

## Christine M.Kelley

### Administrative Experience:

2017-Current

**Assistant Superintendent**, Pentucket Regional School District. Serving as Assistant Superintendent of community of about 2400 students in 6 schools in towns of Groveland, Merrimac, and West Newbury.

- Leading district curriculum renewal teams in ELA and Math (K-8) and (K-6).
- Supporting district wide technology planning team.
- Responsible for planning, writing and development of programming/ materials for state and federal grants (Title I and II).
- Organized staff professional development offerings and collaboration of course credits through local universities.
- Taught courses in technology and early literacy.
- Served as human resources liaison overseeing Anti-bullying policies and Title IX investigations.
- Homeless/Homeschool liaison.
- Community liaison with district level committees such as Wellness Committee.
- Leading Contract Memorandum of Understanding Team to review current contract goals not realized in last negotiation session.
- Supporting district through state review teams such as (Coordinated Program Review items and District Targeted Review Team).
- Responsible for staffing and other details of English Language Learner Program.
- Supporting a percentage of out of district placements/IEP reevaluations.
- Support of building leaders.
- Weekly walkthroughs at all levels and debriefing with school leaders.

2016-2017

**Principal**, Brookline Public Schools. Served as principal of the Pierce Elementary School. Responsible for all details of leading a large staff and a school of almost 900 students that range from grades kindergarten to grade eight.

- Integrated a more inclusive environment through work with special education and other support teams.
- Created a digital referral method and team to help streamline support for teachers.
- Reviewed school wide mission, vision and norms. Worked to create new motto and logo.
- Planned and worked with teams to create in house professional learning days.
- Worked with and developed team and staff programming and development around issues of race and equity.
- Enhanced school communication via multiple online methods.
- Created Makerspace to encourage teachers to use project based learning
- Developed a revised schedule that included block scheduling- included additional collaborative meeting time by grade level to set up data analysis teams and to co-plan learning objectives in order to better meet the needs of all students which has become a district model.

- Mentored several administrative interns.
- Bolstered a homework support club and MCAS tutoring/intervention program that is helping to reduce the achievement gap by applying for grant funds.
- Created Beautification Team to look at updates around campus including information kiosk and rehabbing an outdated faculty lounge into collaborative workspace.

2010- 2016

**Principal**, Winchester Public Schools. Served as Interim High School Principal (2015-2016) and served as principal of the Lynch Elementary School (2010-2015). Responsible for all details of leading a high school staff of over 150 and a student population of over 1230. Responsible for all details of leading a large elementary staff and a school of over 500 students that range from grades preschool to grade five.

- Led strong administrative team of department heads and assistant principals (WHS).
- Oversaw building project in a second phase of a three year complete renovation project (WHS).
- Worked on building communication with internal regular communication and external communication through weekly blog and daily tweets (WHS).
- Worked at restructuring special education department protocols and procedures (WHS).
- Worked on supporting all students, especially those at risk through regular outreach and weekly support/data meetings (LES).
- Integrated a more inclusive environment including a high percentage of special education students and several substantially separate programs (LES).
- Helped oversee two major renovation projects: Roof replacement and renovation of all of the school's bathrooms (LES).
- Helped develop plans for redistricting and the formation of new classrooms (LES).
- Organizing various learning activities, school wide reading incentives, literacy nights, and a highly successful International Festival (LES)
- Developed block scheduling, included additional collaborative meeting time by grade level to set up data analysis teams and to co-plan learning objectives in order to better meet the needs of all students which has become a district model (LES).
- Developed a homework support club and MCAS tutoring/intervention program that is helping to reduce the achievement gap (LES).
- With support from parents' association organized a very successful after school activities program that included many extended learning activities (LES).
- Led a district wide group on unpacking the Common Core Standards and creating common assessments (LES).
- As manager of the only Title I School, responsible for all of the requirements and recording details (LES).
- Worked on new Standards Based Report Card Committee.
- Member of Technology Upgrade Committee.
- Member of several administrative search committees: Assistant Superintendent, Special Education Director, Principal Searches.
- Developed many professional development afternoon/workshops including: co-teaching, progress reports and developing district

determined measurements.

