

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 2, 2021**

BOARD MEMBERS PRESENT (via roll call)

Mrs. Guerrette
Mrs. Long
Mrs. May
Mr. Yard

BOARD MEMBERS ABSENT (via roll call)

Dr. Childres (excused)
Mr. Moulding (excused)

ALSO PRESENT

RJ Hartwell, School Business Administrator
David Shafer, Middle School Principal
Audience also included teachers and community members

Organization

Mrs. Guerrette called the regular meeting, held at Jordan-Elbridge Middle School in the Board of Education room 117, at 6:30 PM.

Mrs. Guerrette took roll call.

Mrs. Guerrette reviewed the emergency exit procedures and led the Pledge of Allegiance.

BOE Announcements / Special Events / Topics for Discussion/ Review of follow-up items

Mrs. Guerrette requested a moment of silence for the passing of Roxie Sherman, a retired high school nurse.

Mrs. Guerrette thanked Mr. & Mrs. Deapo, and the cast and crew of "The Wedding Singer," for a magnificent performance.

Mrs. Guerrette commented that the high school yearbook staff did an amazing job of taking the school year and memorializing it, adding that it will be a piece of history for this district.

Presentations/Administrative Reports

Drew Deapo, JE Middle School 6th Grade Social Studies Teacher, Alexis Farnsworth, JE Middle School 8th Grade ELA Teacher, and Jaime Glantz, JE Middle School 7th Grade ELA Teacher, gave a slideshow presentation proposing a restructure of the International Baccalaureate program. Please see the attached slideshow for detailed information.

The board had many questions relative to the IB proposal.

Public Comments

Penny Feeney spoke during the public comments portion of the meeting relative to her concerns over the treatment of a student.

Receipt of written questions/comments

N/A

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Approval of Minutes

The April 28, 2021 regular meeting minutes were tabled due to there not being a quorum of board members who were present at said meetings.

The May 19, 2021 regular meeting minutes were tabled and deemed unofficial indefinitely due to there not being a quorum of board members who were present at said meetings who could approve the meeting minutes.

Consent Agenda

Motion by Mrs. Long and Seconded by Mr. Yard, **BE IT RESOLVED:**

- 368.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **acknowledge receipt of the Committee on Special Education and Committee on Preschool Special Education.**
- 369.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **add the following individuals to the 2020-21 Per Diem Substitute Lists:**
- **Tori Duger- Non-Certified Teacher & Teaching Assistant *start date 5/20/2021**
 - **Robert Meade- Custodial Worker**
- 370.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **accept the revised resignation of Susan Fordyce, Board of Education Member, effective May 25, 2021.**
- 371.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **accept the resignation of Hannah Newert, Teacher Aide, effective June 2, 2021.**
- 372.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **approve the Accounts Payable Claims Auditor reports for May 2021.**
- 373.21** The Superintendent of Schools recommends that the Board of Education of the Jordan-Elbridge Central School District **set July 7, 2021, as the date for the Reorganizational meeting, to be held at the Middle School in the Board of Education Room 117 at 6:30 PM.**

Motion carried 4-0-0.

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Items for Board action

- 374.21** Motion by Mr. Yard and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **approve the following amended budget transfers for 2020-21 school year:**

Budget code	Description	\$ Increase/(Decrease)
A2110.127-15-000	Reg School – TA Salaries Gr. 4-5 JEDIS	\$22,000
A2110.137-20-000	Reg School – TA Salaries Gr. 7-8 MS	(\$22,000)

A. Reclassify TA salaries to the assigned school

Motion carried 4-0-0.

- 375.21** Motion by Mr. Yard and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **authorize the funding of the Teachers' Retirement Contribution Reserve Sub-Fund, as authorized by Section 6-r of the General Municipal Law, up to a maximum of \$200,000 from unappropriated fund balance as of June 30, 2021.**

Motion carried 4-0-0.

