Memo

To:	Dr. Robey
CC:	Board Of Education
Date:	November, 2012
Re:	Monthly Updates on Literacy Practices

Assessments: Continue to monitor ISEL Progress Monitoring. Teachers completed a mass Progress Monitoring Nov. 11th –Nov. 20th. We had a Title I Meeting with the staff and Kim Streen to review & update the session. Also, we planned for the Benchmark Assessment in January (1/9/13 to 1/25/13) and for the next update with the K-2 Staff.

Rising Star Update: Worked with District Leadership Team to work on indicators that needed to be monitored. The meeting was held with Ms. Urso & Mr. Zeller as well as the District Leadership Team, at District Office.

Literacy: Continue visiting schools to talk with administrators about Best Practices in Literacy and to discuss any concerns that administrators are seeing and or noticing.

~Complete Literacy walks with principals to provide feedback to teachers to improve their Literacy Stations (Washington & Lexington School)

~Meet with Literacy Coaches to begin to develop a 'Reading Expectation' Checklist for each grade. Get feedback from principals

~ Continue to ensure that teachers have the necessary material to provide meaningful instruction in reading and the content areas.

~Continue to work and encourage the Title I staff to **Team –Teach** with teachers as they push into their classrooms to ensure that Best Practices are being modeled to better meet the needs of the students.

~**Grants**: **Title I Grant**-Make amendments and additions. Grant is approved. Continue gathering and complete the data for the **Title I Comparability Report** (Nov. 30th) **Finish** all of the Title I, IIa reports by November 30th.

Common Core Committee: Attend several meetings and plan for Common Core presentations for Jr. High Reading /LA Staff. Continue to plan for the SIP day on December 11, 2012.

Spelling Bee: Send the Spelling list to all 5th and 6th-8th students to study for the school Bee that is held in December. (Week of December 10 thru Dec. 14th)