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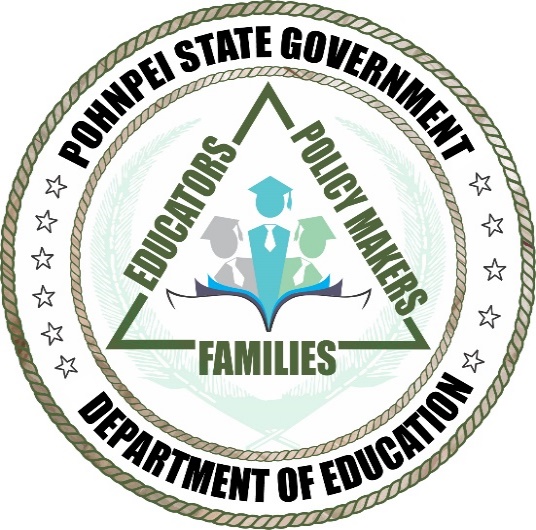
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Pohnpei Department of Education

**Calendar of Major Events and Programs**

**School Year 2017-2018**



**Vision:**

The Central Office will demonstrate transparent, responsive, and accountable leadership. It will create a cooperative, collaborative, and enjoyable partnership with all stakeholders, resulting in a quality, robust education for all.

**Mission:**

The mission of the Pohnpei Department of Education is to educate our children to be literate, knowledgeable, skillful, culturally competent, confident, creative, and globally responsible citizens. We will do this by providing highly qualified staff, sufficient resources and facilities, well developed policies and programs, and cooperative partnerships with our families and communities.

Integrated Plan Goals

**Division of Curriculum and Instruction**

* Relevant content instruction aligned with curriculum standards and benchmarks from ECE to secondary to improve academic performance.
* Systemic understanding of health and physical education curricula concepts as measured by a decrease of the number of oral cancer and NCD diagnoses [specific number to be inserted after consultation with Public Health]
* Ongoing and sustainable student-focused programs, that emulate successful US programs when necessary (e.g. Upward Bound, Talent Search, Gear-Up), to ensure when students leave the public education system they are sufficiently literate in problem solving and critical thinking, and sufficiently confident in themselves, that by 2023 at least 20% of public high school graduates are accepted to universities located outside of the FSM.
* Teachers and staff will function effectively in classrooms and in their respective areas of duty

**Division of School Support and Administration**

* The New Superintendents will master the curriculum standards in order to provide support to their schools.
* Schools will have a systematic visitation schedule developed by the Department to ensure that schools are visited frequently each school year.
* Each school will keep an accurate record of all required school data indicators throughout the school year.
* Each school will have a school account set up to account for all their funding.
* All schools will have a professional training program developed to address specific needs at their schools.
* The Superintendent and Principals will ensure that extra-curricular activities are arranged to advance the performance of students, with success defined as zero schools receiving a level one in FSM Accreditation Standard 4.4 (i.e. all schools will have at least one on-going extracurricular activity)
* Superintendents will be directly involved in the accreditation processes to ensure that schools are meeting accreditation standards.
* Each school district represented in their respective municipal government, with local leaders engaged, aware, and providing assistance to schools via grants, personnel, supplies, land disputes, and other areas where a school or district may not be able to demonstrate self-sufficiency.
* Strengthen Vocational Education Program at the three (3) secondary schools, including integration of WD&ST into CTE, by providing technical support services, through professional development programs, professional partnerships with College of Micronesia, procurement of quality instructional/office supplies and materials and development of life skill training programs for out of school boys and girls.
* The Scholarship Office will coordinate all scholarship and external student awards to be properly disseminated to all schools and students.

**Office of Auxiliary Services**

* Well-maintained classrooms and school buildings that are comfortable to reside within and un-embarrassing to view either up-close or from a distance.
* Daily transportation to/from school sites for all students with special needs, beyond two miles from the school, or enrolled in the PDOE transportation program.
* Students in ECE and high school will have nutritionally balanced meals throughout FY 18, with a plan developed for how to eventually accommodate elementary students.

