

Memorandum

To: Mrs. Fenlon's math parents

From: Mrs. Fenlon

Date: 11/7/2009

Re: Professional Development

This summer I was enrolled in a two week course that focused on how to teach Math with hands-on activities and student-directed learning. The class is funded through a grant the City of Haverhill received. The program is being run by the University of California, Berkeley. It is a wonderful program in which I have learned a tremendous amount.

As a part of the grant I am obligated to attend follow-up classes during the school year. This enables me to bring my experiences from using this method of teaching back to my colleagues and the team from U.C. Berkeley. I will be attending two follow-up classes in November. The dates are Thursday, November 12th and Friday, November 13th. The grant pays for substitute teachers for those of us participating in this class. Therefore, I will be leaving instructional material for my substitute. My students will continue to progress through the 7th grade curriculum as usual.

The dates for the other follow-up classes are:

Thursday & Friday, February 11th & 12th

Thursday & Friday, May 27th & 28th

If you have any questions or concerns, please feel free to contact me at school by calling 978-374-5775. If I am unable to speak with you at the time of your call, please leave your name and a telephone number in which I can reach you at. I will call you back as soon as possible. I can also be reached by email at kfenlon@haverhill-pr.org.

I'd like to thank you in advance for your support during this time. I firmly believe that there is always room for me to grow professionally and participating in this program allows me to do just that. It not only benefits me but your child as well.