

**McLean County Unit District No. 5**  
**1809 West Hovey Avenue**  
**Normal, Illinois 61761-4339**



To: Dr. Mark Daniel & Board of Education  
From: Maureen Backe, Director of Elementary Education  
Dan Lamboley, Director of Secondary Education  
RE: Annual Task Force Update

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Elementary task force requests are the result of needed curriculum revisions, new curriculum development, and work related to implementing district initiatives such as Standards Based Grading and Social Emotional Learning. Task force work includes analyzing our current district curriculum for additional resources and/or adjustments to the scope and sequence of units, assessments and lessons.

All secondary Building Chairs are given the opportunity to request curriculum task forces. Task forces typically run from July 1st - December 1st. Task forces may investigate/create a new course, update curriculum due to new standards being released, create or update course specific common assessments, or research and recommend new materials/resources to support teachers and students within a specific course.

After Board of Education approval, task forces are posted to 'All Users'. Teacher task force groups meet throughout the summer and fall to complete tasks outlined in posting. Task force members share results of their work with the Director of Secondary Education and the Director of Elementary Education and ultimately department/colleagues. Courses and updates made during the task force cycle are typically implemented the following academic year unless the task force makes an alternative recommendation.