**Office of Quality Assurance**

* All schools in Pohnpei State will reach and exceed FSM Accreditation standards as well as Pohnpei State addendums to the standards (e.g. Standard 7: Student Performance), with no school at risk of de-obligation of funding.
* The PDOE’s Superintendents, Principals, and Specialists, when asked to provide information, will pool it from the same source and by extension demonstrate the same result (i.e. system uniformity)
* All students graduating from Pohnpei public schools will be sufficiently capable at using information technology that self-learning will become reflexive to them
* To demonstrate the Central Office’s Vision to be transparent, responsive, and accountable via all instances of public interaction
* FSM Censuses in the 2030s will be able to state that 99%+ of Pohnpei State’s citizens are able to read and write, while admissions rates to non-FSM institutions of tertiary education will raise to double digit percentages.

**Office of Administrative Services**

* An increase in Standard 4: Professionalism scores in PDOE evaluations, from ~75% of personnel to ~95%
* By the end of FY 2018, job duties and responsibilities provided will be clearly defined to ensure effectiveness and accountability of duties and responsibilities of all personnel.
* By the end of FY 2018, procedures will be put in place so that 100% of communications and required actions are completed within PDOE policy
* By the end of FY 2018, procedures for all human resource services/decisions will be put in place to ensure 100% transparency.

**Special Education**

* To have a model Special Education environment, where all children are afforded equal and/or equitable educational opportunity or thematic equivalent.

**Office of the Director**

* To inform Pohnpei State Leadership, PDOE employees, and stakeholders how PDOE communicates, tackles challenges, and meets our vision for the department and the state
* To have PDOE become sufficiently transparent, accountable, and responsive that such activity will seem intuitively normal and business-as-usual to casual observers and those firmly entrenched in PDOE business.
* To have PDOE involved in all infrastructural conversations and decision-making regarding public schools; the desired result would be increased ownership in PDOE employees and stakeholders
* To see a FY 2024 PDOE with financial resources closer to its projected $17,000,000 required for effective programming (per March 2017 Policy & Planning Retreat) vs contemporary funds or projected losses.
* PDOE’s access to, and usage of, small and large-scale grants to augment its services (e.g. developing computer labs) and programs (e.g. developing on-going student support activities)
* PDOE’s external partners are aware of each others’ work, project duplication is avoided, work is measurable and sustainable, with PDOE’s mission and vision playing the determinant role in external organization involvement

**Accreditation Level by School in SY 16-17**

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name** | **SY 2016-2017 Level** | **School Name** | **SY 2016-2017 Level** |
| AWAK | 4 | PAREM | 1 |
| CCA | 2 | PCS | 3 |
| ENIPEIN | 3 | PEHLENG | 2 |
| ESDM | 3 | PICS | 1 |
| KAPINGAMARANGI | 1 | PINGELAP | 1 |
| KOLONIA | 2 | POHNLANGAS | 3 |
| LEWETIK | 1 | ROHI | 3 |
| LUKOP | 2 | RSP | 2 |
| MAND | 1 | SALADAK | 2 |
| MHS | 1 | SALAPWUK | 1 |
| MWOAKILLOA | 1 | SAPWALAP | 4 |
| NETT | 3 | SAPWUAHFIK | 2 |
| NMHS | 3 | SDA | 3 |
| NMES | 3 | SEINWAR | 2 |
| NUKUORO | 1 | SEKERE | 3 |
| OHMINE | 3 | SOKEHS POWE | 3 |
| OICHS | 3 | ST. PAUL | 2 |
| OLMCHS | 4 | TEMWEN | 3 |
| PAKEIN | 1 | WAPAR | 3 |
| PALIKIR | 2 | WONE | 1 |

