

Memo

To: Michael Robey, Superintendent of Schools
CC: Board of Education
From: David Ballard, Ed.D., Assistant Superintendent of Curriculum
Date: 10/30/2012
Re: November, 2012 Report to the Board of Education

Dr. Robey,

The list below comprises major activities undertaken and/or duties performed from September 13, 2012-October 29, 2012. These include, but are not limited to:

- Provided additional follow up support for principals to develop further understanding of the growth model data provided by ECRA
- Participated in negotiating sessions with Maywood Education Association
- Facilitated Common Core State Standards committee meetings to plan for upcoming professional development
- Conducted literacy walks and facilitated discussion with literacy staff and building administration to assist in the creation of a coaching plan at Washington School
- Represented the district at the Proviso Township Curriculum Advisory Network (PTCAN)
- Met with representatives from West 40 to discuss upcoming training opportunities and resources that will be offered to schools / districts in System of Support
- Worked in conjunction with the IT department to ensure successful creation of report cards for students
- Directed SES process including the vendor fair which was held at Irving School on October 10, 2012

- Attended meeting with PAEC along with Dr. Flanagan to discuss transition plans for Special Education students and staff