

Andover Public Schools
Andover, Massachusetts

*Nancy A. Duclos
Assistant Superintendent*

June 19, 2012

Memorandum

To: Andover Public Schools Faculty and Staff

From: Nancy Duclos, Assistant Superintendent of Schools
Deirdre Carty, Staff Development Interim Co-Chair

Cc: Marinel D. McGrath, Superintendent of Schools
Kerry Costello, President Andover Educators' Association

Re: **New Guidelines and Proposals for Staff Development**

Good morning,

It is the end of the school year and many of you are packing up rooms, looking forward to a well deserved rest, and relishing in the idea of some time out of the classroom. Enjoy this time because the summer has a way of flying by.

The Staff Development Commission in a few workshops collaboratively revised the course, small group, independent study forms, and guidelines. It is our hope that these refined forms will make the process easier for any teacher/staff development provider to navigate. We have worked hard to anticipate any questions you may have and structured the information sheet to be so clear that these questions have been answered. However, we know that might not be the case. Please feel free to contact any one of the staff development representatives (listed at the bottom of this memo) for clarification.

We have attached the new proposal forms and guidelines in this communication in the event you were thinking of offering a course proposal, facilitating a professional study group, or doing independent research. If you are considering offering a course or study group for the fall semester, we respectfully request you submit your proposal to this office no later than August 28th.

Many thanks to all who have offered course work or who have participated in staff development offerings from the Andover Schools.

Staff Development Commission: Tim Van Wey, Deirdre Carty, Irene Velonis, Dan Miley, Liz Roos, Steve Murray, Luz Valverde, Carol Weldin, Nancy Duclos