

**SECTION 7 REQUEST FORM FOR Newport Schools
GENERAL FUND - FY 2018-2019**

NAME OF SCHOOL: Newport Primary School

NAME OF STRATEGY OR STRATEGIES: Positions for 2018-19 School Year

PERSON(S) RESPONSIBLE: Matt Atkins

REQUESTED BUDGET:

STAFF:

TITLE (Teacher, Instructor, counselor, etc.)	Quantity	Projected Cost
Use average salary from Salary Schedule		
Assistant Principal	1	\$ _____
Counselor	1	\$ _____
Kindergarten Teachers	2.5	\$ _____
Kindergarten Instructional Assistants	2.5	\$ _____
Physical Education Teacher	1	\$ _____
Art Teacher	1	\$ _____
Music Teacher	1	\$ _____
Project Lead the Way Teacher	1	\$ _____
Behavior Intervention Teacher	1	\$ _____
.5 Media Specialist	1	\$ _____
Student Technology Coordinator	1	\$ _____
Front Office Secretary	2	
Custodians	4	
Behavior Intervention Instructional Assistant	1	
Building Substitute	1	
Additional Kindergarten Teacher	1	
Additional Kindergarten Instructional Assistant	1	

SUBMITTED:

<u>Matt Baker</u>	<u>3/20/18</u>
Principal signature	Date
X <u>Nancy M. Bacon</u>	<u>3/20/18</u>
SBDM member signature	Date
X <u>Lesley Uhlir</u>	<u>3/20/18</u>
SBDM member signature	Date
X <u>Donna Thacker</u>	<u>3/20/18</u>
SBDM member signature	Date
X <u>Amanda Zimmerman</u>	<u>3/20/18</u>
SBDM member signature	Date
X _____	_____
SBDM member signature	Date

DATE THAT EVALUATION PLAN WAS REVIEWED BY COMMITTEE:

**SECTION 7 REQUEST FORM FOR Newport Schools
GENERAL FUND - FY 2018-2019**

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NAME OF STRATEGY OR STRATEGIES: _____

PERSON(S) RESPONSIBLE: Matt Atkins

REQUESTED BUDGET:

STAFF:

TITLE (Teacher, Instructor, counselor, etc.)	Quantity	Projected Cost
Use average salary from Salary Schedule		
Moving in the Morning (30 mins. per day)	2	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Projected Staff Costs		_____

SUBMITTED:

<u>Matt Atkins</u>	<u>4/17/18</u>
Principal signature	Date
X <u>Susley Velez</u>	<u>4/17/18</u>
SBDM member signature	Date
X <u>Nancy M. Bacon</u>	<u>4/17/18</u>
SBDM member signature	Date
X <u>Amanda Zimmerman</u>	<u>4/17/18</u>
SBDM member signature	Date
X _____	_____
SBDM member signature	Date
X _____	_____
SBDM member signature	Date

DATE THAT EVALUATION PLAN WAS REVIEWED BY COMMITTEE: _____

Newport Primary School
Rationale for Section 7 Requests
March 20, 2018

1. Assistant Principal
 - This position focuses on improving instruction through coaching and evaluating teachers and staff. In addition, the assistant principal is responsible for overseeing student behavior and school safety. The assistant also leads the custodians and monitors the building and grounds.
2. Counselor
 - The counselor will focus on student mental health needs. The counselor will lead all behavior interventions at Newport Primary and will chair most ARC meetings. The counselor will also serve as the building assessment coordinator and lead the administering of the MAP assessment.
3. 2.5 Kindergarten Teachers
 - Newport Primary School needs the additional 2.5 certified Kindergarten teachers to ensure our Kindergarten students receive full day Kindergarten.
4. 2.5 Kindergarten Instructional Assistants
 - Kindergarten instructional assistants are needed to ensure all students' needs are met in Kindergarten classrooms. Kindergarten I.A.'s work with students in small groups, intervene with behavioral concerns to prevent students from escalating, and help students close achievement gaps before entering the first grade.
5. Physical Education
 - This position is needed in order to provide all students with health and physical education classes at Newport Primary School. In doing so, students are taught how to live a healthier lifestyle and taught gross motor skills necessary to participate in physical activities.
6. Art
 - This position is needed in order to provide all students with art classes at Newport Primary School. In doing so, students learn how to express themselves artistically and learn about cultures around the world.
7. Music
 - This position is needed in order to provide all students with music classes at Newport Primary School. In doing so, students are

