

# Memorandum

**To:** Mansfield Public Schools Faculty  
**From:** Teresa Murphy, Assistant Superintendent  
**Date:** 03/15/16  
**Re:** **Summer Institutes 2016**

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This summer the Mansfield Public School System will again be conducting **Summer Institutes** to support the continual development of curriculum and instruction for the 2016-2017 school year.

The purpose of this memo is to solicit requests from potential presenters, those responsible for planning and implementing an institute. Last summer we supported institutes in areas: **Mathematics, English, Science, Social Studies, Foreign Language, Special Education, Arts and Technology, District Determined Measures, STEM, and RTI**. We are open to your ideas for this upcoming summer.

**Compensation shall be:**

1. Summer Institutes are meant to be group learning experiences. A presenter must have at least 3 participants in his/her group to be paid as a presenter.
2. Anyone involved in developing a curriculum document will be paid an hourly rate of \$20.
3. CEUs, in lieu of payment, are not an option. PDPs will be granted to all involved when there is a final product.
4. Anyone receiving training (as opposed to developing a curriculum document) will receive PDPs only, that is, there is no financial compensation.
5. All presenters will be compensated \$35 per delivery hour as well as PDPs.

Packets with the required paperwork documents will be available on the network upon approval of proposals.

**Important Dates:**

Summer Institutes can be anytime between **June 20, 2016** and **September 1, 2016**.

Deadline for Proposals are **Monday April 29, 2016**.

Notification to you of Summer Institute approval by **May 2, 2016**.