

TRACY A. MCNELLY
12165 Sedona Drive
North Huntingdon, PA 15642
724-864-1802 (Home)
724-454-3918 (Cell)
t.mcnelly@comcast.net

CERTIFICATIONS: Pennsylvania Superintendent's Letter of Eligibility
Pennsylvania Supervisor of Curriculum and Instruction
Pennsylvania Secondary Principal Certification
Pennsylvania Reading Specialist Certification
Pennsylvania Certification in Secondary English

EDUCATION: **PA Superintendent's Letter of Eligibility**, August 2006
University of Pittsburgh, Pittsburgh, PA

Doctor of Education in Curriculum & Instruction, December 2004
Indiana University of Pennsylvania, Indiana, PA

Principal Certification, December 1997
Indiana University of Pennsylvania, Indiana, PA

Master of Education, April 1994
University of Pittsburgh, Pittsburgh, PA
Major in Reading Education/Reading Specialist Certification

Bachelor of Science in Education, May 1990
Duquesne University, Pittsburgh, PA
Major in Secondary English Education

**UNIVERSITY
EXPERIENCE:**

St. Vincent College, Latrobe, PA
Assistant Professor, School of Education **2015 to Present**

Adjunct Professor, Graduate & Undergraduate School of Education

GCED620 Assessment and Diagnostics *Summer 2010-present*
The fundamental principles of diagnostic theory and practice are analyzed with an emphasis on the application of these principles to a variety of educational settings. Students are acquainted with the guidelines and techniques for diagnosing students' needs and abilities by implementing and interpreting developmentally appropriate assessments, both quantitative and qualitative. Procedures and problems in test construction and in the analysis, summarization and reporting of student outcomes are examined. This is a required course in the Master's Program in Curriculum and Instruction and Master of Science in Counselor Education. Three credits.

GCED620 Online Assessment and Diagnostics *Summer 2013, Summer 2015*
See course description above. The course is delivered synchronously and asynchronously using Blackboard, Blackboard Collaborate and other online tools.

ED301 Teaching English Methods

Fall 2011-present

Students in this course explore, analyze, and apply effective instructional strategies and materials for the secondary English classroom. Students develop and present lesson and unit plans aligned the *Common Core Standards*. Field-based observations and experiences related to English Language Arts in the target grade levels are required as part of the course. Required course for secondary English education majors.

**PUBLIC SCHOOL
EXPERIENCE:**

Norwin School District

Assistant Superintendent of Secondary Education

2006-Present

Director of Secondary Education

2005-2006

Responsibilities include:

- Professional Development for Staff and Administrators
 - Assist administrators in obtaining Act 45 of 2007 PIL hours
 - Plan all district and principal professional development
- Educator Effectiveness Model
 - Responsible for professional development for teachers and principals, including PVAAS Teacher Specific Reporting and the School Performance Profile
 - Led efforts to implement a formative walk-through model as part of the teacher evaluation system
- Principal Effectiveness System
 - Developed the model of principal evaluation for the Norwin School District
 - Responsible for principal professional development of the model, including the development of principal SLOs
- STEM Education
 - Chaired the Inaugural Norwin School District STEM Summit at the Norwin High School, 2012
 - Help facilitate the Annual STEM Vision Conferences, David L. Lawrence Convention Center, 2013 and 2014
 - Developed a district robotics program in grades 3-12
 - Was instrumental in changes to the course program to include Project Lead the Way Engineering curricula beginning in the 2015-2016 school year
 - Developed the concept of the STEM Squires in our K-4 buildings
 - Developed the district STEM Continuum, a visual representation of STEM in the Norwin School District
- Curriculum Development
 - Oversee all 7-12 curriculum
 - Was instrumental in the district contract with *EdInsight, OnHand* Schools, which is used as a data repository and for curriculum development
 - Provided professional development to principals and teachers in Understanding by Design, which is used as unit planning in the curriculum mapping process
- Instruction and Assessment
 - Developed an instructional framework and observation model based on a formative learning cycle
 - Responsible for district assessment and data oversight, including PSSA and Keystone Exams, as well as diagnostic, benchmark and formative assessments
- Professional Education Committee
 - Chair the professional education committee that includes membership from all stakeholder groups
 - Research effective professional development practices for teachers and administrators
 - Develop professional development for community, parents and students
- Educational Budget and Personnel Management

