

# Memo

**To:** Michael Robey, Ed.D., Superintendent  
**From:** David Ballard, Ed.D., Assistant Superintendent of Curriculum  
**Date:** 12/6/2012  
**Re:** December Report to Board of Education

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Dr. Robey,

The list below comprises major activities undertaken and/or duties performed from November 8, 2012-December 5, 2012. These include, but are not limited to:

- Assisted administrators with analysis of Acuity scores
- Participated in negotiating sessions with Maywood Education Association
- Facilitated Common Core State Standards committee meetings and professional development sessions with teachers
- Assisted schools with school improvement planning; attended Rising Star Technical Assistance days to provide support as needed.
- Represented the district at the Proviso Township Curriculum Advisory Network (PTCAN)
- Continued work on the implementation of SES services
- Worked with principals to implement extended day learning opportunities at each school in addition to current programs (SES, IMSA FUSION, Destination Imagination)
- Assisted with planning and preparation for the Maywood Honor Roll Banquet; attended ceremonies on November 26 and December 4