

# **FLORENCE RIDEOUT ELEMENTARY SCHOOL**

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

**(603) 732-9264 Main**

**(603) 654-3490 Fax**

[www.sau63.org](http://www.sau63.org)

---

Robert LaRoche, Principal

September 23, 2020

Dear School Board Members,

I'm writing to propose a stipend paid to teachers who assist with curriculum at FRES. There has been a practice of teachers volunteering to manage areas of the curriculum to support education in this school that predates the Curriculum Coordinator position. The teachers have been doing this on a voluntary basis as far back as 2015. The Curriculum Coordinator position that is district-wide has been reduced to part time and the need for these teachers is even greater.

The current situation is as follows: FRES has a new math program, we are entering the first full year of the Project Lead The Way science program, Tier I instruction in literacy is needed, and a more formal and integrated Social Studies curriculum needs to be established. The four teachers who assist with this mission do so on a voluntary basis and much if not all of the work takes place outside of contractual hours. Any time spent on curriculum during the school day means that the teachers must do their own planning and prep outside of the expected and scheduled times.

A reference point would be middle and high school department heads. Elementary Schools often have curriculum support from educators with expertise and experience in working with the primary learners. When the previous Curriculum Coordinator was here she tasked the volunteer teachers with a variety of duties. A short list of some but not all of the duties are as follows:

1. Member of professional development committee.
2. Research curriculum and work with vendors to establish ordering of materials for the discipline.
3. Coordinate the individual budgets of each discipline, distribute materials throughout the school year beginning in August.
4. Establish joint meetings after school to align disciplines vertically.
5. Share and help teachers use different strategies to help them implement programs fully and successfully.
6. Evaluate student data to make suggestions about instruction and effectiveness about programs.
7. Consult with teachers about students' needs when the programs in place do not seem to be meeting their needs.
8. Develop plans to help meet and rectify instructional deficiencies within programs.
9. Support administration with questions and/or problems with programs.

10. Communicate the methodology of the curriculum to parents.
11. Help in vetting new programs and meet with the Curriculum Coordinator to decide which programs best fit the needs of our district.
12. Keep track of what materials and manipulatives are in the building so we don't spend money on things we don't need.

Thank you for your consideration regarding this matter.

Bob LaRoche