



## Department Chair Meeting

*September 13, 2021*

### AGENDA

- I. Master Schedule Updates
    - a. Open Positions – Vacancy
      - i. Mariachi
      - ii. Piano
      - iii. (2) Social Studies
      - iv. Science
    - b. Balance
      - i. W Geo Honors
      - ii. Chemistry
      - iii. Govt. / Eco.
      - iv. English
  - II. District CPA
  - III. Campus Newsletter
  - IV. COVID – 19 Flowchart
  - V. Professional Development Requirements
    - a. GT 6 Hours On-going
    - b. 12 Hours Technology Ongoing
    - c. 6 Hours Bilingual Ongoing
  - VI. Coming Soon!! – Employee Absences
    - a. Employee will be required to input your absence not only through SubSmart Find but also through TCP Webclock.
    - b. Failure to input your absence with the type of leave, payroll with charge your local leave.
    - c. No Paper Absence Reports once this begins
  - VII. Requesting Substitutes
  - VIII. Notes / Comments
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