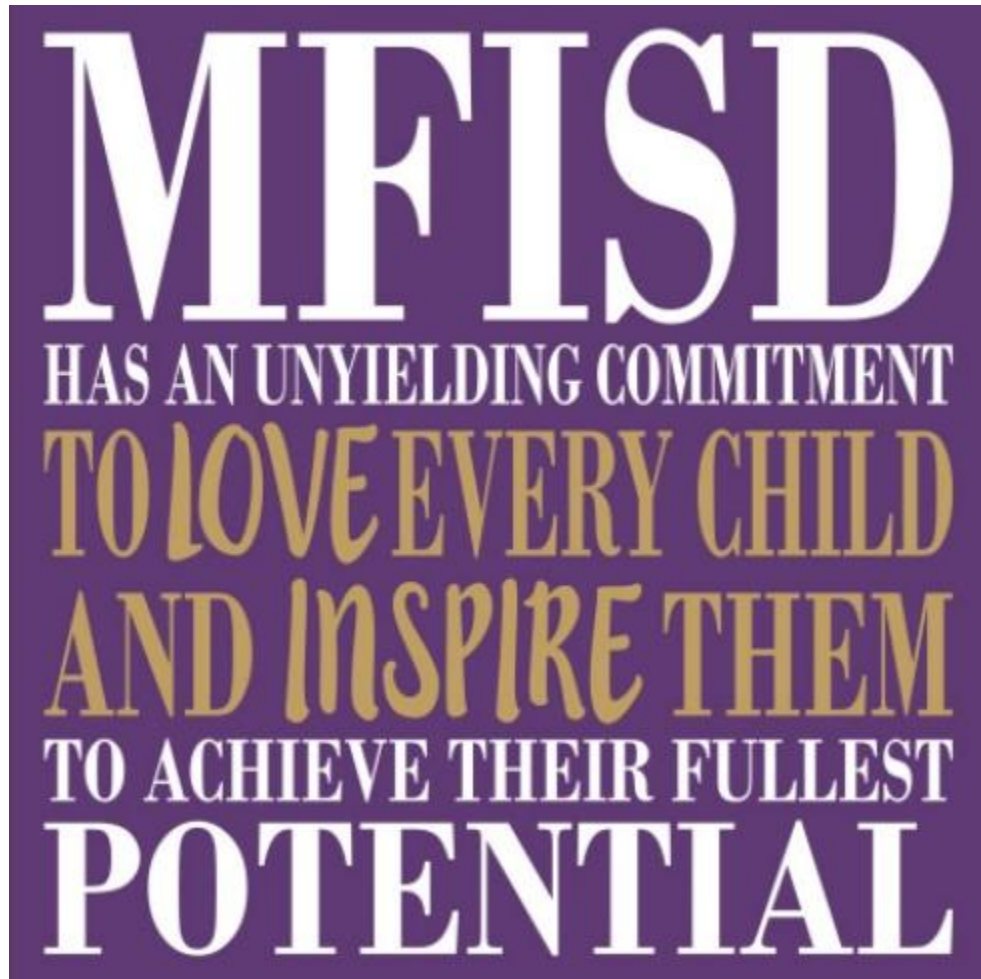


Marble Falls ISD
Professional Learning Handbook
2019-2020



Professional Learning Guidelines for the MFISD Employee Handbook
2019-2020 School Year

In Marble Falls ISD, we are committed to continuous improvement and learning. We are also committed to providing flexibility for meaningful learning opportunities.

All eligible MFISD employees will complete professional learning hours during the professional learning calendar year.

Definitions

Comp Days:

Employment contracts/agreements for all eligible employees shall include hours equivalent to **three workdays** to be designated as “comp days.” The purpose of the comp hours is for employees to meet the expectation for professional learning by attending workshops, conferences, seminars, and courses. **One “comp day” may be accrued by completion of the required compliance videos in Eduhero during non-contract hours, after supervisor approval.**

Professional Learning Calendar Year:

The professional learning calendar year shall begin on the day following the last day of classroom instruction of each school year and shall end on the first Friday of April, the subsequent school year. Annual professional learning requirements may be prorated by the Assistant Superintendent of Curriculum & Instruction based on an employee’s start date.

Extenuating Circumstances:

A written appeal may be made to the Director of Elementary Education or the Director of Secondary Education to waive the annual professional learning requirement due to extenuating circumstances or hardship. The request will then be considered by the Superintendent’s Cabinet.

Employee Specifications

Campus Exempt employees:

The "Campus Exempt Employee" category includes, but is not limited to: classroom teachers, instructional coaches, counselors, nurses, librarians, instructional technologists, library managers, special education itinerant staff, and any other position deemed by the District to have direct responsibilities with students.