introduced to instruments, perform songs in front of peers, and develop a love for music.

8. Project Lead the Way

- This position emphasizes problem-solving skills focused on Science, Technology, Engineering, and Math. This class focuses on teaching students to collaborate to solve problems and also how to code.

9. Behavior Intervention Teacher

- This position focuses on providing our students with behavior interventions to prevent student behavior from escalating and also prevent future student behavior issues. This position collaborates with the counselor to put behavior plans into place and also provide a classroom for students who need to spend time outside of the regular classroom.

10. (.5) Media Specialist

- This position will be responsible for teaching students the necessary library skills. They will also oversee the library at NPS. This position will lead our Makerspace initiative at Newport Primary and provide students with the opportunity to be creative with hands-on lessons.

11. Student Technology Coordinator (Classified)

- The student technology coordinator will focus on organizing, distributing, and monitoring all technology at Newport Primary. This includes laptops, desktop computers, Ipads, document cameras, Eno Boards, etc. This position will help fix technology work orders. Lastly, this position will create our school newsletter and help lead our school social media page.

12. Front Office Secretary (2 positions)

- These positions are necessary to operate our school. Our front office secretaries provide our families with customer service and help solve their problems and concerns on a daily basis. Front office secretaries monitor student attendance in Infinite Campus and keep the financial books.

13. Custodians (4 positions)

- Custodian positions are essential to ensure our building is clean and safe for our students and staff.

14. Behavior Intervention Instructional Assistant

- This position is essential in order to meet the needs of our students who struggle with their behavior. This position collaborates throughout the day with the behavior intervention teacher to provide

behavior interventions and assist with students in the behavior intervention room.

15. Building Substitute

- This position is needed due to ensure all classrooms have effective instruction when the normal classroom teacher is not present. Without a building substitute, we will need to split classes and combine them with other classes.

16. Additional Kindergarten Teacher

- We are projected to have 120 Kindergarten students next school year. This could create class sizes of 24 students. If we were to exceed 120 students, we would need to hire an additional Kindergarten teacher mid-year. It would be difficult to find a quality candidate after the school year began.

17. Additional Kindergarten Instructional Assistant

- Kindergarten instructional assistants are needed to ensure all students' needs are met in Kindergarten classrooms. Kindergarten I.A.'s work with students in small groups, intervene with behavioral concerns to prevent students from escalating, and help students close achievement gaps before entering the first grade.

Newport Primary School

Matthew Atkins, Principal
Nichole Hayden, Assistant Principal
1102 York Street
Newport, Kentucky 41071

Telephone 859-292-3011
Fax 859-292-0771

Mr. Middleton,

At Newport Primary, we are continuing to improve our supervision throughout the school day. We worked diligently over the summer planning our supervision schedule for arrival, cafeteria, and dismissal procedures. Even with a well planned supervision schedule, we need additional adults for effective arrival and dismissal procedures.

I am writing to request for all of our Kindergarten Instructional Assistants to be paid 7 hours a day. This school year, several of our instructional assistants are only paid 6.5 hours which makes it difficult to effectively supervise all areas throughout the building.

Thank you in advance for considering my proposal of increasing instructional assistant hours to improve student supervision.

Sincerely,

Matt Atkins

At NPS We:
Nurture Students!
Prepare Students!
Support Students!