

Maaf Gueye's Lead Facilitator Performance Stipend Goals – Fall 2012

Evidence Due: January 7, 2013 for review by Paul who will make recommendation for granting up to \$5000 performance stipend to be voted on at CLCS Board meeting on January 17th meeting.

1. Will improve parent relations and communication as evidenced by:

- a. Collaborative (PTSA/Nea Admin) newsletter published weekly every Wednesday
- b. Monday morning "open office" talks with Maafi 8- 9 am every Monday
- c. Monthly parent information-forums held prior to PTSA meetings, 6 - 7 pm
- d. Parents can make appointments via Admin Assistant to schedule meetings as needed

Evidence: Paul will read the newsletter weekly, drop in to a few of the "open office" hours on Monday to observe, and attend the monthly parent information forums.

These practices will improve the educational model by creating accessibility to the decision-making and communication processes of the school, thereby creating opportunities for direct engagement rather than only the large group interactions that occur at board and committee meetings. Stakeholders can communicate openly about any opportunities for improvement and enhancements to the Nea program and can work collaboratively toward the school vision and goals. Consistency here may circumvent the festering of issues that ultimately undermine positive growth.

2. Will regularly observe, support and give feedback to facilitators and staff as evidenced by:

- a. Documentation of informal or formal observations of new facilitators at least twice in the first semester by Jan 7.
- b. Documentation, including signatures, of feedback meetings with facilitators and staff at least once every two months per facilitator/staff member

Evidence: Paul will review paperwork documenting observations and feedback meetings.

The practice of observing facilitator behaviors is central to Nea being able to systematically produce the highest quality opportunities for learning in the classroom. Most importantly, the goal of this section is that the observational findings will be translated into effective feedback for the facilitators for presentation in ways that support them in making shifts in their practices and strategies that will maximize learner growth and achievement.

3. Project-Based Learning

- a. Oversee implementation by all Upper Village facilitators
- b. Provide feedback to PBL proposals
- c. Fall semester Upper Village-wide Project Based Learning chart will be created. Project Based Learning chart posted in "Tree" by December 1.

Evidence: Paul will review Project Based Learning chart and provided feedback.

The impact on the educational experience for the learner in a project driven environment can be quantified not only in summative assessments that gauge a learners mastery of specific skills and content, but also in the artifacts created by the learner. Because artifacts are concrete representations of the learner's solution to the driving question posed, they also are indicators of a learner's emergent level of knowledge

The posted Project Chart will be, 1) a visual summary of all extended projects offered in the past, presently, and in the future, 2) an organizational scheme that helps in the collaborative process between facilitators, and 3) a pacing tool assuring that we do not give too many deep projects at once.

4. Website

- a. Work with Robert to provide curriculum and other content for new Nea Website.

Evidence: Paul will review new Nea Website for curriculum and content and provide feedback.

The current Nea website was created to be a resource for learners and their families. Each facilitator has a webpage that has weekly curriculum updates, daily lesson overviews and homework information, as well as helpful curriculum enrichment links, etc. Additionally, our PTSA maintains a webpage that contains information for families about opportunities to support Nea programs.

The new Nea website is intended to be one of the primary public faces of Nea, and all public relations efforts will drive interest to the new Nea website. It will incorporate all of the features of the current site for learner and family engagement, as well as an elegant navigation system. The new well balanced and information-rich website has the potential to increase the numbers of pages viewed by each visitor and in turn increase signups, interest in and support of Nea programs.