- 376. 21** Motion by Mrs. May and Seconded by Mr. Yard, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **authorize an increase in funding of the Unemployment Insurance Reserve, as authorized by Section 6-m of the General Municipal Law, up to a maximum of \$100,000 from unappropriated fund balance as of June 30, 2021.**

Motion carried 4-0-0.

- 377.21** Motion by Mrs. Long and Seconded by Mr. Yard, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **authorize an increase in funding of the 2019 Building Capital Reserve, as authorized by Education Law Section 3651, up to a maximum of \$2,000,000 from unappropriated fund balance as of June 30, 2021.**

Motion carried 4-0-0.

- 378.21** Motion by Mrs. May and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **create one (1) 1.0 F.T.E. Assistant Superintendent for Business and Finance position.**

Motion carried 4-0-0.

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379.21 Motion by Mrs. Long and Seconded by Mrs. May, **BE IT RESOLVED**,

WHEREAS, the Superintendent of Schools James Froio, accepts the resignation of RJ Hartwell, as School Business Administrator, effective June 30, 2021, and recommends that RJ Hartwell be appointed by the Board of Education to a 1.0 F.T.E. four year probationary position as Assistant Superintendent for Business and Finance, with the Jordan-Elbridge Central School District; and

WHEREAS, RJ Hartwell holds a professional certificate in School District Business Leader;

NOW, THEREFORE, BE IT RESOLVED, that upon the Superintendent's recommendation, the Board hereby appoints RJ Hartwell to a four year probationary term as Assistant Superintendent for Business and Finance, with a salary of \$108,000.00 in the tenure area Assistant Superintendent for Business and Finance, commencing on July 1, 2021, and ending on June 30, 2025.

Motion carried 4-0-0.

380.21 Motion by Mr. Yard and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **approve the employment agreement for the Assistant Superintendent for Business and Finance, RJ Hartwell, from July 1, 2021 to June 30, 2024.**

Motion carried 4-0-0.

381.21 Motion by Mr. Yard and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **grant the following individual a summer appointment, beginning on or about July 1, 2021, three times a week for 1.5 hours:**

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Rebecca DeMario	Summer Athletic Trainer/Instructor	\$25.00

Motion carried 4-0-0.

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- 382.21** Motion by Mrs. Long and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **appoint the following individuals for the ESY summer school program (Extended School Year), full-time, from July 6, 2021 to on or about August 14, 2021, to be remunerated, for actual time worked, in accord with the terms and conditions of the current agreement between the Jordan-Elbridge Teachers' Association and Jordan-Elbridge Central Schools:**
(Teachers 7:45 AM to 1:30 PM, Students 8:00 AM to 1:15 PM)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Mark MacLachlan	ESY Special Education Teacher	\$39.39
Erin Wilson	ESY Special Education Teacher	\$39.39
Chrissy McMahon	ESY Teaching Assistant	\$18.40
Jessica Wilson	ESY Teaching Assistant	\$16.71
Jennifer Allen	ESY Speech Pathologist	\$39.39
Heather Clark	ESY Nurse	\$20.25
Jessica Strong	ESY Nurse	\$20.25
Ginger Smith	ESY Nurse	\$20.25
Kayla Crowley	ESY Substitute Teacher	\$15.00
Kayla Crowley	ESY Substitute Teaching Assistant	\$13.00

Motion carried 4-0-0.

- 383.21** Motion by Mr. Yard and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **abolish one (1) 1.0 F.T.E. Custodial Worker I position.**

Motion carried 4-0-0.

- 384.21** Motion by Mr. Yard and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **create one (1) 1.0 F.T.E. Groundskeeper position.**

Motion carried 4-0-0.

- 385.21** Motion by Mr. Yard and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **approve a 4.0% increase in the rate of pay from July 1, 2021 to June 30, 2024, for all non-represented employees.**

Motion carried 4-0-0.

