



64 Cabot Road  
Danvers, MA 01923  
fax 978.777.8931  
www.danvers.mec.edu

## Public Schools

**Lisa Dana, Ed. D.**  
Superintendent of Schools  
978.777.4539 Ext. 2430  
email . dana@danvers.org

**Susan M. Ambrozavitch**  
Assistant Superintendent  
978.777.4539 Ext. 2436  
email . ambrozav@danvers.org

**Richard W. Warren, MBA**  
Director of Finance &  
Administration  
978.774.4800 Ext. 2433  
email . warren@danvers.org

August 21, 2009

Dear Professional Educator:

As we sit to write this, it appears that the early summer rain clouds have lifted. We have entered August experiencing just about perfect weather. We hope that the 2009-2010 school year will mirror our August weather in that any clouds we may have experienced at the end of last year have lifted and better days are ahead.

This has certainly been a summer of interesting cultural events. Many of these events highlighted specific generational milestones. As well, we have been reading about these generational shifts and how they affect our work in schools, our communication with parents, community members and one another. To us, having many points of view working together is an optimal way to use Professional Learning Communities as a vehicle to share our collective wisdom, passion and knowledge about our chosen career. We will share our perspective with you at our Opening Day meeting on September 8th.

The schedule for the first week of school is attached. There are changes to note. Specifically, students will be dismissed on September 9, 10 and 11 after lunch is served. Additionally, all teacher aides will return to the DHS auditorium at 1:00 p.m. on September 8<sup>th</sup> for a general meeting.

Attendance at the all-district Tuesday morning breakfast and welcome gathering at Danvers High School is required for all staff members.

Please know that your administration is committed to supporting excellence in teaching to the greatest extent possible. We are so looking forward to seeing you as we celebrate the beginning of our educational New Year!

Very truly yours,

Lisa Dana, Ed.D.  
Superintendent of Schools

Susan Ambrozavitch  
Assistant Superintendent

Richard Warren  
Dir. of Finance & Admin.

*Caring . Quality . Commitment . Collaboration*

**Opening Day, Tuesday, September 8**

- 8:00-8:30 a.m. Continental Breakfast, Danvers High School Cafeteria
- 8:45-9:30 a.m. Move to High School Auditorium
- Welcoming remarks from Arthur Skarmeas, School Committee Chairperson; Thomas Sangermano, DTA President; Richard Warren, Director of Finance and Administration; and Lisa Dana, Superintendent of Schools. Introduction of new staff by principals/directors.
- 9:30-10:00 a.m. Professional Learning Communities – Our Generational Journey – Lisa Dana and Susan Ambrozavitch
- 10:15-Noon Welcome back continues with principals in your own buildings
- Noon-3:00 p.m. Lunch and self-directed teacher time on campus
- 1:00 p.m. Teacher Aides – Danvers High School Auditorium
- 2:00 p.m. Nurses – Central Office Conference Room (near Mills Center)

**First Three Early Release Days (September 9, 10 and 11)**

Student dismissal time is 12:45 p.m. for the middle school and high school, and 1:15 p.m. for elementary. Lunch will be served for all students.

The remainder of each day is teacher-directed on campus.

Your principal may schedule one administrative meeting on Wednesday or Thursday for one hour.

**School Hours**

Danvers High School	7:30 a.m. - 1:55 p.m.
Extended Block	2:00 p.m. - 2:40 p.m.
Holten-Richmond MS	7:30 a.m. - 1:55 p.m.
Extended Block	2:00 p.m. - 2:40 p.m.
Elementary Schools	8:20 a.m. - 2:30 p.m.
Extended Block	7:30 a.m. - 8:20 a.m.

**Teacher Contract Times**

7:20 a.m. – 2:45 p.m.
7:20 a.m. – 2:45 p.m.
7:20 a.m. – 2:45 p.m.
7:25 a.m. – 2:50 p.m.
7:45 a.m. – 3:10 p.m.
7:20 a.m. – 2:45 p.m.

**School Year Early Release Days**

September 9-11, 2009; October 7, 2009; November 4, 2009; December 2, 2009; January 6, 2010; February 3, 2010; March 3, 2010; April 7, 2010; May 5, 2010; and June 2, 2010.