For professional learning, a total of three days of learning/training (a minimum of 6 hours per day) must be completed during non-contract hours (for the three comp days) during the professional learning calendar year as well as recorded and submitted to their supervisor/campus principal through Eduphoria! Workshop. As stated previously, one "comp day" may be accrued by completion of the required compliance videos in Eduhero during non-contract hours, after supervisor approval. To assist with fulfillment of SBEC contract renewal requirement, additional contact hours of professional learning are included in the MFISD contract.

Non-exempt employees:

The "Non-Exempt Employee" category includes, but is not limited to, paraprofessional and auxiliary employees who are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor as documented in the district timekeeping system.

For professional learning, the supervisor pre-approves and monitors three days (a minimum of 8 hours per day) of professional learning, recorded in Eduphoria! Workshop or an equivalent means of documentation, which cannot occur during the workday, and must be completed during the professional learning calendar year. Separately or combined with learning, three days (a minimum of 8 hours per day) of comp time must be recorded via clock in/out procedures **between July 1 and the first Friday in November** for those whose employment agreement includes the comp hours equal to three workdays. As stated previously, one "comp day" may be accrued by completion of the required compliance videos in Eduhero during non-contract hours, after supervisor approval. Taking personal days is not an option for the comp time. When in the best interest of the district, waiving the learning/working the hours on the scheduled comp days may be permissible with submission of approval to the Cabinet-level department supervisor by the first business day in November.

Central Administration/Campus Administration Exempt employees:

The "Central Administration/Campus Administration Exempt Employee" category includes, but is not limited to: campus administrators, district administrators, coordinators, directors, and any other position deemed by the District to be a non-teaching professional.

Since non-contract time is limited or non-existent for these employees, three days of professional learning/training (recorded in Eduphoria! Workshop) can occur

during the workday and must be completed during the professional learning calendar year. Separately, three days of comp time must be documented on the Eduphoria! Formspace Comp Day Equivalency Time Log (log found under Curriculum) and completed by the first Friday in April. As stated previously, one “comp day” may be accrued by completion of the required compliance videos in Eduhero during non-contract hours, after supervisor approval. To assist with fulfillment of SBEC contract renewal requirement, additional contact hours of professional learning are included in the MFISD contract.

Part-time Staff Requirements:

All part-time staff working 20 hours or more per contract/agreement must complete the full professional learning requirement. Part-time staff working 19 hours or less per contract/agreement must complete professional learning as specified by the supervisor. Employees on special contracts should consult the Human Resources Department to verify contract terms.

Procedures

Texas Teacher Evaluation & Support System (TTESS):

All teachers appraised with the TTESS instrument for the first time are required to complete TTESS New Teacher In-Service prior to being appraised by their supervisor. All returning teachers will receive an update from their administrator, prior to being appraised through TTESS. TTESS training will not count toward the comp time (non-contract) requirement.

College/University Courses:

Transcripts and a course description must be submitted to your supervisor before a portfolio entry is requested in Eduphoria! Workshop. Three hours of completed credit hours related to current employment, educational practice, or administration equals 6 contact hours for SBEC purposes. **See Appendix “B” for more information.**

Out of District Courses and Conferences:

To receive non-contract professional development credit for out-of-district workshops and conferences, gain approval from your supervisor PRIOR to registration (or use Eduphoria to submit an Out-of-District Professional Learning Opportunity Pre-Approval Form – in the Travel Folder in Eduphoria and submit to your supervisor). A certificate of attendance from the presenter and workshop/session details must be submitted to your supervisor before a new portfolio entry is requested by the staff member in Eduphoria Workshop. **See Appendix “B” for more information.**

Individual Professional Learning Plan:

Prior to registering for professional learning courses, all professional campus exempt employees should meet as required by their supervisor (summative or goals setting

meeting) to address professional learning goals. A professional learning plan should be developed with the supervisor and approved by supervisor during the meeting.