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- 386.21** Motion by Mrs. Long and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **approve the tentative agreement between the Superintendent of Schools for the Jordan-Elbridge Central School District and Jordan-Elbridge Administrative Association, relative to salaries.**

Motion carried 4-0-0.

- 387.21** Motion by Mrs. Long and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Jordan-Elbridge Central School District **authorize and approve the following:**

WHEREAS, the Board of Education of the Jordan Elbridge Central School District (hereinafter referred to as the "District") desires to enter into a five year service agreement with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for OCM BOCES to furnish certain services to the District pursuant to New York State Education Law 1950(4)(jj), those services being lit fiber for high speed communication services in Co-Ser 601.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the District agrees to enter into a contract with OCM BOCES for the provision of said services to the District and not exceed in total over the life of this agreement the annual amount of \$21,610.00 and associated CNYRIC charges with such amount to include annual OCM BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the OCM BOCES budget or mandated by ant federal, state, or local authority.

This amount may be amended with the approval of both parties. The District will be liable to OCM BOCES for early cancellation or withdrawal from this agreement to the same extent that OCM BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the District will also be liable for costs and expenses, including reasonable attorneys' fees and disbursements, incurred by OCM BOCES as a consequence of any such early cancellation or withdrawal. Payments will be made as part of a regular annual OCM BOCES contract for services. Furthermore, this agreement is subject to the approval of the Board of Education of OCM BOCES. This contract will be for a maximum of five years commencing on or about August 22, 2021

Motion carried 4-0-0.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
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Executive Session

Motion by Mr. Yard and Seconded by Mrs. Long, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjourn to Executive Session for the proposed purpose of:

- Employment history of a particular person

Motion carried 4-0-0.

Meeting adjourned to Executive Session at 8:19 PM.

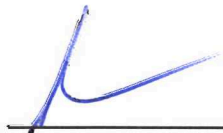
Meeting reconvened at 8:26 PM.

Adjournment

Motion by Mr. Yard and Seconded by Mrs. May, **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, to adjourn the meeting.

Motion carried 4-0-0.

Meeting adjourned at 8:26 PM.



Bernadette Fall, District Clerk

IB MYP Leadership Structure Proposal



IB MYP Objectives: 2021-2022

Framework for Further Development



- Communication and collaboration
- Comprehensive curriculum
- Development of teaching and learning
- Implementation of service as action

In Support of JECSD: Vision, Vision, and Values

IB Vision

Jordan-Elbridge Middle School is a premier IB World School that prepares every student to be a changemaker and take transformative action within and beyond the school community.

IB Mission

Help young people create a better and more peaceful world through intercultural understandings and respect.

IB Values

Intercultural Understanding
Resourcefulness
Reflection

Assessment of Vision

Years 1-3, students will maintain a digital portfolio with documentation to showcase student reflections on character growth, relative to IB Learner Profile Traits, and service experience, relative to IB MYP service criteria.

