

Greenbelt Middle School



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Dr. Daria Valentine, *Principal*

November 14, 2017

Dear Parents and Guardians:

Our school is participating in a national professional development process concerning principal use of time.

As a principal I try to make time with teachers, to improve their practice, and time with students, to improve their learning, my priority.

Management duties, however, often get in the way. I am starting the SAM process so I can increase my time with students and teachers.

A data collector will be shadowing me the following days November 17-21, 2017. Every five minute my "shadow" will take data on what I am doing. The data collector can't talk to me, or anyone else. The data collector will carry a clipboard with a stop watch and will try to be as "invisible" as possible and not disrupt our work.

I will receive the results of the data collection the following week and will work to increase the percentage of time I spend on instructional tasks.

Next year we will repeat the data collection process to see how much progress I have made.

Please make every effort to interact with me as you do any other day during data collection.

Thanks for your help,

Dr. Daria Valentine, Principal

PS: You can learn more about the SAM process at www.SamsConnect.com

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