

# Sheila L. Kukstis, Ed.D

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## EDUCATION

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2004 – 2011	University of Massachusetts Leadership in Urban Schools Doctorate of Education Dissertation Title: <i>Enrollment Decisions of Parents/ Guardians in Low-Income Catholic Urban Elementary Schools of Greater Boston</i>	Boston, Mass.
1994 – 1995	Bridgewater State College Master of Education in School Administration	Bridgewater, Mass.
1976 – 1980	Bridgewater State College Bachelor of Science in Education Degree in Special Education and Elementary Education	Bridgewater, Mass.

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## PROFESSIONAL EXPERIENCE

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July 2019-	Independent Educational Consultant	
	<ul style="list-style-type: none"><li>• July - December 2019- Created new principal evaluation model for the Catholic Schools Office of the Archdiocese of Boston as part of four member team</li><li>• December 2019- Member of three person team evaluating elementary principals in Archdiocese of Boston schools</li><li>• July 2019- Special education parent advocate representing parents/guardians in special education process</li></ul>	
July, 2016 – June, 2019	Principal, Barnstable Community Horace Mann Charter Public School Grades K-3, 300 students	Hyannis, MA

### **Duties/Accomplishments:**

- Responsible for all administrative duties of a Massachusetts' charter school, including, but not limited to:
  - Yearly creation, submission and oversight of school's Federal Title grants (I, IIA, 240, IV)
  - All responsibilities as Special Education Director of school including review of all testing, IEP's, service delivery, attending Team meetings and, when needed, running Team meetings
  - Writing required Annual Reports
  - Submission of all DESE required charter documents
  - Oversight and documentation of school's adherence to the mission of the school
  - Site Coordinator of the 2017-2018 Coordinated Program Review (CPR). Responsible for all oversight and submission of all documentation of special education and Civil Rights required documentation as

- well as the written follow up Corrective Action Plan (CAP) and the CAP's subsequent completion.
- Implementation of all aspects of the school's Action Plan
  - Oversight of budget
  - Special Education Director for the school
  - Coordinated work with the Board of Trustees
  - Evaluation of over 35 staff members
  - Started and oversaw the school-wide Breakfast in the Classroom Program April 2017

July, 2013 – June, 2016

**Principal**, Glover Elementary School,  
Grades K-5, 570 students

Milton MA

**Duties/Accomplishments:**

- Responsible for all administrative duties of a Kindergarten through Grade 5 elementary school, including but not limited to:
  - Oversight of all aspects of school budget
  - Evaluation of 25-35 faculty members annually
  - Work with community agencies to increase involvement in school community
  - Work with school, district and town organizations, such as PTO, Diversity Committee, Safety Committee, Citizens for a Diverse Milton and Glover School Site Council
  - Roll out of new Massachusetts teacher evaluation model
  - Implementation and oversight of rollout of PARCC online assessment
  - Completion, with Site Council, of updated School Improvement Plan

January 2011 – June 2013

**Assistant Superintendent for Academics/Area Superintendent**, Archdiocese of Boston

Boston, MA

**Duties/Accomplishments:**

- With Catholic Schools Office team, wrote first Strategic Plan for Archdiocesan elementary schools
- Lead strategic plan implementation: early childhood, innovative programs including- language immersion, STEM, and extended year/day
- Member of The Boston Compact Students with Disabilities subcommittee
- Committee member: of Boston STEM Network and Boston Out of School Time STEM subcommittee
- Negotiate with vendors including Apple, Pearson, and the Collins Writing Program
- Work directly with Lexia and Symphony to implement school formative assessment pilot programs.
- Support incorporation of iPad technologies at school-wide and classroom levels.
- Use SAT and Stanford 10 test scores to identify methods to increase system-wide academic performance.
- Train school leaders to analyze of Stanford 10 test results to improve student academic performance.
- Served as local site coordinator of national Catholic education convention – NCEA 2012
- Created and implemented new framework and tracking tool for online teacher certification in religious education.
- Led district-wide curriculum update committee, including incorporation of the use of, an online communication platform, Confluence.
- Facilitate and present professional development in the following areas: Common Core phase one implementation, Curriculum Mapping, Teacher Evaluation, Internet, Social Media and Electronic Communications Guidelines, and Professional Standards.
- Co-coordinated new principal professional development series and oversaw new principal mentoring program.
- Partnership liaison to Boston College Roche Center for Catholic Education, Boston University, Northeastern University, and the Exeter Math Institute.
- Led principal searches for area elementary schools; co-led search for high school president.
- Worked on multiple school reorganization plans.
- Represent Catholic Schools Office at area principal meetings and Archdiocesan Elementary Schools Principals Association meetings.
- Served on Quincy Catholic Academy School Board.

