MALLARD CREEK MAVERICKS

School Leadership Team Agenda
Thursday, August 22, 2019, 2:30pm @ MCHS Media Center

I. **Welcome & Introductions**

II. **Monthly meetings**
   A. Second Wednesday of each month, 4:30pm in the Media Center
   B. Meetings open to the public
   C. Recorder?
      1. Minutes posted to school website ≤ 10 days after meeting

III. **Teacher Work Days**
   A. See reverse for CMS district requirements
   B. Determine which dates to designate as mandatory/optional
      a) October 9
      b) October 28
      c) November 5 - required
      d) January 2-3
      e) January 24
      f) February 17
      g) March 27
      h) April 9
      i) June 10 - required
      j) June 11

IV. **Early release days (used for afternoon Professional Development for staff)**
   A. October 16, March 4, January 8, April 29

V. **Upcoming Events**
   A. Grade 10-12 Open House - Thursday, August 22
   B. Optional Work Day - Friday, August 23
   C. First day of school - Monday, August 26
   D. No School (Labor Day observation) - Monday, September 2
   E. Curriculum Night (all grades) - Wednesday, September 25, 6-7:30pm

VI. **Next Meeting Date?**

VII. **Other items?**

Designation and Use of Teacher Workdays 2019-2020 School Calendar

There are a total of 17 teacher workdays in the 2019-2020 school calendar. Of the 17 workdays, four have been designated by the district as required for central office use. Principals must work with the school leadership team (SLT) to designate the remaining 13 workdays as optional or required.

CMS Calendar requirements:
Use of Teacher Workdays: The teacher workdays built into the calendar shall be designated as either “required” or “optional” and shall be scheduled as follows:

1) Optional Teacher Workdays - There must be at least two days designated as optional teacher workdays, which are days on which teachers may work or take off with pay as:

i. accumulated vacation leave, or

ii. flex day leave. Because of how “Central Office Use” and “School Use” required teacher workdays are scheduled, optional teacher workdays may occur on different days for different personnel.

2) Required Teacher Workdays - Teacher workdays not designated as optional are “required” teacher workdays and are days on which teachers are required to be at work.

i. Central Office Use - Up to four of the full-day required teacher workdays and up to four of the early release days may be protected for professional development or other activities planned by the Central Office. The dates on which these days are scheduled may vary for different personnel.

ii.School Use - The remaining required workdays may be protected for school use and will be scheduled on days chosen by the principal of each school, in consultation with the School Leadership Team, prior to the first day of employment for teachers for the school year. The purposes and dates on which these workdays are scheduled may vary for different personnel. The principal must communicate the dates of these teacher workdays to the teachers prior to the first day of employment of teachers for the school year.