

November 28, 2018

Dear all:

I am reaching out to announce two professional development sessions that will support district and school leadership teams in designing and creating new master schedules based on best practices. As many of you know, I represent District Management Group (DMGroup), a Boston-based firm that works with school districts in order to improve student outcomes. We have partnered with the Vermont Agency of Education to provide this PD opportunity to districts and supervisory unions in the state.

These two PD sessions will cover best practices for optimizing building schedules, creating schedules that support special education staff and other interventions, and using technical strategies for scheduling. These sessions will be collaborative and engaging and will involve extensive discussions within teams and with peers across the state. One session will focus on elementary scheduling and the other will focus on secondary scheduling:

Elementary scheduling strategies will focus on the importance of scheduling uninterrupted core instructional time, common planning time and extra-time intervention for struggling students. Secondary scheduling strategies will focus on utilizing district resources to build schedules that maximize staff time and give students access to the greatest depth of offerings and rigor possible.

Participants will have the opportunity to attend the two PD sessions in either the north or south of the state. The two sessions are still in the process of being scheduled and will be scheduled for January or February of 2019. If you are interested in this professional development opportunity, we will notify you of the final dates and logistics as soon as they are finalized.

Note that in addition to these PD sessions, we will also be providing technical assistance and coaching to a limited number of districts and supervisory unions. While the professional development sessions are open to everyone who is interested, districts and supervisory unions that are eligible for the technical assistance will be contacted separately.

Please let me know if you are interested in participating in this PD opportunity, or if you know of districts or supervisory unions who might be interested. We believe that these sessions will provide leaders with valuable strategies that they can bring back to benefit students. Please feel free to reach out to me at [nlevenson@dmgroupk12.com](mailto:nlevenson@dmgroupk12.com) or (617) 453-2580 or [Meg Porcella](#) at the Vermont Agency of Education at (802) 479-1870 with questions.

Best,

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