Teacher Name: \_\_\_\_\_Sutton\_\_\_\_\_\_\_\_\_ School Year:\_\_\_2012-2013\_\_\_\_\_\_

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| Date | Event  (e.g. committee meetings, after-school activities, PTO meetings,  Mentoring, school/community activities) | Contribution |
| Oct | English Department Meeting | Developed Agenda, Organized Subs, and Facilitated Meeting, Helped Re-Structure English Curriculum for Better Alignment with CCSS |
| Dec | English Department Meeting | Developed Agenda, Organized Subs, and Facilitated Meeting, Helped Re-Structure English Curriculum for Better Alignment with CCSS |
| Jan | English Department Meeting | Developed Agenda, Organized Subs, and Facilitated Meeting, Helped Re-Structure English Curriculum for Better Alignment with CCSS |
| Sept-May | Faculty Meetings | Attended Faculty Meetings to Discuss Pertinent School Related Information |
| Oct, Nov | Evaluation Team Meetings | Discussed Changes to Evaluation Tool |
| Tuesday March thru May | After School AP Study Sessions for One Hour | Provided Extra Practice and Information for Students Taking the AP Exam |
| Sept - March | 20 Minute PD | I-Books, I-Tunes U, Advanced Weebly, Presentation Tools, Curriculum Crafter |
| Sat, April | Four Hour AP Study Session | Provided Extra Practice and Information for Students Taking the AP Exam |
| Jan, May | Flivver Foundations Team Meeting | Developed Agenda, Organized Subs, and Helped to Facilitate Meeting, Planned Curriculum and Scheduled Events and Speakers |
| Feb-March | Academic Spirit Week Planning Team | Met Several Times to Plan and Implement ABC Spirit Week |
| May | Bonduel Technology Visit | Visited a One:One School to Gain Knowledge of Possible Implementation at Breitung Township |
| April | MACUL Technology Wrap-Up | Reviewed MACUL Experience and Planned Future Opportunities for District Technology Integration |

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| Date |  |  |
| MarchMarch | SER School Improvement Committee | Reviewed School Improvement Data and Completed State Required Evaluations |
| April -May | Academic Booster Club Meetings | Planned the ABC Cow Bingo Fundraiser |
| May May | ABC Cow Bingo Volunteer | Participated in ABC Fundraiser |
| FebD Feb | Drama Production | Spectator |
| Sep-March | Recommendation Letters | Wrote over 25 Recommendation Letters for Scholarships and College Admittance |