- Mentored several administrative interns.
- Worked with teams to build on DESE ranking from “Failing” to Level One with commendations in High Achievement and Decreasing Achievement Gap (LES).

2012-present

**Co-President**, The Reading Education Foundation.

- President of Board that gives Grant donations to the Reading Public School for innovative programming.
- We have moved from a board of 4 to a board of over 12.
- We have raised and delivered over \$50,000 dollars for education grants including supporting A Robotics Club and helping to fund creation of two Physics labs at Reading High School.
- Led all aspects of rebranding: logo design, website design ([www.readingef.org](http://www.readingef.org)), securing PO Boxes and storage facility, partnering with local non-profits and businesses, formation of a new Major Fundraising Event
- Developer of Teacher Tribute Program
- Board member from 2010-2012 (prior to President) and Chair of Imagination Celebration Gala

2006-2010

**Principal**, Woburn Public Schools.

- Served as principal of the Goodyear Elementary from 2006-2009.
- Served as principal for the merged school of Clapp-Goodyear School from 2009-2010.
- Developed and executed all aspects of closing a school and merging a new school with a major renovation and addition of portable classrooms
- Participated in a School Building Project with local officials and the MSBA.
- Oversaw all aspects of running a culturally diverse population of over 410 students.
- Developed PLC groups on Guided Reading, Differentiated Instruction, and Backward Design.
- Developed and implemented a pilot model of RtI.
- Helped organize various learning activities such as reading incentives, math incentives, literacy nights.
- Worked on building communication via current blog, weekly newsletter, other mediums.
- Developed very successful before school program and after school activities program.

1/2005-4/2005

**Acting Co-Principal**, Winchester Public Schools. Served as Acting Co-Principal at the Vinson-Owen School during principal’s extended sick leave.

1995-2006

**Co-Chair/Recording Chair**. Winchester Science Curriculum Committee and Multiage Planning Group. Responsibilities included: organizing and planning meetings, preparing minutes, ordering materials, checking State Frameworks for compliance, participated in district wide Curriculum Steering Committee.

1993-1994

**Director/Principal**. Boston Catholic Chinese Community Children’s Summer English Immersion Program.

- Led approximately fifteen adult staff members in an eight-week summer program in Boston’s Chinatown for English Immersion for over 200 students (summers 1993 and 1994).

2005-2007

**MCAS Development Committee** Served for 3 cycles of the MCAS Development Committee for Grade 3 Reading.

- Worked on developing questions.

- Researching Topics and reading samples.
- Worked with Measured Progress Testing and Massachusetts Department of Education.

### **Teaching Experience:**

2007-present	<b><i>Adjunct professor</i></b> , American International College's Masters in Education and Administration. Teaching courses on a variety of subjects including administrative topics such as Foundations of Educational Leadership, Teacher Evaluation and Hiring, Curriculum Mapping, Staff Development, and Professional Learning Communities. Also taught education courses on Reading, Assessment, Math, and Language Arts.
1991 to 2006	<i>Grade One, Grade Two Teacher and Multiage Teacher</i> . Vinson-Owen School.
1990-1991	<i>Grade Three Teacher</i> . Shawsheen Elementary School. Wilmington, MA.
1988-1990	<i>Grade Six Teacher</i> . North Intermediate School, Wilmington, MA.
1982-1994	<i>Teacher/Administrator</i> . Boston Catholic Chinese Community Children's Summer English Immersion Program. Boston, MA. (Sponsored by MIT.)

### **Educational Background:**

*Licensure in Administration*. Northeast Consortium/ Salem State College, Salem, MA.

*M.A., Cum Laude*. Early Childhood Education. Salem State College

*B.A.* Double Major: English/Elementary Education. Regis College, Weston, MA.

*Massachusetts' Unsung Heroine Award 2017*-Given to women who have made significant contributions to their local communities.

Christine M. Kelley, M.Ed.

