



**Debbie Hale**  
**Director of Curriculum**  
**Boxford, Topsfield & Middleton**  
**Public Schools**

**978 887-2856**  
**X 204**

dhale@  
 tritownschoolunion.com

To: Principals (All Staff)  
 From: Debbie Hale  
 CC: Dr. Creeden  
 Date: January 8, 2007  
 Re: January 26<sup>th</sup> Full Professional Development Day Info & Sign Up Sheet

Principals, please copy this sign up sheet and share with all staff.

Our full day professional development day will be held at Proctor and Cole School for all staff from Boxford, Topsfield and Middleton. Some sessions are full day, some half day and others are for about 1 ½ hours. A few hard copies of the brochure will be left in the teacher's room at each school. However, electronic versions will be emailed in our effort to use technology to streamline our work and save trees!

Thanks to the efforts of the Professional Development, Technology and Wellness Committees, the areas of focus will be Guided Reading, Technology and Wellness. Additionally, some of the sessions are required by the MA DOE. Please pay attention to the lettering in red.

Lastly, Please return the bottom portion of this sign up sheet to your building principal by Wednesday, January 17<sup>th</sup>.at the very latest so every effort can be made to organize everyone's choices. The principals will receive a confirmed list by January 24<sup>th</sup>. **If you don't sign up on time you will be assigned.**

*All sessions are contingent upon sufficient enrollment. See your building principal or email Debbie Hale at [dhale@tritownschoolunion.com](mailto:dhale@tritownschoolunion.com) with questions. Water will be available. Lunch and snacks are on your own. Feel free to bring any conveniences.*

Name: \_\_\_\_\_ School: \_\_\_\_\_

*(Please print clearly)*

<b><u>Indicate Number from Table of Contents in PD Brochure</u></b>	First Choice #	Second Choice #	Third Choice #
Session A:			
Session B:			
Session C:			

Return this bottom section to your building principal by Wednesday, January 17<sup>th</sup>.  
Thanks.