

June 3, 2020

Superintendent Gregory Martineau  
The Public Schools of Northborough and Southborough  
53 Parkerville Rd.  
Southborough, MA 01772

Dear Mr. Martineau,

I am seeking the vacant seat on the Northborough-Southborough Regional School Committee until May 2021. As you may know, I am a district administrator in the Dudley Charlton Regional School District who resides in Northborough. Before this, I was a high school science teacher for 7 years at Auburn High School. I also have two children who attend Algonquin Regional High; one is the class of 2021, the other the class of 2023.

While I have attended some of these School Committee meetings over the last couple of years, my schedule is usually very busy with the School Committee meetings I must attend in Dudley Charlton. At the end of June, I am leaving this school district and will be entering another career opportunity in which I will not have this conflict. Therefore, with my background knowledge, and knowledge of running a school district during the trying times of COVID-19, I would be an excellent candidate for this position.

I have attached my resume for you, which also lists my community involvement in the Town of Northborough. I am very interested in serving my community in this manner.

I look forward to hearing from you.

Most sincerely,

*Karen Ares*

Karen Ares  
31 Leland Drive  
Northborough, Massachusetts. 01532

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## RELEVANT EXPERIENCE

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### DUDLEY CHARLTON REGIONAL SCHOOL DISTRICT

Interim Assistant Superintendent of Teaching & Learning

August 2019 to present

#### Notable achievements include:

- Management and oversight of the HMH Into Reading Pilot for grades 1-4 (coordinate training, teacher meetings and feedback sessions and overall timeline of the year-long pilot)
- Implementation of the district's "Project500"- a study of early literacy practices in the first 500 days of school. In conjunction with the Superintendent, Director of Pupil Personnel Services and Elementary Principals, work to construct documents to tell the story of literacy practices and resources used in the district to create a roadmap of future implementation to a more cohesive program.
- Working with the District Mentor Coordinator to streamline new teacher mentors and procedures, which saves the district over \$10,000
- Updated the mandatory training requirements on the district website with the district webmaster
- Created and updated the district Professional Development Plan, 2019-20, with the Director of Pupil Personnel Services to represent essential questions and learning goals for our faculty according the Strategic Plan.
- Recently procured \$30,000 in grant funds to bring PLTW to our elementary schools, creating a K-12 STEM Pathway for our students

#### Other responsibilities include:

- Proficiently oversee curriculum alignment and adherence to state standards for approx. 3,600 students and 400 teachers in Grades preK-12
- Assist with Elementary and Secondary Principal Teams to promote best instructional practices, monitor student achievement and build capacity for student growth, align curriculum, and encourage and support new initiatives
- Chair K-5 Math Facilitators and K-8 Literacy Facilitators for coordination and improvement of math and literacy curriculum through PD activities, data assessment and model lessons; encourage and foster leadership capacities within this group
- Gather, analyze and leverage comprehensive data from multiple sources to monitor student achievement in aggregate and sub-groups and execute critical decision making activities
- Develop and secure on-going professional development opportunities for staff that align to strategic plan goals; work closely with Director of Pupil Personnel Services to coordinate all staff development days; chair the district Professional Development Committee
- Work closely with the Technology Director and Technology Integration Specialists to develop curriculum, professional development plans, student Google accounts, device procurement and implementation
- Work effectively with District Data Coordinator to create and manage course codes for PLTW and QCC, manage exports to digital curriculum sites, and other reporting requirements as needed
- Establish priorities for professional development budget and monitor expenditures
- Work with Title I Grant Director and Director of Finance & Operations to write Title I, Title IIA and

- Title IV grant; oversee grant expenditures
- Manage and oversee recently acquired Project Lead the Way grants, curriculum and teacher professional development
- Work closely with Director of Pupil Personnel Services in relation to co-teaching plans and initiatives
- Establish relationships with vendors for curriculum purchases; successfully reworked district contract for middle school science books to include upgraded books for new MA frameworks
- Collaborate with other Curriculum Coordinators including Southern Worcester County Education Collaborative district curriculum coordinators, Mid-Watch Science Leaders, and other Assistant Superintendents around the state through various PLCs
- Present to School Committee as requested by the Superintendent or Committee
- Work closely with the Administrative Team to create and monitor implementation of the district Strategic Plan
- Participate on hiring committees for building principals and other district positions, as requested

### **STEAM (Science, Technology, Engineering, Art & Math) Director**

**Aug.2015- Aug 2019**

Many of the duties and responsibilities listed above apply to this position (as applied to the Science, Technology, Engineering, Art & Math curriculums)

#### **Notable achievements include:**

- Secured \$150,000 in grant funding for Project Lead the Way STEM Curriculum in the last 3 years, creating a STEM Pathway for our students in grades 6-12
- Led the district Project Based Learning Implementation Team and provided training and guidance for teachers in this district wide initiative, K-12
- Successful applicant to bring the MA DESE Innovation Pathway designation to the Biomedical Science and Engineering programs to our high school; worked diligently with high school Principal, and concurrently with guidance and department chairs for this application and planning process this school year. Shepherd Hill is only one of 11 schools in the state to receive this designation last year.
- Participated in the DESE STE Ambassador program this year for grades 6-12 and led a district teacher task team of writing STE tasks for new standards to be published by DESE this summer 2019
- Collaborated with Quinsigamond Community College to bring college credit classes to the high school (Introduction to Microcomputer Applications and Mechanical Drawing). Currently pursuing a consortium with other schools in the region to pursue online QCC course opportunities at Shepherd Hill