**Committees and Work Groups—Members**

**Policy Planning Group**  **Education Week Planning Group** **Teacher’s Forum Planning Group**

Director Churchill Edward Mr. Pressler Martin – Chair Ms. Delihda Waltu - Chair

Chief Raynold Albert Mr. Arwelson Arpona Mr. Pete SP Leon

Superintendent Pressler Martin Ms. Carlina Henry Ms. Meryda Inos

Coordinator Sherlynn Eperiam Mr. Wagner David Ms. Laura Shed

Advisor Richard Clark Mr. Staylor Elidok Mr. Nelsin Iriarte

Specialist Cliff James Mr. Cliff James Mr. Rickson Higgins

Principal Primo Loyola Ms. Jackie Pretrick Mr. Raynold Albert

**Accreditation Core Team Personnel Evaluation Work Group Testing & Assessment Work Group**

Mr. Richard Clark - Chair Mr. Sherlynn Eperiam - Chair Mr. Benjie Phillip - Chair

Mr. Pressler Martin Mr. Pete SP Leon Mr. Richard Clark

Ms. Sherlynn Eperiam Mr. Raynold Albert Mr. Helper Samuel

Mr. Benjie Phillip Mr. Arwelson Arpona Ms. Carlina Henry

Mr. Diopulus Diopulus Mr. Destry Tom Ms. Laura Shed

Ms. Delihda Waltu Ms. Merlinda Mendiola Ms. Adelihner Ioanis

Mr. Anson Abraham Ms. Isdara Ezekias Mr. Monroe David

Ms. Rosa Edwin Ms. Jayleen Anson Mr. Centry Paul

**School Improvement Work Group** **Summer Job Corp Group Championship Week Group**

Mr. Penny Jimmy - Chair Mr. Dennis Poll - Chair Mr. Destry Tom - Chair

Mr. Nelsin Iriarte Mr. Staylor Elidok Mr. Detrickson Anson

Mr. Cliff James Ms. Isdara Ezekias Ms. Marialynda Johnny

Ms. Laura Shed Mr. Nixon Martin Mr. Diopulus Diopulus

Mr. Charles Edwin Mr. Rolter Olter Ms. Meryda Inos

Mr. Peter Ramirez Ms. Marialynda Johnny Mr. Dennis Poll

**Textbook Task Force**

Mr. Raynold Albert – Chair Mr. Jesse Solomon Ms. Merlens Amor

Mr. Helper Samuel Ms. Meryda Inos

Mr. Roland Saul Mr. Wailer Olter

Ms. Laura Shed Mr. Rickson Higgins

**Committees and Work Groups—Scope of Work**

**Policy Planning Group—**Reviews Pohnpei Department of Education policies and procedures, submits recommended changes to the Central Office, principals, teachers, staff, and Board of Education, and organizes Policy & Planning Retreats.

**Education Week Planning Group—**Organizes the annual Pohnpei Department of Education’s “Education Day” event, including the identification of awards e.g. Teacher of the Year, Most Improved School of the Year, etc.

**Teacher’s Forum Planning Group—**Organizes the annual Pohnpei Department of Education “Teacher’s Forum”, including professional development sessions from pedagogy to content.

**Accreditation Core Team—**Organizes the Pohnpei Department of Education’s accreditation schedule and documentation. (Accreditation *visits* **may not** include all members listed except for the Chairperson, and formal accreditation *visits* **may include** additional Department staff, Board of Education members, community members, etc.)

**Personnel Evaluation Work Group—**Organizes evaluation schedules and documentation, ensures they are filed appropriately, and creates personnel processes.

**Testing & Assessment Work Group—**Organizes PHSET, SBA/NMCT, and other standardized testing schedules and means of implementation, including data analysis and revisions of Pohnpei Department of Education generated standardized exams.

**School Improvement Work Group—**Reviews School Improvement Plans, Quarterly School Improvement Plan Reports, and submits feedback to schools via their principal and designated liaison officer.

**Summer Job Corp Group—**Organizes summer maintenance, skills training, and other student-centered employment programs that provide both a service to the public as well as job experience.

**Championship Week Group—**Organizes the annual Championship Week sports activities, and brainstorms thematically similar activities, at Pohnpei Department of Education schools

**Textbook Task Force**—Determines the quantity and quality of all textbooks in all schools in Pohnpei Department of Education public schools, and develops a specific plan for ensuring each child in each grade has a textbook in every core subject.

**Strategic Goal:** By the end of the School Year 2017-2018, Pohnpei Department of Education will improve its performance across the whole system by 7010; 70% of students and faculty will improve by 10%, and 70% of both Support and Professional staff will perform at a higher level.

Expectations of the Classroom:

* **70% of students at each grade level will improve their academic performance by 10% as will be shown on their report cards.**
* **70% of students in each school will improve their academic performance by 10% as will be shown on standardize tests.**

Expectations of the School:

* **70% of faculty and staff will improve their attendance and participation by 10% as will be shown on attendance sheets.**
* **70% of faculty will improve their teaching competency by 10% as will be shown in classroom observation and evaluations.**

Expectations of the School District:

* **70% of schools will meet the goals of their School Improvement Plans by 70%.**
* **70% of schools in each school district will meet accreditation standards at level 3**

Expectations of the Central Office:

* **70% of all Professional staff will improve their work competency by achieving 70% of all integrated goals.**
* **At minimum, 70% of all Supervisors (Director, Chiefs, Superintendents, and Coordinators) will demonstrate higher levels of professionalism through effective planning, exemplary leadership, exceptional work ethics, and a strong sense of passion for Education.**

**Month of September**

Date Who Event

1 HS PPSE Meeting

4-7 QA Workshop: 7th Standard & SY 17-18 Surveys (Nett, Kolonia, MHS, NMHS)

4-7 SPED APR Meeting

4-8 HS SBO Elections

4-5 CI Curriculum Visit to Sapwalap

6-7 CI Curriculum Visit to NMS

**11 HO Pohnpei Liberation Day**

12-13 CI Curriculum Visit to Kolonia

14 ECE ECE Day

14-15 CI Curriculum Visit to Nett

15 HS Special Lunch/Welcome Party

**15 AS Obligate all Education Funds**

19 CI Lead Teacher Fellowship

20-21 CI Specialists Training

23 SPED Project Lift Screening

26 SD NorthWest Principal/Lead Teacher Training

28-29 QA Data Workshop: Report Cards

**Month of October**

Date Who Event

2-6 CI Formal Observation Training

@ Various Sites

**2 AS Issue Education Budget Call**

(Fund SIP Priorities)

4 All Lien Education Meeting

10 HO Nett Constitution Day

9-13 SPED FSM Screening

9-13 CI/QA Accreditation Visit to

Mwoakilloa & Pingelap

**12-13 HS High School Final Exams**

**13 All End of First Quarter**

**13 SD SIP Progress Report Due**

**16 All Beginning of Second Quarter**

17 CI Essay Contest (6th & 9th Grade)

**18 AS All Education Budget Due**

21-28 CI/QA ASVAB Testing

23 CI Quarter Test (Math/Science)

24 HO United Nation Day

31 QA PHSET Practice Test Dissemination

**Month of August**

Date Who Event

1-8 All School Preparation Week

7 Start of the School Year

7 All General Assembly

9 SCH Classes Start

14 ECE Screening of Students (PID)

18 SCH All School Rosters due

22-23 CI Curriculum Training

24-25 HS PTA Re-organization

25 SCH Roll over all school data

28-29 CI Curriculum Visit to PICS

30 CI Curriculum Visit to MHS

31 CI Curriculum Visit to NMHS

31 AS All Fiscal Accounts Reconciled

**First Quarter – August 7, 2017 – October 13, 2017**  **200 Full School Days with 180 Instructional Days**

**AD – Administration CI – Curriculum & Instruction SSA – School Support AS-Administrative Services QA-Quality Assurance AUX – Auxiliary Services SPED- Special Ed.**

**SCH-School HS-High School PE-Primary Education ECE-Early Childhood PR-Principal SD-School District BR-Board HO-Holiday DIR-Director**

**Second Quarter – October 12- December 22, 2017** **200 Full School Days with 180 full Instructional Days**

**AD – Administration CI – Curriculum & Instruction SSA – School Support AS-Administrative Services QA-Quality Assurance AUX – Auxiliary Services SPED- Special Ed.**

**SCH-School HS-High School PE-Primary Education ECE-Early Childhood PR-Principal SD-School District BR-Board HO-Holiday DIR-Director**

**Special Conditions and Requirements**

1 Bi-weekly 1-2 hours training will be conducted throughout the school year for teachers, principals and support staff by school and district.

2 All events must be planned out in advance on the planning template.

3 All key staff and principals must submit monthly plans on the last Monday of the month.

4 EMC meetings will take place every Friday payday week.

5 Clean-up Day, last Friday of every Month. All schools, centers, offices must be kept clean at all times.

6 All major events in the Calendar must be included in all monthly plans and planned out at least 1 week in advance.

7 All Principals meeting on the last Monday of the month to discuss (Monthly Plans, Attendance Report, Expectations Summary, SIP Summary, Finances, and etc.)

8 All Chiefs, Superintendents, Coordinators, and Principals must have bi-weekly staff meetings.

9 All Minutes of all Education Meetings must be recorded and kept with all supervisors.

**Month of December**

Date Who Event

4 SPED International Disabilities Day

6 DIR Education Budget Submitted to Budget Committee

7 CI Essay Contest (7th & 11th Grade)

13-15 HS High School Vocational Exhibits

(School-Level)

**14 ALL In-service Training Request**

**Submission Deadline**

(for August 2018-2019)

21-22 HS/PE Final Exams (Second Quarter)

22 QA 7th Standard Student Surveys

Submitted to Quality Assurance

22 ALL Christmas Activities

22 ALL End of Second Quarter

**25-29 HO Christmas Break**

**Month of November**

Date Who Event

**3 HO FSM Independence Day**

6 HS FY 17 4th Quarter Report

**8 HO Pohnpei Constitution Day**

9 HS/PE PTA Meeting

9 DIR State Budget Call

9 HS Student Leadership Conference

9-10 QA Data Workshop: Follow-up

**11 HO FSM Veterans Day**

8+ HS Soccer Clinic

14 CI Lead Teacher Peer Observation

16 ALL Lien Education Meeting

23 ALL Thanksgiving *(School in Session)*

30 CI Lead Teacher Peer Observation

30 ECE PID Submission

Sp. Ed PID Submission

**Third Quarter – January 1 – March 16, 2018 200 Full School Days with 180 Full Instructional Days**

**AD – Administration CI – Curriculum & Instruction SSA – School Support AS-Administrative Services QA-Quality Assurance AUX – Auxiliary Services SPED- Special Ed.**

**SCH-School HS-High School PE-Primary Education ECE-Early Childhood PR-Principal SD-School District BR-Board HO-Holiday DIR-Director**

**Month of March**

Date Who Event

1-31 QA Accreditation Visits:

Level Threes and Fours

1-31 QA/SD Self Study/Turnaround Planning

By School District

2 HS COMET Preparation Ends

5-9 HS Madolenihmw High School

Career Exploration Week

8 ALL International Women’s Day

15-16 HS/PE Third Quarter Final Exams

**16 ALL End of Third Quarter**

19-23 HS Student Leadership

COMET

College Visit

Student Leadership Conference

**Note:** COMET to be taken by all high schools at COM-FSM National Gym to coincide with College Visit and Student Leadership.

**Month of February**

Date Who Event

5-9 HS COMET Week

5-9 CI/SCH Math Olympiad (School Level)

1-28 QA Accreditation Visits:

Schools Not Visited in SY 17-18

12-16 HS Pohnpei Island Central School Career Exploration Week

12-16 CI/SCH Science Competition

(4th, 5th, & 6th, 7th Grade,)

13 CI Reading Contest

(8th & 12th Grade)

13-14 QA Data Workshop: Follow-up

14 QA Practice NMCT Dissemination

*(Not proctored)*

23 CI Writing Contest

(8th & 12th Grade)

**27 HO Kitti Constitution Day**

**Month of January**

Date Who Event

**1 HO New Year**

3 ALL DOE Employees Return to Work

(all teachers, office staff, etc.)

**4 ALL Resume Instructional Days**

5 SD SIP Progress Report Due

5 DIR Final Integrated Plan Due

8 All Commence Education Day Planning

10 CI Lead Teacher Fellowship

15 SPED Quarterly Submission Report, MOI Project Lift

15-19 ECE ECE Parents Literacy Workshop

18 ALL Lien Education Meeting

22 HS COMET Preparation Begins

26 HS/PE PTA Meeting (including survey)

22-26 ALL Education Day Preparation

31 ALL Education Day (Awards)

**Fourth Quarter – March 17- May 31, 2018 200 Full School Days with 180 Full Instructional Days**

**AD – Administration CI – Curriculum & Instruction SSA – School Support AS-Administrative Services QA-Quality Assurance AUX – Auxiliary Services SPED- Special Ed.**

**SCH-School HS-High School PE-Primary Education ECE-Early Childhood PR-Principal SD-School District BR-Board HO-Holiday DIR-Director**

**Month of May**

Date Who Event

1-4 CI/QA PHSET – Main Island

7 CI High School Science Fair

7-11 HS Championship Week

(High School & 6th-8th)

**10 HO FSM Constitution Day**

11 HS Vocational Expo

(WD&ST, SPED, High Schools)

15 QA Accreditation Aggregated

Reporting

16-18 All Primary School Finals

17-18 CI/QA PHSET- Outer Islands

18 HS Seniors’ Final Exams

21-22 ECE ECE Graduations

23-25 HS 4th Quarter Final Exams

23-29 PE Primary School Graduations

30-1 HS High Schools Graduations

30 SPED Portfolio Submission for AA-AS

31 AUX Facility Maintenance Begins

31 All End of School Year 2017-2018

**Month of April**

Date Who Event

1-30 QA Accreditation Visits:

Level Twos, Ones

1-30 QA/SD Self Study/Turnaround Planning

2 ALL Instructional Days Resume

3-6 ECE ECE Transition Meetings

9-13 HS Nanpei Memorial High School

Career Exploration Week

9-20 CI/QA NMCT Proctoring

9-20 CI/QA SBA Proctoring

(tentative upon realignment)

13 HS/PE PTA Meeting

13 SPED Project LIFT Quarterly Report

16-20 SD/PR Teacher Evaluations

(Supers, Principals, Liais)

16-20 ALL Registration for Professional

Training

23-27 SD Principal Evaluations (Sups/Liai)

23-27 SPED Special Education Week

**Month of March**

Date Who Event

**17 ALL 4th Quarter Begins**

20 CI Math Olympiad (State-Level)

21 CI Science Competition

(State-Level)

19-23 ALL Cultural Week

(School in Session)

19-23 QA Data Workshop: Follow-up

22-23 HS Vocational Seniors College Visit

(COM CTE Expo)

23 CI Speech Contest

(7th & 11th Grade)