- Oversee the secondary budget and middle and high school budgets
- Instrumental in personnel hiring, induction, evaluation and rating
- Response to Instruction and Intervention Secondary Levels
 - Developed a RtII model to provide tiers of interventions to students in grades 7-12
- Strategic Planning/Comprehensive Planning
 - Chairperson of the Committee
 - Responsible for leading the development of Pennsylvania Department of Education planning for the District
- College and Career Pathways & Secondary Guidance
 - Facilitated the development of course alignment to College and Career Pathways
 - Oversee guidance in grades 7-12
- Emergency Management and Safe Schools
 - District Public Information Officer
 - Chair of the Public Information Subcommittee, which includes members from the community, Emergency Management, news media, and local and state police
 - Crisis Response Team Member
- Grant Writing
 - Responsible for writing grants to support and enhance district curricula
- Online Learning: Center for 21st Century Learners
 - Instrumental in the development of Norwin's cyber school, the Center for 21st Century Learners
 - Oversee cyber education at Norwin
 - Oversee the online summer school program for credit recovery
- Policies and Procedures
 - Develop and revise district policies and procedures as a result of changes to the law or mandates from PDE
- Employee Supervision and Accountability
 - Supervise secondary administrators, teachers, counselors and staff
- Chairperson for the Secondary Advisory Committee
 - Work with the local education association to resolve problems and provide district updates
- New Teacher Induction Program
 - Developed Three-year New Teacher Induction Program
 - Verify that teachers meet PDE induction requirements
 - Developed an online component to New Teacher Induction, using Moodle
- Student Teachers and Interns
 - Responsible for oversight for all student teachers and interns, including filing the appropriate paperwork and clearance
 - Identify appropriate cooperating teachers and provide mentor training for those teachers
- College in High School/Dual Enrollment Program
 - Work with the University of Pittsburgh, Adams State University, Seton Hill University and Indiana University of Pennsylvania to offer college credits to students in grades 9-12
- Responsible for Student Hearings
 - Hold informal and formal student hearing and expulsion hearings
- Student Camps
 - Develop extracurricular camps for students throughout the year and in the summer
 - Facilitate the hiring of teachers for the camps
- District Website: Respective Areas
 - Responsible for updates to parts of the district website: Secondary Education, STEM Education, Center for 21st Century Learners are a few examples

Penn-Trafford School District
Assistant High School Principal

2004-2005

Responsibilities include:

- Student discipline
- Oversight of the secondary language arts curriculum
- Preparing the master schedule
- Preparing clinical and informal observations of staff members and participating in post conferencing improvement
- Conducting staff meetings on educational topics
- Producing programs to improve student achievement in the areas of reading, writing and math
- Acting as LEA at I.E.P. meetings
- Participating in the S.A.P. program

Initiatives:

- Led content area teachers through reading in the content training
- Set up reading tutoring for students below proficiency levels on PSSA
- Developed, with staff, local level assessments in reading. Trained teachers to analyze data from local reading assessment prompts
- Instituted an SAT on-line course for high school juniors
- Completed the final phase of the special education inclusion model at the high school

Penn-Trafford School District
Pupil Personnel Director

2001-2004

Responsibilities included:

- Special Education and Gifted Programs
 - Oversaw all aspects of special education and gifted programs
 - Was instrumental in establishing a district wide inclusion program whereby teachers co-teach. Provided staff development in the areas of co-teaching and inclusion
 - Created a database management system to more efficiently track special education students
 - Redesigned the district's child find procedures to ensure valid documentation of student services
 - Led the district through a successful special education audit that resulted in the production of an approved special education plan
 - Led the district through three successful due process cases
 - Led the district through a successful I.D.E.A. audit
- Federal Programs
 - Redesigned the Title I services for students to include a push-in model
 - Wrote and received parent involvement grant monies to train parents in literacy skills
 - Led the district through a successful federal programs audit
 - Responsible for the annual consolidated federal programs application and the quarterly reporting of federal programs monies
- Guidance and Nursing Services
 - Prepared workshops to keep guidance staff abreast of current issues
 - Helped procure AEDs for our athletic trainer and high school
 - Worked with nursing and guidance staff on creating department goals that would help them to operate more efficiently and service more students
- District Assessment
 - Implemented a comprehensive assessment program in K-12 to include Terra Nova, an early literacy screening using D.I.B.E.L.S, a transition assessment at

the high school (Keys2Work), and informal district assessments in reading and math. Disaggregated student data for district participation in the Pennsylvania Value Added Assessment program as well as for use in classrooms to improve instruction

- Secondary Language Arts Curriculum
 - Used curriculum mapping and curriculum designer software, produced a cohesive standards-based language arts curriculum in grades 7-12
 - Published the secondary language arts curriculum to the district website
 - Published the Penn-Trafford Reading and Writing Prompt booklet to help students reach proficiency levels on the P.S.S.A.
- Home School Programs
 - Oversaw all aspects of the district's home school program
 - Participated in magistrate hearings for those families who did not follow Pennsylvania home school laws or who I deemed did not fulfill the requirements of a beneficial educational program
 - Filed the annual home school report to the state
- English as a Second Language
 - Led the district through a successful E.S.L. audit culminating in the production of a district plan for E.S.L. families and students
 - Held orientation workshops for English language learners and their families to orient them to the district
 - Filed annual state reports for district English language learners
- Public Relations/District Newsletter
 - Produced the district's quarterly newsletter, the *Prospectus*
 - Handled all press releases and calls from the press
 - Produced the district wide report card to comply with No Child Left Behind
- Home and School Visitation
- Handled all attendance issues of residency, truancy and those involving the juvenile justice system and other court appointed placements
- Title IX/Harassment
 - Oversaw Title IX for the district
 - Rewrote the harassment/sexual harassment policy for board approval

Conemaugh Township Area School District
Junior/Senior High School Assistant Principal

1999-2001

Responsibilities included:

- Discipline in grades 7-12
- Preparing a master schedule for students and teachers in grades 7-12
- Conducting various programs including the 7th grade orientation, open house, awards ceremonies (junior and senior high), graduation and baccalaureate
- Preparing and presenting in-service and Act 80 day programs
- Facilitating seminar time meetings and faculty meetings
- Conducting clinical teacher observations and setting up review meetings to discuss improvement plans
- Facilitating the non-tenured/new teacher induction program that involved working closely with new teachers and their mentors
- Investigating the block schedule concept for the junior/senior high school building.
- Participating in the S.A.P. to ensure the success of at-risk students
- Handling attendance matters including magistrate hearings to comply with the state compulsory attendance laws
- In addition to my responsibilities as assistant principal, I was also the Director of Curriculum 7-12 for the district and the Home School Coordinator

Penn-Trafford School District

Language Arts/reading/Journalism Teacher

1994-1999

Teaching duties included Honors English (grade 9), Advanced Placement English Language/American Literature (grade 11), Reading Elective courses (grades 9-12), Journalism (grades 9-12), British Literature (grade 12). Encourage real life experiences including publishing outside the school environment, cultural field trips, and connections with businesses. Was the sponsor of the school literary magazine and co-sponsor for student council

Southmoreland School District

English Teacher Long Term Substitute and Day to Day Substitute 1992-1994

Long Term Substitute Position: Teaching duties included grade 10 and grade 12 English and coordinator of the gifted program.

**SCHOLARLY
WORK:**

Publications

McNelly, T. A. (under review). Clearing up Student Confusion by Using Student Self-Assessment, *College Teaching Journal*.

Conrad Barnyak, N., & McNelly, T. (2015). The literacy skills and motivation to read of children enrolled in Title I: A comparison of electronic and print nonfiction books. *Early Childhood Education Journal*. 43, 1-10

McNelly, T. A., & DeMore, C. (Spring, 2015). Using a professional learning community framework for sustained professional development. *Pennsylvania Education Leadership*, 34(2).

