



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

From: Jacob Hubert, Director of Secondary Education

RE: Professional Development for Formative

Date: May 15, 2025

This memo formally requests your approval for a full-day professional development session provided by Formative on August 14, 2025, at a cost of \$4,200. This professional development is a crucial component of the successful implementation of Formative, the new software recently purchased by Harlem School District to significantly enhance teaching, learning, and assessment practices for students in grades 6 through 12.

Formative offers a powerful platform to support several key district initiatives:

- **Enhanced Assessment:** Providing staff with robust tools to effectively assess student understanding, identify learning gaps, and tailor instruction to meet individual needs.
- **Collaborative Best Practices:** Facilitating opportunities for staff to share effective assessment strategies, resources, and insights, fostering a culture of continuous improvement.
- **Data-Driven Instruction:** Enabling the tracking of student growth and mastery of learning standards over time, empowering educators to make informed instructional decisions.
- **Innovative Teaching and Learning:** Supporting the integration of dynamic and engaging assessment methods that promote deeper student learning and engagement.

To ensure that our staff can leverage the full potential of Formative from the very beginning of the 2025-2026 school year, it is imperative that professional development is provided prior to the start of classes. August is a particularly high-demand period for Formative professional development services, and securing a date early is essential to guarantee our staff receives this vital training in a timely manner.

Funding

Formative Professional Development	\$4,200
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A Community of Leaders

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