Coaching and Sports Clinics:

Coaching and sports clinics may apply for up to six contact hours towards the minimum non-contract professional learning requirement for teachers. Although required for some extra-duty assignments, the clinics may not be directly related to any specified teaching assignment/certification area. **See Appendix "B" for more information.**

Alternative Learning Environments:

Job-embedded, online, distance learning, eCourses, webinars, and/or any combination thereof, are acceptable for professional learning hours when pre-approved by the supervisor and provided they are on the approved provider list for MFISD or for the Texas Education Agency. No more than six hours of comp time will be granted for these types of courses unless prior specific written approval is granted by the supervisor and either the Director of Elementary Instruction or the Director of Secondary Instruction. See "Out of District Courses and Conferences" for information on how to attach a certificate for consideration by your supervisor. **See Appendix "B" for more information.**

Book Studies:

Six hours of professional learning is the maximum number of possible hours for a single book study in one professional learning year. No more than one book study will be approved for comp time in a single professional learning calendar year. Hours are given for the time spent processing and applying the content (discussions, round robins, application action plans, and or presentations/sharing). A Campus Professional Learning form (in the Curriculum Folder in Eduphoria) must be completed by the supervisor and submitted for approval prior to scheduling a book study.

Monitoring Compensation Time:

Compensation balances (as of the last pay period posted) for non-exempt employees can be accessed from logging into the Time Clock Plus System, available from staff resources on the MFISD website.

Official Time:

The campus or department is not responsible for calculating compensation time for non-exempt employees. Calculations are done in the Human Resources Department to ensure legal and accurate calculations are completed.

Policy Reference: DMA, DEC

Workshop Facilitation by Teachers

Instructor Credit (During Non-contract):

Workshops that teachers conduct for other teachers during non-contract time may count toward the minimum comp day requirements. Time may be earned for preparation, up to the number of contact hours for the workshop.

Instructor Credit (During Contract):

Workshops that teachers conduct for other teachers during district-wide professional development can count toward the SBEC requirements, but not toward the minimum comp day requirements. Time may be earned for preparation, up to the number of contact hours for the workshop.

Sanctions for Noncompliance

Professional Learning:

Staff choosing not to meet the professional learning expectation shall be documented through the employee's evaluation.

Comp Days:

Staff choosing not to accrue the learning or comp time (as appropriate) equivalent to three workdays shall be docked at their daily rate of pay in order to return the compensation received for the time. Payroll deductions shall be done in hour increments, based on each individual's hourly rate as determined by the human resources department.

Example of Pay Reduction for Non-completion of Comp Hours Requirement

Comp Days Completed	Pay Reduction (Dock) at Daily Rate	Comp Days required to avoid dock
3 Days	0 days	0
2 ½ Days	½ day at daily rate	½ Day
2 Days	1 day at daily rate	1 Day
1 ½ Days	1 ½ days at daily rate	1 ½ Days
1 Day	2 days at daily rate	2 Days
½ Day	2 ½ days at daily rate	2 ½ Days
0 Days	3 days at daily rate	3 Days

Exempt Employees Hired Between	Requirement for Comp Hours
First day of school- Christmas Break	Minimum of 2 Days of Learning AND TTESS (if applicable)*
After Christmas Break	TTESS (if applicable)*
Non-exempt Employees Hired	Requirement for Comp Hours
Before the 15 th day of school	Minimum of 2 comp days
Between the 16 th and 40 th day of school	Minimum of 1 comp day**
After 40 th day of school	No comp days requirement ***

*Late hires are not subject to a reduction in pay if hired after the comp days

**Allowed to use 1 personal leave day for remaining comp days

***Contracted days will be adjusted at time of hire

Appendix "A"

How to find a course for professional learning in Eduphoria

Here are some directions for working with Eduphoria "Workshop" or "Strive" – where the sessions are housed.

1. Log on to Eduphoria.
2. Select "Workshop" or "Strive" from the list on the home page.



3. Select the "Workshop" tab on the left or simply select "Course Registration"



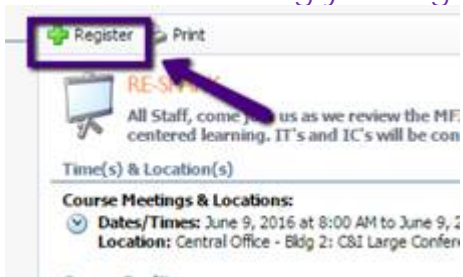
4. Select "Up and Coming Courses"



5. A list will come up that you can peruse and select the course you're interested in



6. Select the "Register" Button and you'll be registered for the course and sent an email confirming your registration

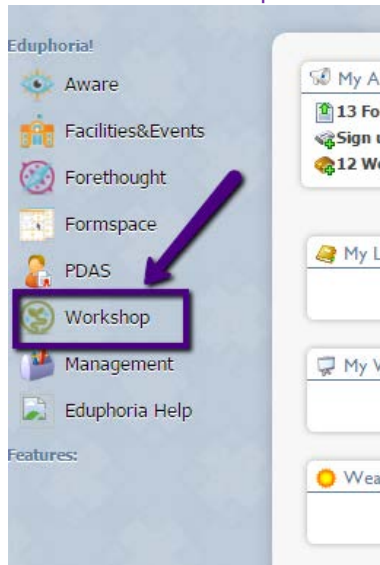


7. Registration for courses closes one day prior to the date of the course

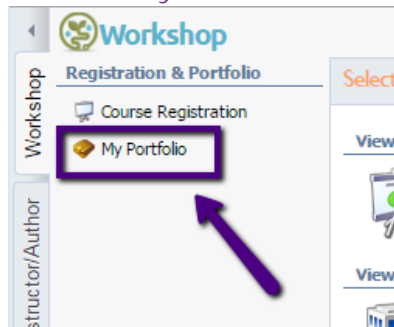
Appendix "B"

