



“Building a
Foundation for
Lifelong
Learning”

CECIL COUNTY PUBLIC SCHOOLS
DIVISION OF EDUCATION SERVICES
201 Booth Street • Elkton, MD 21921

410-996-5464 • FAX 410-996-5465 • www.ccps.org

Henry A. Shaffer
Superintendent

Christine M. Sopa
President, Board of Education

MEMORANDUM

TO: All Principals
FROM: Carolyn J. Teigland
DATE: June 17, 2009
SUBJECT: **Teachers’ Professional Development Days**

On the days listed below, all teachers who do not work full-time are authorized to work a full day:

August 21, 2009 (Secondary Teachers)
August 24, 2009 (Elementary Teachers)
November 6, 2009 (Secondary Teachers)
January 25, 2009 (Elementary Teachers)

Principals please note that the additional one-half day of work by a part-time teacher needs to be logged in on the school payroll voucher. This memorandum does not supersede our normal payroll procedures.

Additionally, part-time teachers may be used to substitute for teachers who are absent for one-half day and are to be paid at the substitute teacher rate for that portion of the duty day that they are substituting. Before employing a current teacher in this capacity, the building administrator is to notify the individual that payment is at the *substitute teacher rate*.

cc: Leadership Team
Payroll
Lead Secretaries

(over)

2009-2010
Teachers' Professional Development Days

County-based duty day: **Elementary 8:30 a.m.-4:00 p.m. (1 hour lunch)**
Secondary 8:00 a.m.-3:30 p.m. (1 hour lunch)

August 17, 2009	New Teachers	A.M. - Home Schools P.M. - Rising Sun High
August 18, 2009	New Teachers	All Day - Rising Sun High
August 19, 2009	New Teachers	School-based
August 20, 2009	All Teachers	School-based
August 21, 2009	Elementary Teachers Secondary Teachers	School-based County-based
August 24, 2009	Elementary Teachers Secondary Teachers	County-based School-based
August 25, 2009	All Teachers	School-based
November 6, 2009	Elementary Teachers Secondary Teachers	Conferences County-based
November 9, 2009	Elementary Teachers Secondary Teachers	Conferences School-based
January 22, 2010	All Teachers	School-based
January 25, 2010	Elementary Teachers Secondary Teachers	County-based School-based
April 1, 2010	All Teachers	School-based