Conrad Barnyak, N., & McNelly, T. A. (2015). Supporting young children's visual literacy through the use of e-books. In Heider, L. L & Jalongo, M. R. (Eds.), *Young children and families in the information age: Applications of technology in early childhood* (pp. 15-41). Dordrecht, Netherlands: Springer Science + Business Media.

McNelly, T. (2014). Creating a culture of STEM-mindedness in the Norwin School District. *Math and Science Collaborative Journal*, 20, 40-41.

Conrad Barnyak, N. & McNelly, T. A. (2009). An urban school district's parent involvement: A study of teachers' and administrators' beliefs and practices. *The School Community Journal*, 19(1), 33-58.

McNelly, T. (2005). Every teacher is a teacher of reading: Training content area teachers to teach reading. *The Pennsylvania Administrator*, 8(1), 19-21.

McNelly, T. A. (2004). A study of self-efficacy, instructional practices, and uses of technology in semifinalists or recipients of Pennsylvania's teacher of the year. *ProQuest Digital Dissertations*. (Indiana University of Pennsylvania).

McNelly, T. (2002). Teacher Evaluation: Using Teacher Portfolios to Document Professional Growth and Evaluate Performance. *Principal Leadership*, 3(4), 55-59.

Contributions to Scholarly Works

Moss, C. M., & Brookhart, S. M. (2015). *Formative classroom walkthroughs: How principals and teachers collaborate to raise student achievement*. Alexandria, VA: ASCD.

McNelly, T. (Spring 2004). *Doctoral Program in Curriculum and Instruction: Doctoral Student Handbook: Executive Summary of an Internship Report for the Supervisor of Curriculum and Instruction Certificate*. Indiana University of Pennsylvania.

McNelly, T. (2002). Conferencing for Writing: A Case Study. In Mary Renk Jalongo, *Instructor's Manual with Test Bank and Transparency Masters, Companion to Early Childhood Language Arts*. Boston: Allyn and Bacon Publishers.

Poetry Publications

Converso, T. (1991). The summer my grandfather died. *Mad Poet's Review* (4),10.

Converso, T. (1991). What happens when the number fades? *Manna*, 1(12), 30.

Converso, T. (1991). Driving to dutchtown road makes me car-sick. *The Moment* (14), 13.

Converso, T. (1992). I hate these fairytales. *Cosmic Trend*, 5.

National and State Presentations

Scaffolding Instruction for Struggling Writers in the Early Childhood Classroom. Presented at the PAC-TE, Harrisburg, Pa, October 28-30, 2015.

Selecting and Using E-books to Support Young Children's Literacy Acquisition, Pennsylvania Association for Supervision and Curriculum Development Conference, Hershey, Pa, November 23-25, 2014.

Integrating E-books in the Early Childhood Classroom: Advancing Young Children's Vocabulary and Comprehension Development. Presented at the PAC-TE, Harrisburg, Pa, October 22-24, 2014.

Using E-Books or Trade Books with Children at Risk: A Comparison of Literacy Skills. Poster presented at the American Education Research Association (AERA) Annual Meeting, Philadelphia, April 4, 2014.

Reaching the Common Core: Engaging Students in Authentic Writing in the Social Studies Classroom, Pennsylvania Association for Supervision and Curriculum Development Conference, Hershey, Pa, November 3-5, 2013.

Incorporating Read-Alouds in the Early Childhood Classroom: Fostering Young Children's Vocabulary Acquisition and Comprehension. Presented at the PAC-TE, Harrisburg, Pa, October 23-25, 2013.

Supporting Young Children's Comprehension and Vocabulary Development through the Use of eBooks, Bloomsburg University Literacy and Learning Conference, May 23-24, 2013.

Using Informational Mentor Texts: Providing a Writing Apprenticeship Room in Early Childhood and Middle Level Classrooms, Presented at the PAC-TE, Harrisburg, Pa, October 24-26, 2012.

