

# Memo

To: Dr. Silverstein, Mary MacMichael

From: David Kelk

Date: May 12, 2014

Re: Summer Requests

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I am requesting the following to assist in preparation for opening of schools:

6 teachers to be paid for 8 hours each at their GEA contracted rate.  
Duties will include but are not limited to the following:

- Grade analysis
- Test score analysis
- PLC preparation
- SIT/CAPA reflection/planning
- New evaluation process
- MAP analysis

Also, I am requesting the following staff be paid for the days listed below:

Tammy Belcher – 4 days

Michael Sharkey – 3 days

Yvette Clark – 2 days

Duties will include but are not limited to the following:

#### Administrative Assistance

- Completion of master schedule
- Test review
- Assistance with student placement
- Grade analysis
- Update student and parent handbook
- Review and update emergency procedures
- Planning Back to School Night
- New evaluation process
- General duties in preparation for opening of schools
- Inventory review