and PC's.
- Familiar with distance learning using online formats and other digital media, including Blackboard
- Completed an online doctoral program
- Created and managed classroom and business websites
- Proficient with ActivBoard
- Designed and implemented working WebQuests for students