Providing Strategic Feedback during Writing Workshops: Nurturing Students' Writing Through Student/Teacher Conferencing. Presented at the PAC-TE, Harrisburg, Pa, October 26-28, 2011.

Utilizing E-books in the Early Childhood Classroom. Presented at the 2011 International Reading Association 55th Annual Conference, Orlando, FL, May 8-11, 2011.

Using Our New Teacher Induction Program to Lay the Foundation for Professional Learning Communities. Pennsylvania Association for Supervision and Curriculum Development Conference, Hershey, Pa, November 21-23, 2010.

An Urban School District's Parental Involvement: a Study of Teachers' and Administrators' Beliefs and Practices. Paper presented at the American Education Research Association (AERA) Annual Meeting, Chicago, IL, April 9-13, 2007.

Special Education and General Education Teachers' Perceptions and Attitudes of Inclusion for Students with Disabilities. Paper presented at the American Education Research Association (AERA) Annual Meeting, San Francisco, CA, April 8, 2006.

A Study of Self-Efficacy, Instructional Practices, and Uses of Technology. Paper presented at the American Educational Research Association (AERA) Annual Meeting, Montreal, Canada, April 11-15, 2005.

Looping: How it can work in higher education. Research in Progress presented at the New England Educational Research Organization, Northampton, Massachusetts, April 27-29, 2005.

Looking for Role Models: Where have all the minority teachers gone? Research in Progress presented at the New England Educational Research Organization, Northampton, Massachusetts, April 27-29, 2005.

Can you hear me now? Good, I said, There's a Librarian in the Doctoral Classroom. Presented at the Annual Meeting of the New England Educational Research Organization, Portsmouth, NH, April 21-23, 2004.

Nurturing Students' Writing Through Student-Teacher Conferencing. Presented at the PAFPC Annual Conference, Seven Springs Resort, April 18-21, 2004.

Unlocking Student Discussion: Using Literature Circles in Elementary and Intermediate School Classrooms. Presented at the XXIX Family Involvement Conference, King of Prussia, Pa, October 19-22, 2003.

Unlocking Student Discussion: Using Literature Circles in Elementary and Intermediate School Classrooms. Presented at The Pennsylvania Association of Federal Programs: Title I Improving School Performance Conference, Pittsburgh, Pa, January 26-29, 2003.

Local Educational and Business Presentations

Integrating Interactive Read-Alouds in the Early Childhood Classroom. Presentation for Kiski Area Preschool Teachers, Kiski Area School District, November 5, 2015.

PA STEM Vision Conference: Connecting Classroom to Career. Sponsored by ASSET STEM and Norwin School District. Interactive Forum Presentation, David L. Lawrence Convention Center, May 9, 2014.

Formative Assessment: Starting with Standards. Presentation for Education Faculty, Saint Vincent College, March 19, 2014.

PDE Teacher Effectiveness Model. Presentation to Principal's Program Leadership Council, Saint Vincent College, April 30, 2013.

Formative Assessment in Pre-Service Education. Presentation for Education Faculty, Saint Vincent College, March 21, 2013 & May 7, 2013.

Norwin's STEM Innovation Center. Presentation to the Westmoreland Investment Board, March 11, 2013.

A Vision for STEM Education: Exploring, Connecting, Transforming. Sponsored by ASSET STEM and Norwin School District. Introduction of Keynote Speaker Dewayne Rideout, All-Clad Metalcrafters, LLC. David L. Lawrence Convention Center, February 18, 2013.

Our District's Participation in e-Academy. (Panelist). Westmoreland Intermediate Unit Educational Summer, August 2012.

Norwin School District Center for 21st Century Learners. Norwin School District Business Education Roundtable, October 19, 2011.

Using Moodle to Enhance Professional Development Initiatives. Westmoreland Intermediate Unit Education Summit, August 5, 2011.

Getting Engaged with Data. Presentation to Principal's Program Leadership Council, Saint Vincent College, April 4, 2011.

Promising Leadership Techniques: Creating Change in Organizations. 9th Annual Jean Winsand International Institute (Panelist). April 14, 2011.

