MEMORANDUM

To: Mr. Jon Ballard, Superintendent

From: Kristin Froedge, Director of Special Programs

Re: EBD and MSD Team Lead Extra Duty Positions

Date: June 23, 2017

I am requesting the approval of an EBD and MSD Team Lead extra duty positions. Both positions would be given a $1000 stipend. The EBD Team Lead would facilitate Behavior Tracker (the districts PASS monitoring system), serve as PLC leader, support and mentor EBD teachers, monitor PASS program fidelity, and meet with Director of Special Programs monthly. The MSD Team Lead would coordinate Alternate Assessment, serve as PLC leader, support and mentor MSD teachers, lead in College and Career Readiness for the 1%, and meet with Director of Special Programs monthly. The IDEA-B budget would supply these stipends.