Leadership Structure: Musical Analogy



Leadership Roles to ensure success

Director

Production Coordinator

Technical Director

Vocal Director

Costumer

Orchestra Director

Choreographer

Leadership Roles to ensure success

Heads of Schools

MYP Coordinator

ATL Chair

Service Chair

Subject Leaders

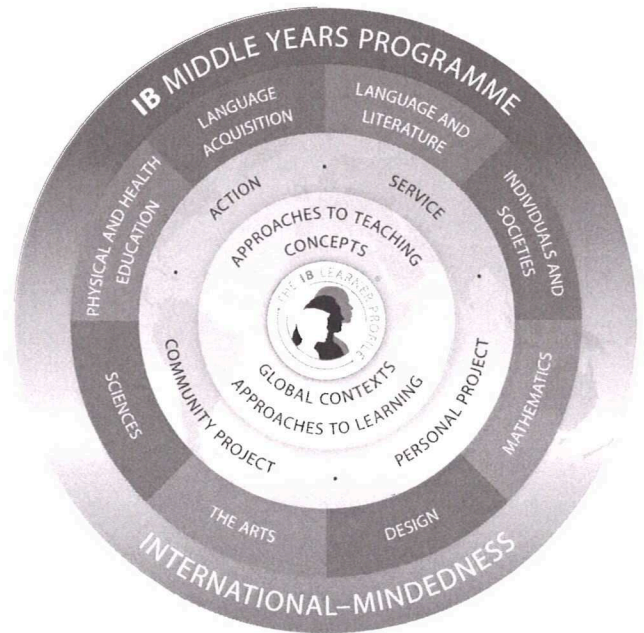
Librarian/Counselors

Students/Parents

Implementation #1: Full-Time IB MYP Coordinator

Primary Responsibilities

- Coordination
- Communication
- Curriculum planning and implementation
- Staff professional development
- Students and families



Implementation #2: Restructure IB Steering Committee

Existing Leadership

Heads of School

MYP Coordinator

Restructured Leadership

Approaches to Learning Chair

Service Chair

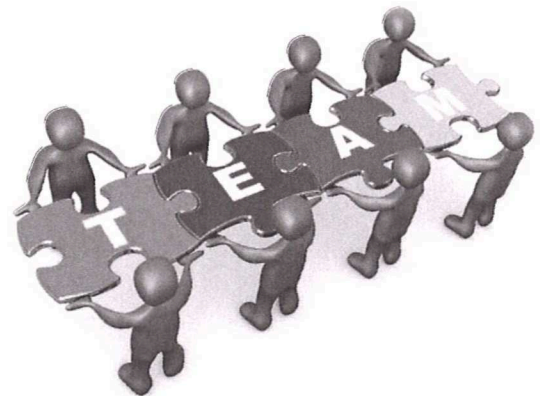
Subject Leaders

Support Roles with IB Focus

Librarian

Counselors

Students, Parents, & Community

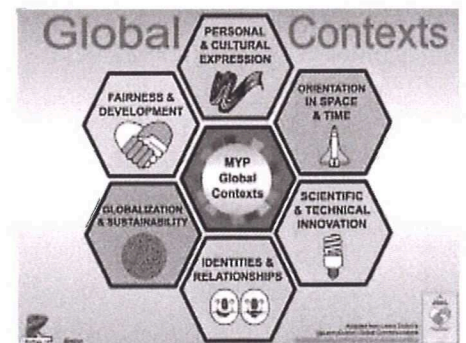
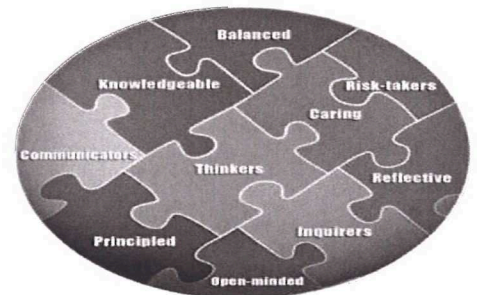
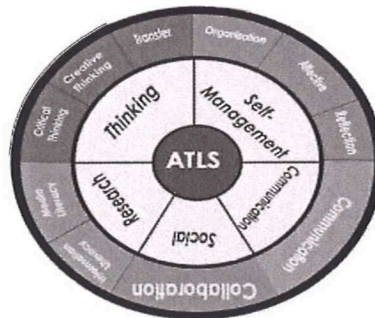


