

# MEMO

**To:** Rochester Board of Education  
**From:** Suzanne Keller, Director of Educational Services  
**Subject:** Board Report  
**Date:** September 18, 2024



## **District Vacancies**

The current vacancies for the district include:

- Bookkeeper with Assistant Payroll Responsibilities (District)
- Science Teacher (RJHS)
- Elementary Teacher
- Director of Transportation (District)
- Bus Mechanic
- Permanent Substitute Teacher
- Literacy Aide (RIS)
- Part-time Literacy Aide (RES)
- Special Education Aides
- Supervisory Aides (RJHS, RIS)
- Recess Supervisors (RES EC-3)
- Bus Monitor
- Bus Driver/Substitute Bus Driver
- Substitute Nurse (District)
- Assistant Scholastic Bowl Coach (RHS)
- Assistant Literary Coach (RJHS/RIS)
- Assistant Boys Basketball Co-Coach (RHS)
- 7th Grade Boys Basketball Coach (RJHS)
- Chemistry Club Sponsor (RHS)
- Assistant Wrestling Coach (RJHS)
- 6th Grade Student Council Sponsor (RIS)

## **Mentoring Program**

The first district Monthly Mentoring Meeting for the 2024-2025 school year was held on Tuesday, September 10, 2024 at Rochester Elementary School EC-1. Agenda topics included the following:

- Beginning of the Year Success and Celebrations
- Mentoring Program Canvas Page

- Evaluation Process
  - Goals
  - Timeline
  - Evaluative
  - Formal/Informal Observations
  - Student Learning Objectives
  - Peer Observations
- Upcoming Events
- Building Specific Discussion

### **Curriculum and Instruction Council**

The Curriculum and Instruction Council's first meeting of the school year is scheduled for Thursday, September 25, 2024. The mission of Rochester's Curriculum and Instruction Council is to enhance the curriculum and instruction process. This process may include, but is not limited to the following: instructional strategies, curriculum design, professional development, assessment practices, technology integration and social-emotional learning.

This mission will be accomplished by the following:

1. **PROMOTING BEST AND INNOVATIVE PRACTICES** - The council will research, present, and recommend innovations to staff members, the school administration and the board of education.
2. **ENSURING CURRICULUM DEVELOPMENT AND ALIGNMENT ACROSS GRADE LEVELS AND IN SUBJECT AREAS** - The council will assist and make recommendations in the articulation of curriculum across grade levels and in subject areas.
3. **ENSURE SELECTION AND USE OF HIGH QUALITY MATERIALS** - The council will aid in the selection of appropriate textbooks and materials. The council will approve recommendations of textbooks and materials and forward such recommendations to the school administration and the board of education.
4. **DESIGN AND DELIVER HIGH QUALITY AND JOB EMBEDDED PROFESSIONAL DEVELOPMENT** - The council will aid in the selection of staff development activities. The council will approve the recommendations from the building leadership teams and forward such recommendations to the superintendent of schools and the board of education.
5. **EVALUATE OUR OWN EFFECTIVENESS** - The council will evaluate the process used by the curriculum council annually to determine if changes and revisions are needed to improve the council effectiveness.

**Curriculum and Instruction Council Members currently include:**

**Administrators**

Suzanne Keller

Jeff Reed

Aimee Sutton

**7-12**

Stacia Spraezt

Cindy Boyer

Ben Rosenkranz

Andrea Trexler

**K-6**

Debbie Burke

Michelle Boulanger

Callie Fry

Laura Lauber

Jeremy Venturini

**Instructional Coaches**

Ciera Harvill

Debbie Kramer

Traci Johnson

**Student Representative**

Savannah Barr