

# Memo

To: Michael Robey, Ed.D., Superintendent  
From: David Ballard, Ed.D., Assistant Superintendent of Curriculum  
Date: 3/15/2013  
Re: Curriculum Report

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Dr. Robey,

The list below comprises major activities undertaken and/or duties performed from January 31, 2013 – March 14, 2013. These include, but are not limited to:

- Continued work with curriculum committee to plan and implement professional development regarding the Common Core State Standards.
- Distributed and assisted with analysis of Acuity data
- Represented District 89 at PTCAN, a curriculum network for Proviso Township school districts.
- Prepared budget recommendations for 2012-2013 school year
- Attended professional development presentation on the Common Core State Standards