



October 10, 2019

**MEMORANDUM**

**TO:** Principals and All Teachers

**FROM:** Kristi I. Murphy, Ed.D.,  
Chief Human Resources Officer

Helen Coley, Ed.D.,  
Chief School Support and Leadership

**RE:** Expectation of Educators - Friday, October 18, 2019  
(Professional Development)

The purpose of this memo is to provide expectations for educators on Friday, October 18, 2019, which is scheduled as a professional development day.

Educators have three (3) options:

1. Attend the Maryland State Education Association (MSEA) Convention, which will be held on October 18-19 at the Ocean City Convention Center. Educators **must** provide evidence of a certificate of attendance;
2. Participate in State Content-Specific Professional Development, to which they **must** provide evidence of a certificate of attendance; or
3. Report to their respective school locations and engage in planning, classroom responsibilities, viewing required SafeSchool videos, etc.

Principals may offer optional professional development opportunities. Should you have any questions, please contact [chro@pgcps.org](mailto:chro@pgcps.org).

KLM:HC/aa

c: Executive Leadership Team  
Area Associate Superintendents  
Instructional Directors  
PGCEA