Student Release Time:

12:45 p.m. Middle/High School      1:15 p.m. Elementary

Professional Learning Communities (PLC)

PLC Time	1:00-3:00 p.m.	Middle/High School
	1:30-3:30 p.m.	Elementary

### **Central Office Reorganization**

The priority for Central Office is to successfully implement the 2008-2013 Strategic Plan; thus, increasing student achievement. Specifically, Central Office must be a high performing team that provides high quality customer service and accurate and timely information to make informed decisions.

To meet our goals, we have re-allocated responsibilities in Central Office. The major change is moving personnel to the Assistant Superintendent's office. The chart below describes the areas of responsibility for Lisa, Sue and Richard.

We look forward to providing you with focused and coordinated support so that you can focus on providing a high quality education to all of our students in a safe environment. Please contact us with any questions about the transition.

<b>Superintendent</b>	<b>Assistant Superintendent</b>	<b>Director of Fin/Administration</b>
<b>Focus:</b> Human Resources	<b>Focus:</b> Personnel	<b>Focus:</b> Financial Resources
*Hiring/Contracts	*Evaluations	*Budget
*Strategic Plan	*Credits	*Accounts Payable
*SC - Policy	*Licensure	*Central Office PO's
*AC - implementation	*CORI's	*Payroll and Benefits
*Community/Media	*Curriculum & Instruction	*Revolving Accounts
*Building Project	*Assessment/MCAS	*Transportation
*Technology	*Grants/Homeless	*Facilities
*MCAS-Alts	*Diversity	*Attendance
*DanversCARES	*Library/Art/Music	*Financial Reporting

### **Snow Days and Paychecks**

Want to be sure to get paid on a Thursday snow day? If so, sign up for direct deposit. It is a real time saver. Contact Diane Thibault at 978-777-4539 – ext. 2435 (email – thibault@danvers.org). The first payday for the 2009-2010 school year is Thursday, September 10<sup>th</sup>.

### **Retirement**

Contact Diane Thibault if you have any questions about retirement.

## Professional Development Update for the 2009-2010 School Year

1. Welcome back! We hope you had a great summer. We'd like to extend a special thank you to all who were able to participate in our many summer offerings.
2. Good news! You no longer have to wait until Tuesday to record or pay for credit! You are welcome to visit the Central Office any day, Monday through Thursday from 2:30 p.m. – 4:00 p.m. to take care of the paperwork. If you want to notify us ahead of time that you are coming, that would be great (but not necessary). Call Colleen Heaphy (x 2437) or email her at [heaphy@danvers.org](mailto:heaphy@danvers.org) with questions or clarification.
3. Please note that if you have any outstanding, past credits that you have not yet recorded, you need to do so (and pay if applicable) NO LATER than October 31, 2009. Credits dating back to 2007 ONLY will be accepted. Nothing previous to that date will be allowed.
4. A REMINDER: YOU NEED TO RECEIVE PERMISSION FROM THE ASSISTANT SUPERINTENDENT when you are taking a college course (or embarking upon a degree program) for credit PRIOR TO BEGINNING the course. In some cases, we may need a meeting. We will no longer be able to approve courses after you have taken them WITHOUT our initial approval on My Learning Plan.
5. Upon completion of a "Danvers University" professional development course, seminar or activity, an online evaluation should be completed. Credit will be awarded to you when we see that you have filled out the survey on My Learning Plan. We can only improve upon our professional development offerings when you provide us with your honest and thoughtful feedback.
6. A reminder: requests for personal days, professional days, jury duty and the like must be entered on My Learning Plan. It is assumed that you will verbally notify your principal as well. Also, as per your contract, any teacher wishing to take personal days on either side of a long weekend or vacation week must make an appointment to see the Superintendent prior to requesting the time off on My Learning Plan.
7. If you have any suggestions for professional development, kindly email Sue Ambrozavitch at [ambrozav@danvers.org](mailto:ambrozav@danvers.org). This year, we are going to focus on professional development relevant to our district-wide strategic plan.
8. Some of the Professional Development offerings for 2009-2010 include: Skillful Teacher, Suicide Prevention, Olweus Anti-Bullying Program, Elementary Standards-Based Report Card study group, formative assessment, analysis of the Survey of Enacted Curriculum, Community Service Learning and content-based offerings. Check My Learning Plan often for specific dates, times, credit and cost.