**26-30 HO Easter Holiday/Holy Week**

29 ALL In-service Training Request

Contract Signing Deadline

**31 HO Cultural Day**

**Summer Component – June 1 – August 14, 2018 Summer Component – School Year 2017-2018**

**AD – Administration CI – Curriculum & Instruction SSA – School Support AS-Administrative Services QA-Quality Assurance AUX – Auxiliary Services SPED- Special Ed.**

**SCH-School HS-High School PE-Primary Education ECE-Early Childhood PR-Principal SD-School District BR-Board HO-Holiday DIR-Director**

**Month of August**

Date Who Event

1 QA PDOE Calendar Printed

1 AUX All School Maintenance Projects Completed

2 ALL General Assembly

3 SD School Improvement Plans Due

5 SD Charter Boat to the Southern Islands

6 ALL Beginning of the School Year

7 SD Charter Boat to Eastern Islands

6-13 SD All School Prep Week

**14 ALL Classes Start**

**Month of June Cont’d**

Date Who Event

26-29 PIBBA Workshop (CNMI)

28 SPED Exit Assessment/Personnel Data

25-29 HS COMET Retake

28-29 ALL Education Annual Retreat

**Month of July**

Date Who Event

2-6 CI/SSA CTE Curriculum Overview

9-13 ALL Teacher Forum

Workshops & Sports by District

16-20 QA Data Workshop (rep from each

school, public & private)

16-17 ALL Education Stakeholders Forum

16-20 AUX Bus Drivers & Cooks Training

26-27 All All Education Retreat

\* School Year Planning

31 SPED LEA Application for Grant

Awards

31 AS Non-Teacher Performance

Evaluations Due to Personnel

**Month of June**

Date Who Event

1. QA/SSA Ship to Southern Islands

4-8 ALL Grades Due

ALL Closeout Reports Due

SCH Self Study/Turnaround Plan Due

SD SIP Progress Report Due

4-22 HS COMET Preparation/Treatment

4-22 AUX All Transportation Maintenance

8 ALL Charter Flights from the East

11-15 ADM Administrative Staff Evaluations

11 ALL All Teacher In-service Training

(4 weeks of training)

11-15 CI TCE Preparation

(for teacher certification)

11-22 HS Freshmen Summer Camp

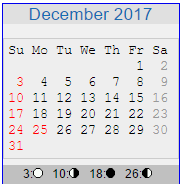
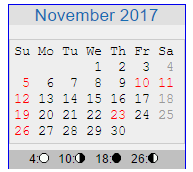
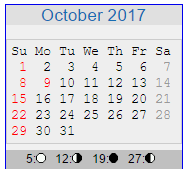
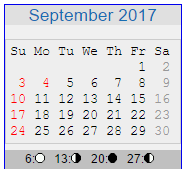
20 CI TCE Test Administration

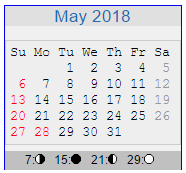
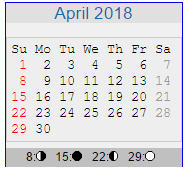
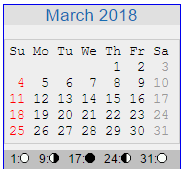
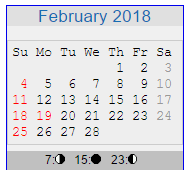
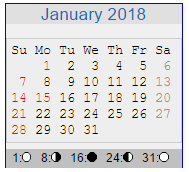
21-22 CI Lead Teacher Retreat

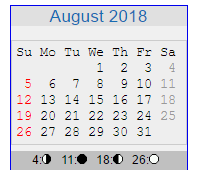
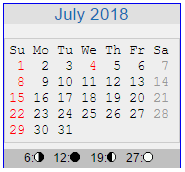
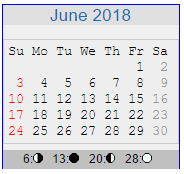
Note: We will plan all teacher trainings for 4 weeks. We will develop a curriculum and send to all teachers to register by April.

Third Quarter

Major Holidays Major Highlights

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