How to add "Out of District" Professional Learning Opportunities to your Eduphoria Portfolio

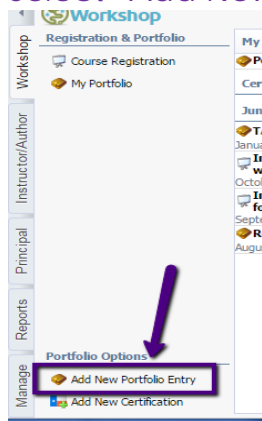
1. Log on to Eduphoria
2. Select "Workshop" or "Strive" on the home page.



3. Select "My Portfolio" from the left side



4. Select "Add New Portfolio Entry" at the bottom left side



5. Complete the first box, and then select "next" on the bottom right

New Portfolio Entry Wizard

What type of entry do you want to include in your portfolio?

Outside workshop or conference
 College course
 Other

Make the proper selection.

Cancel < Back Next >

6. Complete the information in these fields for the learning session that you attended, and then select "next" on the bottom right

New Portfolio Entry Wizard

Basic Entry Information

Title:
[Text Input Field]

Description:
[Text Input Field]

Start Date:
May 2016
Sun Mon Tue Wed Thu Fri Sat
24 25 26 27 28 29 30
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4

End Date:
May 2016
Sun Mon Tue Wed Thu Fri Sat
24 25 26 27 28 29 30
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4

Start Time:
08 : 00 AM

End Time:
04 : 00 PM

Cancel < Back Next >

7. Complete the information in these fields (most will be "Comp Time" & "Texas SBEC CBE") with the number of contact hours (typically 6 hours per day), and then select "next" on the bottom right.

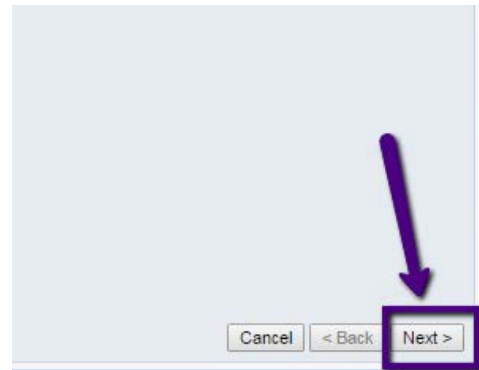
New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

Comp Time	<input type="text" value="0"/>
GT Annual Hours	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

Comments about the credit request:



8. Add a file upload of any proof of attendance for the professional learning session you attended (you may need to scan the certificate as a pdf and save to your computer), and then select "finish" on the bottom right.

New Portfolio Entry Wizard

Upload Attachments

No file chosen

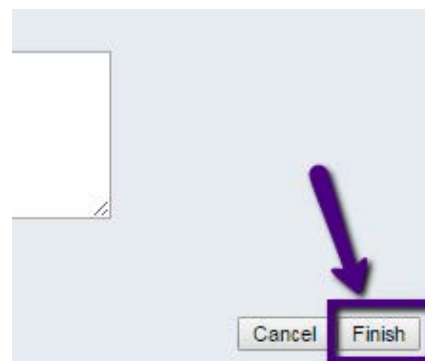
Description:

No file chosen

Description:

No file chosen




Description:



9. Once you select “finish” – the information will be sent to your supervisor for approval, and once approved, it will be placed in your portfolio, which is electronically stored by school years in Workshop.




Portfolio Summary for W

Total credits earned to date:






-  Comp Time, 6 Credit(s)
-  Texas SBEC CPE, 47 Credits
-  Instructor Credit, 0 Credits

Portfolio Entries from July 2018

Credit Items:

-  Comp Time, 6 Credit(s)
-  Texas SBEC CPE, 47 Credits
-  Instructor Credit, 0 Credits

Professional Development

-  TASA Mid Winter, January
-  Instructional Coaching Training
-  Instructional Leadership
-  Instructional Leadership
-  Region XIII TAIS, August