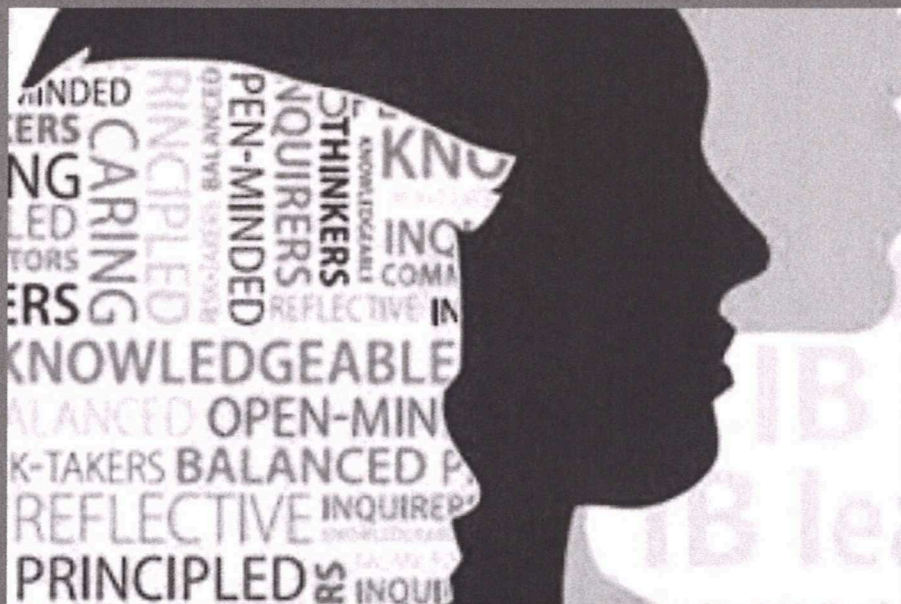
Implementation #3: Professional Development

Required and Recommended Trainings

- MYP Coordinator
 - ATL Chair
- Subject Leaders
- Librarian
- Service Learning Chair
- Counselors
- General Staff

Key Concepts			
A concept is a big idea—a principle or conception that is enduring, the significance of which goes beyond aspects such as particular origins, subject matter or place in time (Wiggins and McTighe 1998).			
Communities Communities are groups of people who share a common identity, purpose, and values. They are the foundation of a school's culture and the primary context for learning.	Time, space and place Time, space and place are the context in which learning occurs. They are the physical and temporal boundaries within which the learning process takes place.	Creativity Creativity is the process of generating new ideas, products, or solutions. It is the ability to think outside the box and to come up with original and innovative ideas.	Change Change is the process of moving from one state to another. It is the process of transformation and the process of becoming something new.
Aesthetics Aesthetics is the study of beauty and the arts. It is the study of the visual and the sensory and the study of the emotional and the intellectual.	Systems Systems are the interconnected parts of a whole. They are the parts that work together to create a unified and functional whole.	Culture Culture is the set of shared values, beliefs, and practices that define a group of people. It is the way of life and the way of thinking of a community.	Globalization Globalization is the process of increasing interconnectedness and interdependence between people and nations. It is the process of becoming a global citizen.
Relationships Relationships are the connections between people and things. They are the bonds that link individuals and communities and the bonds that link the individual to the world.	Global Interactions Global interactions are the interactions between people and the world. They are the interactions that shape the global community and the global environment.	Globalization Globalization is the process of increasing interconnectedness and interdependence between people and nations. It is the process of becoming a global citizen.	Perspectives Perspectives are the ways of seeing and understanding the world. They are the different ways of looking at the same thing and the different ways of interpreting the same information.
Connections Connections are the links between different concepts, ideas, and experiences. They are the bridges that connect the known to the unknown and the familiar to the unfamiliar.	Logic Logic is the process of reasoning and the process of drawing conclusions. It is the process of using evidence and reasoning to arrive at a logical conclusion.	Development Development is the process of growth and the process of becoming. It is the process of moving from a state of immaturity to a state of maturity and the process of becoming a fully formed individual.	Form Form is the shape and the structure of something. It is the way in which something is organized and the way in which it is presented to the world.





Thank you
for your
commitment to
our
students!

