

MEMORANDUM

February 28, 2025

Action Required - ANNUAL



Office of Strategic Initiatives
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: Administrators and Teaching Staff

FROM: Stephanie S. Sheron, Chief ^{SSS}
Marjorie Lope Moutsatsos, Director, Department of Districtwide Professional Learning ^{MEM}

SUBJECT: *Required Professional Learning for Summer 2025*

Summary

The purpose of this memorandum is to provide you with information about the required teacher and administrator professional learning for summer 2025.

- Required summer learning is accessible via the professional learning webpage or directly on the required professional learning grid.
- Principals will review this information and ensure that teachers are notified of their required learning sessions.
- All Montgomery County Public Schools (MCPS) teachers and administrators are expected to review the linked information to determine which courses they are required to attend based on position and role responsibility. Teachers and administrators are expected to complete the registration process and fully attend required professional learning.
- When multiple sessions are offered, staff choose one session and register through the Professional Development Online (PDO) system. All identified staff must attend an entire session and may not attend parts of different sessions.
- When a teacher is hired to support ELO or ESY, they will be provided a unique link to register for their required learning if it conflicts with their summer work. Principals supporting ELO and ESY will be sent the link directly to share with their summer teaching staff.
- [Here](#) is a guide for administrators to monitor registration and completion of required learning for their staff.
- Teachers required to attend Tier 1 training will be paid at their current hourly rate of pay at the time of their participation in Tier 1 training. Only those identified staff that are listed as required to attend will be paid for this summer professional learning.

Background

Required summer professional learning is one of the many components in our efforts to provide all educators with the knowledge and skills they need to deliver an effective instructional program and to provide all students with an equitable supportive learning environment. Knowledge and skills gained in the summer learning will be reinforced by continuing efforts throughout the school year. MCPS believes in job-embedded professional learning that assists staff members in applying what they have learned in day-to-day work with colleagues and students.

Important Dates

- Registration for systemwide required Tier 1 learning for summer 2025 for **elementary staff** will begin at **5:00 p.m.** on **Tuesday, March 18, 2025.**
- Registration for systemwide required Tier 1 learning for summer 2025 for **secondary staff** and **centralized trainings** will begin at **5:00 p.m.** on **Thursday, March 20, 2025.**

Action Required

- Principals need to review and coordinate with teachers to register for applicable required summer learning.

Links/Additional Information

- [Professional Learning Webpage](#) (including Required Professional Learning Grid [online])

Questions

If you have any questions, please contact Dr. Marjorie (Margie) Lope Moutsatsos, director of districtwide professional learning, Office of Strategic Initiatives, via [email](#).