2008 – 2011

**Principal**, Saint Jerome School,  
Grades PreK-8, 210 students.

Weymouth, MA

**Duties/Accomplishments:**

- Co-wrote with school board 5-year Strategic Plan; major goals completed within the first three years.
- Oversaw all aspects of school budget.
- Increased enrollment by 15% within first two years.
- Led initiative and teacher professional development in curriculum mapping. All grade level and subject area curriculums were fully mapped within first year, resulting in a cohesive school-wide curriculum that was aligned both horizontally and vertically.
- Led teacher professional development in the use of web-based analysis of SAT10 test results.
- Worked with faculty in the analysis of summative test results to identify areas of weakness and to create specific plans to address and remediate weaknesses resulting in an increase in test scores.
- Initiated, raised funds, and oversaw major renovation programs: conversion and redesign of third floor space to new classrooms, replacement of school windows, and construction of a new early childhood playground.
- Formed school's first Technology Committee. With the Committee, researched and contracted for the school's first student information management system (Edline).
- Redesigned and managed school website.
- Established "First Lego League" Robotics; school team won at district level first year and all subsequent years.
- Successfully applied for grants through Harvard Health to fund playground and First Lego League robotics.
- Introduced virtual learning professional development opportunities through the Notre Dame Virtual School.
- Repositioned 4-year-old program space, which resulted in an immediate increase in enrollment.
- Created new teacher evaluation tool to more effectively evaluate faculty.
- Member of district-wide Assessment Committee charged with recommending new summative assessment tool.
- Educational Consultant: St. Mary School, Milford, CT.

2005 – 2008

**Principal**, Joseph C. Chamberlain School,  
Grades K-4, ~500 students

Taunton, MA

**Duties/Accomplishments:**

- Took school from “in need of improvement” status to no (positive) status in three years.
  - ELA CPI moved from 78.8 in my first year to 87.0 in 2008; Math CPI from 72.4 to 90.9.
- Site coordinator of school’s first National Association of Education of Young Children (NAEYC) accreditation.
- Created first School Safety Committee and served on district’s Wellness Committee.
- Successfully fundraised to bring Open Circle social skills program to school.
- Administered first year of district’s fee-based kindergarten program.
- Planned and oversaw Saturday/vacation school targeted to improve academic achievement of students identified as in need of improvement.
- Co-authored district’s successful Gifted/Talented grant.
- Created a committee of inclusion teachers. Met bi-weekly to discuss concerns, specifically “Do special education inclusion students achieve at a higher rate in English Language Arts while being taught in mixed ability groups or in a substantially separate group?”
- With a school parent created school’s first “Chamberlain Cares” social service group to meet needs of school families in need of assistance.
- Trained administrator: Research for Better Teaching Administrators, 2006.
- Trained administrator: Open Circle Social Skills Program, 2006.

1995 – 2005

**Principal**, St. Andrew the Apostle School,  
Pre-K -Grade 8, 220 students

Jamaica Plain, MA

**Duties/Accomplishments:**

- Turned around struggling school by increasing enrollment 54% in five years
- Increased academic achievement of students as measured by Terra Nova assessment.
- Oversaw complete technology overhaul for school.
- Over ten years, worked with faculty to update all curriculums across all grade levels.
- Participant in Boston Anti-Defamation League Program facilitating Jewish/Christian communication and understanding.

1990 – 1995

**Assistant Director**, South Shore Educational  
Collaborative

Hingham, MA

1985 – 1990

**Teacher**, South Shore Educational Collaborative

**Duties/Accomplishments:**

- Responsible for administrative duties such as record keeping, school liaison at I.E.P. meetings and assumption of all director’s duties when the director of the high school was not present.
- Responsible for teaching duties, disciplinary duties, I.E.P. writing, liaison between school and home.

1980 – 1985

**Teacher**, Saint Matthew School

Dorchester, MA

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### **ADDITIONAL RECENT PROFESSIONAL EXPERIENCES**

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Site coordinator for the 2017-2018 district Coordinated Program Review  
Awarded Healthy Start Award 2018, 2019 and EOS Healthy Start Leadership Award, 2019 both from  
the EOS Foundation  
Department of Secondary and Elementary Education's Veteran Special Educators' Institute August 2017- April 2018  
Facilitator for Harvard Graduate School of Education's New and Aspiring School Leaders Institute, November 2019  
Facilitator for Harvard Graduate School of Education's National Institute for Urban School Leaders, July 2015  
Panelist on Safe Schools Program at Department of Secondary and Elementary Education roundtable and at 2015  
MASS/MASC conference  
Engaging Culturally and Linguistically Diverse Students & Families in Elementary Schools  
(Primary Source, Winter 2016)  
Trustee Scituate Public Library, elected May 2015, 2018

Trained in: Responsive Classroom, Second Step, Steps to Success, Open Circle, ALICE

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### **CERTIFICATIONS**

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Superintendent/Assistant Superintendent  
Principal/Assistant Principal (K-6)  
Elementary (K-8)  
Special Needs (K-8)  
Special Needs (5-12)  
SEI Endorsement  
Certificate #244645

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### **PROFESSIONAL ASSOCIATIONS**

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ASCD

COPAA- Council of Parent Attorneys and Advocates