

Memo

To: Dr. Robey
CC: Board Of Education
Date: October, 2012
Re: Monthly Updates on Literacy Practices

Assessments: Continue to monitor ISEL Progress Monitoring. Talked with Title I staff and classroom teachers to ensure students are being PM.

Rising Star Update: Work with District Leadership Team to work on indicators that need to be monitored. The meeting will be with Mr. Zeller at District Office.

Literacy: Continue visiting schools to talk with administrators about Best Practices in Literacy and to discuss any concerns that administrators are seeing and or noticing.

~Complete Literacy Walks with principals to provide feedback to teachers to improve their Literacy Stations

~Meet with Literacy Coaches to begin to develop a 'Expectation' Checklist for each grade.

~ Continue to ensure that teachers have the necessary material to provide meaningful instruction in reading and the content areas.

~Continue to work and encourage the Title I staff to **Team -Teach** with teachers as they push into their classrooms to ensure that Best Practices are being modeled to better meet the needs of the students.

~**Grants:** Continue to work on the **Title I Grant**. Make amendments and additions. Continue gathering the data for the **NCLB Performance Report** (Oct. 31th) Gather the information to complete this report including **Title IIA** and **Title IV-Drug Free**. Finish the report by October 30th.

~Begin to work on the NCLB Monitoring Instrument and the NCLB Title I Comparability Report which is due at the end of November.

Common Core Committee: Attend several meetings on Common Core to plan for the SIP day on November 13, 2012.