March 12, 2018

Jenny Bove  
Human Resource Administrator  
Reading Public Schools  
82 Oakland Road  
Reading, MA 01867

Dear Ms. Bove:

I am writing to apply for the position of Assistant Superintendent of the Reading Public Schools. As an almost lifelong resident of Reading, this community is tremendously important to me. I have a strong interest in serving the Reading Public Schools team because I care deeply about the strong work that has been done. Further, I am committed to the future of our community's schools. I have spent my career with a passion for teaching and learning. Much of my work as teacher, administrator and as adjunct professor has centered around working with teachers. I believe the role of Assistant Superintendent in Reading is a uniquely good fit for my experience and work ethic.

This past school year, I knew that I was ready for a central office role. I was proud to be chosen as the Assistant Superintendent for the Pentucket Regional School District. This north shore community has about 2400 students in 6 buildings. My work there this year has been a wonderful experience in a new role supporting school leaders, building capacity and working hard on district initiatives. Although I have really enjoyed my work in Pentucket, I feel compelled to apply to Reading as this is the district that I would be honored to support. This is the district that helped launch my now adult daughters and my current junior at RMHS. I would be proud to serve as a leader in our strong district.

I have worked as a teacher at the elementary level and middle school level. I have also served as a principal in a variety of roles ranging in grades from PreK to 12.

I spent a great year in the Brookline Public School District learning about urban education and diversity during the school year of 2016-2017. However, much of my career has been centered in the Winchester Public Schools. It was there that I learned how to educate children. In Winchester, a high performing district, I gained tremendous experience in setting high goals for all learners and working with the community. That experience included writing and developing curricula. I was trained in many programs such as Everyday Math, Foundations, Fountas and Pinnell, Lucy Calkins, UbD, and Skillful Teacher, to name a few.

My first full-time leadership role was as principal of the Clapp-Goodyear Elementary School in Woburn. During my four years in Woburn, I worked to meet the needs of all learners. To that end, I initiated training and worked with teachers in improving student achievement. Together we formed learning communities and inspired teachers to reflect upon their own teaching in order to differentiate instruction. In addition, I created a model of Rtl that was not present in that community. Using no additional staffing and funding, my team formed block scheduling and using DIBELS benchmarking and collaborative teaching, we created a new level of targeted intervention. The data showed marked improvement on early literacy.

I left Woburn to serve as principal of the Lynch School in Winchester. During my five years at Lynch, I worked with the district's highest number of high needs students by collaborating, planning and adjusting our practice. We focused on continuous improvement especially in our special education subgroups by meeting weekly in grade level teams to analyze data and look at how to work with all children so that all may reach their true potentials. By creating collaborative teams, we worked at identifying areas of weakness and created plans that will built on success. As a result we moved from an original NCLB "failing school" to a Level 1 School and received commendations in Narrowing the Achievement Gap and High Achievement.

During the school year of 2015-16, I was asked to assume a very last minute administrative role as Interim Principal of the Winchester High School. I was honored to be asked as it showed the community's faith in my leadership to lead the school through a tumultuous departure of the prior administrator. During my time there, I focused on building culture and looking at ways to build a stronger community so that the new principal could hit the ground running.

I have also had tremendous experience working with parents and community stakeholders in my work as administrators as well as in my role as current and past President of the Reading Education Foundation.

I remain a teacher first. I am an adjunct professor teaching courses in leadership and have taught other topics at the graduate level. I find that my favorite role is one of instructing staff. I have served on many district-wide committees such as on a ELA review, Science review, Math program review, DCAP revision, drafting a new District Literacy Plan, researching new Phonics programs that were set to be adopted, developing grade level Course Achievement Targets that are aligned with the Common Core Standards, creating common assessments, social/emotional learning, Elementary Progress Reports revision work, and issues around Race and Equity.

I have worked with one of the Department of Elementary and Secondary Education's Assessment Development Committees to help design several rounds of MCAS testing. That work has made me fluent in the design of the testing and reinforced my knowledge of our former state frameworks. I have presented at the Mass. Elementary School Principals' Association conference on the topic of school improvement and building culture.

Although I have enjoyed my work in Pentucket, I would love the opportunity to work in my hometown. I hope to have the opportunity to meet with your leadership team to discuss how my strong work ethic, vast experiences, and ability to motivate teams would be an asset to our strong school district.

Thank you for your consideration.

Very truly yours,

Christine M. Kelley