

# CAPE ELIZABETH SCHOOLS

**Alan H. Hawkins**

*Superintendent of Schools*

**Dominic DePatsy**  
*Special Services*

**Sarah Simmonds/Shari Robinson**  
*Curriculum and Staff Development*

**Pauline Aportria**  
*Business Manager*

TO: STAFF MEMBERS OF PROFESSIONAL LEAVE  
FROM: Alan H. Hawkins, Superintendent  
RE: Report on your workshop / conference

The opportunity for Cape Elizabeth staff members to enhance their Professional Development is truly an important and valued aspect of our schools. However, all too often you do not have the opportunity to report back to other staff members across the school system.

On October 25, 2006, the School Board's Communication Committee voted to begin a space on the system's website where we can publish **brief** reports on workshops / conferences that staff members attend. Therefore, I am attaching this letter to your approved request. When you return, please take a few minutes to write some pertinent information on the results of the attended workshop / conference to inform others. Please send the return to Mary Bruns who will ensure it goes to the website collection point.

**PLEASE, do not see this as a long report!!!** What the committee is seeking to share with staff is a brief report, even a series of bullets, of information that might be helpful for other staff members. We will also put your name with the report so that staff can contact you.

## REPORT FORM

Person(s) attending \_\_\_\_\_ Date \_\_\_\_\_

Name of Workshop / Conference \_\_\_\_\_

Presenter(s) \_\_\_\_\_

Ideas I brought back for my classroom and to share with others: