

# Memo

**To:** Michael Robey, Ed.D., Superintendent of Schools  
**CC:** Board of Education  
**From:** David Ballard, Ed.D., Assistant Superintendent of Curriculum Services  
**Date:** 7/19/2012  
**Re:** Board Report

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Dr. Robey,

The list below comprises major duties and tasks undertaken from June 14, 2012 through July 17, 2012. These duties and/or activities include, but are not limited to:

- Participation in contract negotiations with the Maywood Education Association.
- Developed questions, served as a team member, and organized candidate ratings for assistant principal interviews.
- I held a Curriculum Department meeting on June 26 to discuss goals, tasks, etc. for the upcoming year. Ongoing conversations regarding our role continue on a regular basis.
- On June 28, I attended the IARSS Summer Administrative Institute and received pertinent information on PERA, Illinois' waiver application, the ISBE's longitudinal data system and Common Core Standards
- Per your request, Mrs. Dahly and I attended a webinar for a K-2 formative assessment for mathematics that focuses primarily on number sense. We received additional materials for program evaluation purposes and plans for future use are in the beginning stages. Mrs. Dahly and I also met with our WCMI contacts on June 27 to discuss possible math coaching for the upcoming year. Additionally, we discussed our focus this year with regard to our current 6-8 implementation, and meeting the challenges that both teacher and principal staffing changes present. Ongoing conversations with WCMI will continue throughout the year.
- I participated in opening activities for all administrators on July 2<sup>nd</sup> and 3<sup>rd</sup> and presented a general overview of the curriculum department and its various functions on the morning of July 3<sup>rd</sup>.
- I attended the Data Retreat on July 9<sup>th</sup> and 10<sup>th</sup> and coordinated efforts between District 89 and West 40 to assist with planning for the two days and insure school improvement team members would be in attendance.

- From July 11-13, members of cabinet met with principals as a group and individually. I presented a more comprehensive overview of the curriculum department on the 11<sup>th</sup>. This session was planned collaboratively with all members of the department and their contributions were critical to providing information, to our new members of our administrative team.
- After approval for use of the ISEL, Ms. Watkins and I have been in contact with Kim Streen from The Technology Center for Teaching & Learning who will be providing the online assessment snapshots, reports, etc. so we can be prepared for implementation once school is underway. Current tasks include planning for professional development, the refinement of the testing schedule and user setup for students, teachers, and administrators.
- I have begun the work of providing access to the Applitrack system for our principals so they can have a direct impact on hiring decisions and candidate selection for vacancies in their buildings. When necessary, I have worked individually with principals to demonstrate the features of this program so they can make efficient use of their time when searching for applicants, scheduling interviews, providing follow up communication, etc.