Norwin School District: Moving From Great to Extraordinary. Presentation to Penn Hills School District Administrators, January 26, 2011.

Understanding and Using Data in the Classroom. Presentation for Saint Vincent College, Pre-Service Teachers. 2010.

What Pre-service Teachers Need to Know About Data. Presentation for Education Faculty, Saint Vincent College, 2010.

Reading Apprenticeship: One District's Story. Presentation for Teachers at Westmoreland Intermediate Unit, 2009.

Teaching Reading in the Content Areas: If Not Me, Then Who? Presentation for Appalachia Intermediate Unit 8, Admiral Peary Unified In-Service, October 13, 2003.

Service

Kappa Delta Pi, Psi Iota Chapter for Saint Vincent College, Counselor. 2015.

Opportunity SVC/Act 101/SSS-TRIO Mentor, Saint Vincent College, 2016-2016.

Reviewer for *The Early Childhood Journal*, 2013.

Proposal Reviewer for the 2009 New England Educational Research Organization Annual Conference, May 6-8, 2009, Portsmouth, NH.

Proposal Reviewer for the 2008 New England Educational Research Organization Annual Conference, April 9-11, Hyannis, MA.

Proposal Reviewer for the 2007 New England Educational Research Organization Annual Conference, April 25-27, 2007, Portsmouth, NH.

Proposal Reviewer for the 2006 New England Educational Research Organization

Annual Conference.

Paper Discussant for the New England Educational Research Organization Annual Meeting, April 27-29, 2005, Portsmouth, NH. Session entitled: *Technology and Learning*.

Proposal Reviewer for the 2005 New England Educational Research Organization Annual Conference, April 27-29, 2005, Portsmouth, NH.

Volunteer at registration booth for upcoming National Council for Teachers of English (NCTE) Conference, Pittsburgh, PA, November 2005.

Grants

Project Lead the Way, Chevron Grant (2015). Received \$45,000 for Project Lead the Way Engineering Program implementation in the Norwin High School.

Grable Foundation Grant (2013). Received \$59,000 for *Robotics on the Hill* to finish the robotics continuum and bring robotics and STEM concepts into grades 5 and 6.

Grable Foundation (2012). Received \$16,000 for *The Robotic Knights* to bring robotics and STEM concepts into the grade 3 curriculum at all four Norwin elementary schools.

Alcoa Foundation grant from the Alcoa Technical Center in Upper Burrell Township (2010). Received \$22,000 for *Robotics Initiative to Enhance STEM Education* at Norwin Middle School.

Highmark Health High Five Grant (2009). Received \$10,000 for *Bike for Life* program at Norwin High School to purchase mountain bikes for physical education.

School Improvement Grant from the Pennsylvania Department of Education (2009). Received \$9000 to write and run a summer math program for at-risk students at Norwin High School.

Communities in Schools. (July 2005). Received grant for an at-risk advisor at the high school commencing with the 2005-06 school year.

Title I Parent Involvement Grant (2003). Grant to foster parent involvement within public schools, \$500.

OTHER

CERTIFICATIONS:

National Incident Management System NIMS, an Introduction IS-00700 (2008), Emergency Management Institute, US Department of Homeland Security

Introduction to the Incident Command System ICS100 (2008), Emergency Management Institute, US Department of Homeland Security

ICS for Single Resources and Initial Action Incidents IS-00200.a (2008), Emergency Management Institute, US Department of Homeland Security

PROFESSIONAL ORGANIZATIONS:

American Educational Research Association
Association for Supervision and Curriculum Development
International Reading Association
Pennsylvania School Boards Association
Pennsylvania School Public Relations Association
Pennsylvania Association for Supervision and Curriculum Development

Westmoreland Intermediate Unit Curriculum Council, Chairperson, 2011-2012
Westmoreland Intermediate eAcademy Consortium

SERVICE

ORGANIZATIONS: Norwin Rotary Club, Member 2005-2015; Rotary Board Member 2010-2014; Three-time Rotary Paul Harris.