Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Dundee High School Senior/Riverside Academy Senior--- “Class of 2018”

My name is Eddie Manuszak and this is my second year as Superintendent at Dundee Community Schools. I have been in the field of education my entire life, including long-term substitute positions here in Dundee during the 1996-97 school year. I have also served as a Classroom Teacher, Principal, Assistant Superintendent, and College Adjunct Professor before taking on this new role. You may have already met me or noticed me stopping by your classes.

I would like to initiate a continue a new tradition I began here at DCS. In order to get to know you and your classmates, I would like to sit down and talk individually with each member of the senior class, even if it is only for 10-15 minutes. In the course of our discussion, I hope to get to know more about you, your goals and your experiences here at Dundee Community Schools. It will be your chance to express some feedback about your experiences, and offer suggestions to make our school system even better.

This will be a painless (I promise!) and hopefully meaningful experience for you as well, as I want to hear your thoughts and opinions about Dundee Community Schools. In order to do this, I have set up a schedule and set aside some time each week to meet with you and your classmates.

I have also asked that you complete and share with me the attached sheet. Please note this letter will be shared and seen by others so take your time to answer the questions thoroughly and completely. It will allow me the chance to get to know you better.

**I would like to meet with YOU** at the following date and time:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Dundee High School Counseling Office (for DHS Students) and Common Room (for Riverside Academy Students)

Should you need a “pass” for your teacher or the office, please let this letter from me serve as your pass. I look forward to meeting and talking with you!

If this is NOT a good time to meet with you, please call or email me or get in touch with Ms. Brook, Ms. DeBruyne, Ms. Carson, Ms. Hamet, or Ms. Rouse so we can find a day/time that will work better for you.

Sincerely,

Eddie Manuszak Ed. S., Superintendent

Dundee Community Schools

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