

Curriculum & Instruction – State of Division Report

Division:	<u>Curriculum & Instruction</u>
Department:	<u>Middle School Education (Elementary & Secondary)</u>
Department Head:	<u>Steve Marcanio</u>

Staffing (08/09):

Cost Center Numbers for employees (list all that are applicable) 4402

	Number of Employees
Total Department:	<u>5</u>
Admin	<u>3</u>
Prof / Tech	_____
Instructional	_____
ESP	<u>2</u>

Budget Summary (without personnel) (08/09):

General Revenue Budget:	<u>\$11,380</u>
Federal Project Budget (specify)	_____
State Project Budget (specify)	_____

Department Summary:

1. Scope of Operations

Specifics / facts about department; major responsibilities:

- a. Provide current and relevant information regarding curriculum and instruction to middle school principals
- b. Maintain edits to middle school portion of student progression policies as changes are made by state legislature
- c. Assist principals in using data to make decisions at the school level
- d. Assist with the revision process to secondary student R & R book
- e. Assist parents when they have a concern about issues that occur at their students' middle school
- f. Provide staff development and support for successful implementation of course/credit recovery process for secondary schools using Ed Options Curriculum
- g. Maintain the current course code directory for middle schools.
- h. Provide monthly staff development for principals and assistant principals on curriculum and management related issues
- i. Assist with staff development of deans and counselors
- j. Manage revision process for middle school adjudication guidelines to ensure consistency among middle schools

2. Recent Efficiency / Cost Reduction Initiatives (08/09)

List of general revenue budget cuts and other cost reduction strategies currently being implemented:

- a. One fewer elementary director
- b. Staff development responsibilities – Escambia Principal Preparation Program

3. Successes (last 4 years – 2004 – 2008)

List major accomplishments for department for the past 4 years:

- a. Consolidation of middle schools onto Woodham campus thereby closing Brownsville, Wedgwood, and Brown-Barge campuses.
- b. Improved effectiveness regarding scheduling students correctly at schools
- c. Improved communication with principals regarding District Student Progression Plan and accurate implementation of board policy
- d. Summer School 2008: 417 Students Served; 500 Courses Recovered
- e. Ensure each middle school conducts an annual parent meeting re: Promotion Requirements and post PowerPoint on their website.
- f. Develop curriculum offerings in middle schools to meet the needs of overage middle school students who need freshman level coursework

4. Department Short Term Goals (to be accomplished by the end of 2008 – 2009)

Each department should include some part of CHART implementation;

Short term goals should be measurable:

- a. Write a minimum of five thank you notes each month
- b. Round at each middle school at least once each month
- c. Department web page – Completed by 6/1/09
- d. Department Customer Satisfaction Survey – Completed – Link in e-mail signature

5. Department Long Range Goals (specify time line)

Discuss where the department would like to accomplish in the future:

- a. Elimination of “D” Middle Schools (end of 2009-2010)
- b. Increase number of rigorous and freshman level course offerings in all middle schools (beginning with 09-10 school year)
- c. Utilize customer satisfaction survey results to improve customer service (quarterly review of results)

6. Major Challenges for Department