IB MYP Leadership Structure Proposal 2021-2022

Objective

This proposal puts forth a structural framework for further development of the IB MYP Programme at Jordan-Elbridge Middle School, inclusive of the following goals in the 2021-2022 academic year:

- Communication and collaboration with community partners, students, and families establishes Jordan-Elbridge as a recognized center of educational excellence, innovation, and good practice.
- Schemes of work for IB MYP courses are divided into units. Each unit includes a statement of inquiry, various inquiry questions that arise (which may be factual, conceptual or debatable), a global context (enabling students to understand how their learning fits into the world), key concepts (big ideas that transcend particular disciplines), and related concepts (that are specific to the subject).
- Students are developed as learners using the 'Approaches to Learning' framework. Modes of assessment are designed by teachers and can vary considerably. Student outcomes are evaluated and reported upon according to IB MYP criteria. Once the unit has been taught, those that delivered it reflect on how the unit can be refined for future implementation. At least one interdisciplinary unit is delivered for each year group.
- There is a focus on the global community and service in all years of the programme, encouraging students to explore their rights and responsibility to implement service as action. This culminates in the 'Community Project' in Year 3.

In support of JECSD Vision, Mission, Values, JEMS IB Vision, Mission, and Values include

IB Vision

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IB Mission

Help young people create a better and more peaceful world through intercultural understandings and respect.

IB Values

Intercultural Understanding
Resourcefulness
Reflection

Assessment of Vision

Years 1-3, students will maintain a digital portfolio with documentation to showcase student reflections on character growth, relative to IB Learner Profile Traits, and service experience, relative to IB MYP service criteria.

Implementation #1: Establish 1 Full-Time IB Coordinator at JEMS to orchestrate vision of the IB programme.

Primary Responsibilities

Coordination

- Ensure that the IB MYP at JEMS complies fully with IB regulations
- Maintain the JEMS IB Shared Drive and lead the training of teaching staff in its use in supporting the MYP
- Manage entries relating to the IB MYP in the school calendar
- Support service learning projects in liaison with the Community Project Chair
- Lead and manage the IB MYP documentation for self-evaluation
- Participate in school meetings, including PLCs, to disseminate professional development and information
- In conjunction with the Heads of School, monitor delivery of the IB MYP, its assessment and its reporting
- Make recommendations for suitable MYP resources

Communication

- Provide comprehensive information about the IB MYP to all relevant parties, staff, and partner schools
- Keep faculty informed of evolving IB MYP news and guidelines, requirements, changes, and policies
- Liaise with administration, steering committee, and faculty to ensure adherence to IB MYP requirements
- Liaise with the JECSD Communications Specialist to manage the sections on the school website relating to the IB MYP and contribute items for relevant social media and the press

Curriculum Planning and Implementation

- Guide the implementation of the IB MYP and preparations for application for re-authorisation
- Support subject areas in the development and review of IB MYP unit plans
- Develop IB curricular materials to support implementation and progression of learning
- Liaise with the Director of Curriculum about the transition of curriculum and student experience from JEDIS to JEHS

Staff Professional Development

- In conjunction with the Heads of School, plan and monitor professional development relating to the IB MYP, including that arising in relation to IB regulations and self-evaluations
- Inform and advise all teaching staff on professional development needs relating to the IB MYP
- Model good inquiry practice in classrooms for all teachers
- Lead the induction for new staff on the IB MYP framework, including its mission, principles, and practices

Students & Families

- Provide to students and families information on the IB Programme, its aims, and its requirements
- Manage a system of documentation for student work
- Communicate expectations of the programme including programme policies
- Plan and lead IB MYP activities, events, and student engagement in IB leadership and recognition
- Establish a digital inventory of resources to facilitate progression of learning
- Connect students to service opportunities through field trips, guest speakers, assemblies, and service-based projects

*IB MYP Coordinator's time will be unencumbered and will not be used for other purposes, such as subbing.

*The IB Coordinator orchestrates and facilitates the framework of the programme in partnership with faculty. All supervision/accountability concerns will be handled exclusively by administration.

Implementation #2: Restructure IB Steering Committee to lead key components of the programme.

