
Murray Language Academy
5335 South Kenwood Chicago, Illinois 60617
Telephone 773/535-0585 · Fax 773/535-0590

Memorandum

TO: 5th Grade Parents

FROM: Greg Mason, Principal

Date: May 16, 2017

RE: Ms. T. Williamsi Leave of Absence

Cc: Ms. Gulley, Ms. Paulinski, and Ms. Watts

I am writing to inform you that Ms. T. Williams will be going out on a medical leave that will last through the end of the school year. She is scheduled for surgery on Monday, May 22nd. Ms. Williams has postponed this leave to prepare her students for the end of year assessments.

In her absence Mrs. Davis will be working with our children. Ms. Davis is a retired teacher and has over 25 years of teaching experience in CPS. She has worked at Murray as a substitute teacher a few occasions this school year. She is very familiar with the students. Ms. Davis has excellent classroom management and enjoys working with students. Ms. Davis will partner with Ms. Patton and Mrs. Holzhauser.

Ms. Williams will administer the NWEA Math test to all 5th graders during the week of May 15th. She also plans to check her email and classdojo regularly, and work very closely with Ms. Davis for a smooth transition..

Lastly, let's all wish Ms. Williams the very best on her surgery and recovery.