



To: Harlem School District #122 Board Members
Dr. Terrell Yarbrough, Superintendent
Josh Aurand, Assistant Superintendent for Business and Operations

From: Jacob Hubert, Director of Secondary Education

RE: Professional Development for Formative

Date: November 12, 2025

This memo formally requests the Board's approval for a full-day professional development (PD) session on the educational software Formative, scheduled for January 5, 2026, at a total cost of \$4,200.

Rationale and Impact

This PD is a direct response to high demand from our educators. Feedback from the past two professional development sessions identified additional Formative training as one of the top requests. This software is valuable because it can be utilized across all curricular areas for immediate and effective measurement of student understanding.

Key Outcomes for Educators

This session is designed to equip our 6th-12th grade educators with critical skills, resulting in the following specific outcomes:

- **Interactive Assessment:** Educators will gain a deeper understanding of how to use Formative interactively during lessons to quickly assess student understanding.
- **Targeted Intervention:** Training will cover how to use Formative's reports to identify and address specific learning needs of students in their classes.
- **Collaborative Practice:** Educators will learn to use the reporting features to work collaboratively, supporting one another to better meet overall student learning needs.

Time will be allocated during the session for educators to apply the concepts presented and integrate them into their planning. We believe this targeted training will significantly enhance our teachers' capacity for real-time student assessment and data-driven instruction.

Funding

Title II \$4,200



A Community of Leaders

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