Existing Leadership Committee Members

Heads of School, inclusive of Superintendent, Director of Curriculum and Instruction, and School Principal
MYP Coordinator

Restructured Leadership Roles with Stipends

Approaches to Learning (ATL) Chair (\$987.00)

Ensures that teachers understand ATL skills and the role of ATL skills in the programme

- coordinates how ATLs can be addressed by subject-specific content and special activities
- maintains documentation relative to the horizontal and vertical articulation of ATL skills, years 1-3
- collaborates with teachers in the development of teaching strategies for ATL skills

Service-Learning Chair (\$1,283.00)

Supports students' involvement in service as action and its qualitative monitoring

- supports teachers in the development and implementation of curriculum-based service projects
- supervises planning, implementation, and reflection of the community project
- collaborates with IB MYP Coordinator to communicate service learning initiatives with local community

Subject Leaders (\$654.00 x 8 Subject Leaders, \$5,232 total)

Subjects include: Language and literature, Language acquisition, Individuals and societies, Sciences, Mathematics, Arts, Physical and health education, Design

8 Subject leaders provide strong leadership in the implementation of the IB MYP programme model in terms of

- providing specialized subject knowledge to support progression of concepts, skills, and language
- selecting meaningful tools and resources to guide instruction and assessment within the subject
- curating resources for standardization within the subject group (i.e. command terms, assessment)
- facilitating conversations with subject area teachers to identify curriculum needs
- streamlining communication regarding subject-specific needs with coordinator
- providing subject-specific support and coaching for current colleagues and faculty new to IB
- advocating for IB programme development and initiatives based on students' needs and achievements
- setting the tone and establishing the IB culture of subject team

Support Roles with an IB Focus

Librarian

Plays a vital role in collaborative curriculum development and implementation

- assists in planning for the integration of ATL skills into the curriculum
- promotes academic honesty, particularly with citing and referencing
- ensures that the books in the library reflect the inclusive nature of the school
- plans resource access that supports the variety of student learning styles, interests, and languages

Counselor

Supports students through their social and emotional learning, as well as with the demands of IB programmes

- integrates developmentally appropriate and timely topics into advisory schemes
- facilitates well-organized orientation and transition initiatives
- facilitates sessions on career studies

Parents/Students

Provide insight, perspective, and feedback to guide continued programme development and success

Implementation #3: Professional development for IB leadership and faculty members in accordance with IB requirements and recommendations.

"At all times, at least one teacher per subject group must participate in the relevant subject-group specific IB workshop: category 1, 2 or 3." - IBO

Recommended Professional Development for MYP Coordinator

- Leading the Learning Category 1
- Leading for Effective Teaching and Learning
- Leading with a Clear Vision and Strategy
- Managing Assessment in the MYP

Recommended Professional Development for ATL Chair

- Approaches to Learning Category 3
- Building Self-Directed Learners Through Approaches to Learning Category 3

Recommended Professional Development for Subject Leaders

- Delivering the MYP Curriculum Category 2
- Managing Assessment in the MYP Category 3

Recommended Professional Development for Librarian

- The Role of the Librarian

Recommended Professional Development for Service-Learning Chair

- MYP Community Project Category 2
- Developing Service Learning Category 3

Recommended Professional Development for Counselors

- Leading the Learning Category

Recommended Professional Development for General Staff:

- All subject-area staff members who are a part of the MYP programme will be trained in an official IBO professional development setting by an annual rotating schedule in order to ensure that content knowledge and MYP skills and philosophy are consistently reinforced. At least two staff members will receive this training per year.

*Virtual/online offerings available.

Budget

- MYP IB Coordinator - teacher on special assignment, current salary
- IB Steering Committee Leadership-
 - Total Funding needed for implementation #2: \$7,502.00
 - Reallocation of current funding available through JETA contract: \$3,115.00
 - Reallocation of Managbac funding: \$5437.00
 - Total Reallocation funds available: \$8552.00
 - Additional Funding needed for implementation #2: \$0.00
- Professional Development - district professional development funds