



Department Chair Meeting

October 25, 2021

AGENDA

- I. Master Schedule Updates
 - a. Open Positions – Vacancy
 - i. Mariachi
 - ii. (2) Social Studies
 - iii. Science
- II. District Benchmark
 - a. November 8th – November 12th
- III. Campus Newsletter
- IV. Professional Development Requirements
 - a. GT 6 Hours On-going
 - b. 12 Hours Technology Ongoing
 - c. 6 Hours Bilingual Ongoing
- V. 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
- VI. Requesting Substitutes
- VII. Monitoring Charts – Classroom Doors
- VIII. SACS Accreditation Visit
- IX. Notes / Comments