#### **Other highlights include:**

- Established a teacher tech team entitled “Digital Learners and Leaders” to facilitate technology learning and sharing in each school
- Instituted “Pathways” and Certificate programs for our high school students, in conjunction with former Director of Curriculum & Instruction. Currently oversee the STEM Certificate Program at Shepherd Hill.
- Worked with the former Director of Curriculum & Instruction to bring Rosetta Stone online foreign language courses to the middle schools.
- Work with teachers to seek and write grants for innovative STEAM lessons and equipment (to date have acquired over \$25,000 in grants)
- Coordinated and implemented an annual DCRSD Science & Engineering Fair for grades 5-12 (via grant acquired through MA State Science & Engineering Fair)
- Created and organized DCRSD Summer STEAM Camps- examples include Minecraft Mania, AstroBiology, Little Bits Inventions, etc.)
- Worked with former Director of Curriculum & Instruction in creating an Educational Technology Committee with local business leaders, higher education personnel, teacher representatives and Director of Technology to create a Technology Roadmap for DCRSD

**Science Faculty, Auburn High School, Auburn, MA**

- Taught all levels of classes including AP Environmental Science, CP Biology, MCAS Biology, CP Environmental Science, CP Environmental Engineering, Science & Society, and Integrated Science according to MA State Science Frameworks
- Prepared students to take the MCAS Biology exam and worked collaboratively with colleagues to analyze results and create learning goals for students
- Participated in district-wide co-teaching training and successfully co-taught one section of CP Environmental Science with special education teacher

**Achievements and highlights include:**

- Implemented Technology-based laboratories using Vernier probes and Logger Pro software within our Science Department. Researched products and software and worked with the Technology Director to acquire them through the budget process.
- Developed a STEM class (Environmental Engineering) which was co-taught with the Technology Department. Designed curriculum and implemented a “digital portfolio” using Google Sites to create a truly paperless classroom. Presented course curriculum to the Auburn School Committee.
- Participated in a SeaPerch grant program and implemented this underwater robot into Environmental Science and Environmental Engineering classes.
- Assisted with START (Science, Technology, and Arts) Night in the Auburn district by opening classroom to K-8 students showcasing technology based laboratories and activities.

**EDUCATION**

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|---|---------------|
| <b>Anna Maria College</b> (Paxton, MA)<br><i>Master of Science – Occupational and Environmental Health and Safety</i> | May 2000      |
| <b>Eckerd College</b> (St. Petersburg, FL)<br><i>Bachelor of Science – Biology</i>                                    | May 1994      |
| <b>Auburn High School</b> (Auburn, MA)  | Class of 1990 |

**CERTIFICATIONS**

- MA Assistant Super/Superintendent License-Initial
- MA Science Director License- Initial
- MA Educator’s License- Biology (8-12) - Professional
- Google Certified Educator- Level 1
- Sheltered English Immersion- Teacher Endorsement
- Certificate of Professional Development- PTC STEM Certificate Program

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## PROFESSIONAL MEMBERSHIPS

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Massachusetts Association of School Superintendents  
ASCD (Association for Supervision of Curriculum Development)  
NSTA (National Science Teachers Association)  
MAST (MA Association of Science Teachers)  
MassCUE (MA Computer Users in Education)  
Central MA STEM Network  
Project Lead the Way Conference Committee- Co Chair for 2019 Conference

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## PROFESSIONAL DEVELOPMENT PRESENTED

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Using Google Drive and Google Sites in your Classroom- Auburn, MA- March 2013  
Integrating Robotics with Science- Auburn, MA- March 2014  
Creating a STEM Course: Environmental Engineering and Bioengineering- MassCUE Oct 2014  
STEAMPoint Book Club- Dudley Charlton Regional School District- summer 2016  
Technology Tools for your Classroom (using the Moodle online platform) - summer 2016 & winter 2017  
Unpacking the MA Science & Technology Standards- March 2017  
Minecraft and Pokémon Go! Exploring their use and Application in the Classroom- Oct. 2017  
Using Chromebooks with Vernier Sensors in the Elementary Classroom- MassCUE Oct 2017  
Project Based Learning- Dudley Charlton Regional School District- summer 2018 and school year 2019  
(included facilitating the PBL Implementation Team)

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## TOWN GOVERNMENT/VOLUNTEERISM

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| <b>Northborough Town Common Committee-</b> Northborough, MA         | 2015- present |
| <b>Peaslee Elementary School Council-</b> Northborough, MA          | 2013-2014     |
| <b>T-Ball Coach-</b> Northborough Recreation                        | 2006-2010     |
| <b>Soccer Coach (U6/U8) -</b> Northborough Youth Soccer Association | 2006-2013     |