

## 2020-2021 EWSD Floating ("Flex") Day Request Form

The flex day for this year must be directly related to our work with our PLCs (e.g. essential standards planning, developing formative assessments related to the essential standards, designing intervention plans related to the essential standards), RTI, planning for reopening, SEL planning for the coming year, or guiding coalition work. I am asking that you be very clear about your outcomes and to outline the specific work products that will be developed as a result of your flex day. Reach out to our coaches to inquire if they are available to work with you or your teams this summer.

You will need to submit your request to me for approval. Make a copy of this form.

<b>Date of request:</b> 6/25/2020	<b>School/team name:</b> Kindergarten - Hiawatha
<b>Team member names:</b> Kaylie Bufano, Colleen Stevens, Karen Seaman	
<b>Focus area: (short description):</b> Begin the work to incorporate the new SEL essentials into our daily plans.  Begin to put pieces in place for the start of school in relation to what we learned from Mind the Gap. How will we find out where students are at? What are the three essentials per content area we will focus on? some of this will be determined for us, but we know there will be parts we need to do.	
<b>Date(s) and times that this will occur (must equal 7.5 hours):</b> 8/18/2020 8:00am-3:30pm	<b>Requested in-service date that this time will replace:</b> Tuesday, November 24th
<b>Supervisor notes:</b>  	
<b>Supervisor approval/date:</b> 6/25 Katherine Grykien	
<b>Contract Language</b>	
2019 – 2020 AGREEMENT between the Essex WESTFORD EDUCATIONAL COMMUNITY UNIFIED UNION SCHOOL BOARD and the ESSEX WESTFORD EDUCATION ASSOCIATION	
<b>8.3 Team Proposed "Floating" In-Service Day.</b> <i>In exchange for one of the in-service days, teacher teams may submit a written proposal to the school principal for a team project/activity that will count as up to one work day. This day can be scheduled as one full-day, or as multiple partial days, which shall take place outside the normal work day. The project</i>	

*being proposed must tie directly to the school's action plan or school/district initiative, and must result in a specific deliverable. The proposal must minimally include the description of the activity/project, the proposed meeting date(s), names of the team members, and a description of the deliverable. Approval shall be at the sole discretion of the Superintendent. A common form and process will be developed by the Superintendent and used for this purpose.*