


# GLENDALE RIVERHILLS



SCHOOL DISTRICT

Haydée Smith  
Summer Academy Coordinator

2600 W. Mill Road  
Glendale, WI 53209  
(414) 351-7190 ext. 2002

## MEMORANDUM

To: All Staff  
From: Haydée Smith, Summer Academy Coordinator  
RE: Summer Academy

Enclosed in this packet, you will find:

- 1) Basic Information on the 2022 Glendale-River Hills Summer Academy
- 2) A Summer Academy Application/A Class Proposal Form

Please take time to review the information and consider proposing a class to be offered in the 2022 Summer Academy program. This is our 20<sup>th</sup> year of offering a summer program for students. This is a great program that the students and their families rave about each year. However, we do need to make some course changes to keep students and families interested in attending. If you have taught in previous years, please revise your curriculum so that students are not doing the same activities as in past years. You may even want to rename your course and change the description as needed. If you are new to the Summer Academy, please be creative when designing a course.

- Please note: Now that we have moved to an in-person Summer Academy program, you be teaching (4) courses a day. You will be responsible for teaching (4) classes a day for (50) minute intervals. You will also need to be committed to teaching for (5) weeks, Monday-Thursday beginning on June 27th and ending on July 28th. All of our classes will be taught in a classroom on Glen Hills' campus.

You are welcome to offer the same course to different grade levels for all four (50) minute intervals or to offer different courses every hour. Please note, you have to design courses that are extremely engaging, ensuring that students express an interest in registering for your courses. This is a competitive process as students will have many options to choose from.

In order for your classes to be successful, you will have to spend a lot of time thinking proactively about how to set the instruction, learning objectives and lessons up so that all students will enjoy the learning experience. Remember, classes will run for 5 weeks (Monday-Thursday) from 8:30AM-12:00PM.

- The Summer Academy session will be held in-person from June 27-July 28 (5 weeks).
- Students will attend from 8:30AM. to 12:00PM. four days a week (Monday – Thursday). Students take (4) classes/a day. Staff members' hours will be from 8:15AM.-12:15PM.

- Class sizes will be capped at 20 students per class allowing us to socially distance within the classroom setting.
- Applications and Proposals for course offerings must be made in written form and submitted to both Dr. Haydee Smith & Ms. Zena Perez by 3:00 p.m. on April 1, 2022. **No proposals will be accepted after the April 1st deadline.** The class offerings must be tied to Wisconsin's Standards and Benchmarks. If you have any questions about a class, please contact Dr. Haydée Smith or Zena Perez.
- Summer Academy teachers will be paid \$32.00 per hour for summer academy classes. You must be willing to teach (4) 50-minute in-person courses a day for (5) weeks. You must be a certified teacher to teach a class.
- The teacher contract will be for (4) classes a day, four days a week -Monday through Thursday beginning on Monday, June 27th and ending on Thursday, July 28<sup>th</sup>.
  - **A required in-person staff meeting is scheduled for Thursday, June 23, 2022 from 8:00AM-12:00PM. This meeting will take place in the Glen Hills' Library.**

\*Please note, I would like to have all certified teachers complete the Application for Employment form below indicating that you are interested in teaching in this year's Summer Academy program. This information will be crucial as we determine how many teachers are expressing an interest and when determining how many courses to offer. A headcount will help us significantly in both the planning and preparation stages.

Moving forward, I am requesting that interested certified teachers complete the following (2) things along with submitting a copy of your teaching license issued by DPI:

- **Complete the Application for Employment form** below **by copying the form, allowing you to edit the form**, so that you can indicate whether or not you are interested in teaching in this year's in-person Summer Academy, would like to be placed in a course that needs an instructor or are willing to sub during the Summer Academy program. Once you have completed the form, please return the form via email to both Dr. Haydee Smith & Ms. Zena Perez by Friday, April 1st.
- For those of you that want to teach in this year's summer academy program, please return the **Application for Employment form below with the course proposal information filled out. Remember to copy the form, allowing you to edit the form** and, once you have completed the form, please email it to both Dr. Haydee Smith & Ms. Zena Perez by Friday, April 1st.

Please return the *Application for Employment & the Course Proposal Forms* to both **Dr. Smith (Summer Academy Coordinator)** at [haydee.smith@glendale.k12.wi.us](mailto:haydee.smith@glendale.k12.wi.us) & **Ms. Zena Perez (Summer Academy Secretary)** at [zena.perez@glendale.k12.wi.us](mailto:zena.perez@glendale.k12.wi.us) by 3:00PM. on Friday, April 1, 2022.

Thanks,  
Dr. Smith

# GLENDALE-RIVER HILLS SCHOOL DISTRICT

2600 West Mill Road, Glendale, Wisconsin 53209  
(414) 351-7170

## APPLICATION FOR EMPLOYMENT

### CERTIFIED EMPLOYMENT

Position Applied For Summer Academy Instructor

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Telephone Work Telephone Cell Phone

Email Address \_\_\_\_\_

Date of application \_\_\_\_\_

\_\_\_\_\_ I am interested in teaching during the 2022 in-person Summer Academy.

\_\_\_\_\_ I have submitted a copy of my teaching license issued by DPI.

\_\_\_\_\_ Please place me in a class that is in need of an instructor.

\_\_\_\_\_ I am interested in being placed on a sub list for the Summer Academy program.

**Please note the due date as we will not accept class proposals after the April 1st deadline. *You will be notified about the acceptance of your proposal.***







