

Boerne ISD Professional Learning Exchange Day Program-2023-2024

Revised April 2023



District Scorecard 23-24

STUDENT SUCCESS

Prepare students to be College,
Career, and Military ready



FISCAL RESPONSIBILITY

Create efficiencies at all levels of
the organization



HUMAN CAPITAL

Provide a quality work
environment so every employee
can perform at the highest
levels

CUSTOMER SERVICE

Provide quality service to both
internal and external customers



Multi-Tiered Systems of Support & Progress Monitoring

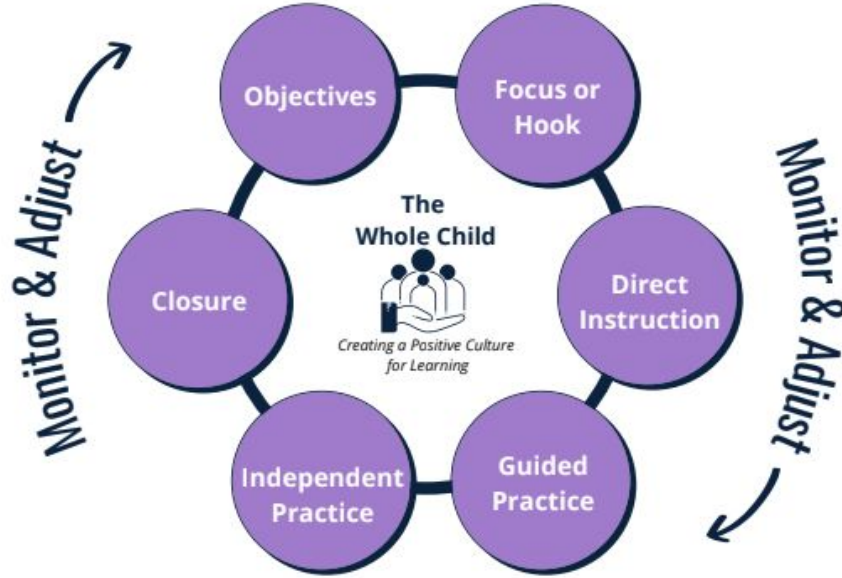
Data-Driven Decision Making - District Common Assessments, Eduphoria! Aware

International Center for Leadership in Education (ICLE)

TEKS Resource System

Classroom Walk-Throughs - Collection of Teacher Data in Eduphoria! Strive

lead4ward



Fundamental 5

Professional Learning - Reflective Practices, Professional Learning Communities (PLCs), Instructional Coaching, ICLE

Teaching and Learning Professional Learning Hub

BISD Professional Learning

Focused on the Future:
Innovation, Creativity, and Learning

Why must we communicate this NOW?

2023-2024 Exchange Days

January 2, 2024

February 19, 2024

April 1, 2024

Deadlines for Entering Exchange Day Credit Requests

December 4, 2023 (January 2, 2024)

February 5, 2024 (February 19, 2024)

March 8, 2024 (April 1, 2024)

Exchange Day Program Campus Reports for Eligibility

When CPE reports are generated to determine eligibility for Exchange Days, the following credit types will need to be checked:

2023-2024

- Tech Credit - outside of the contract day
- CPE-GT - outside of the contract day
- CPE- outside of the contract day

Late hires-Will be examined on a case-by-case basis.

Boerne ISD Professional Learning Rationale

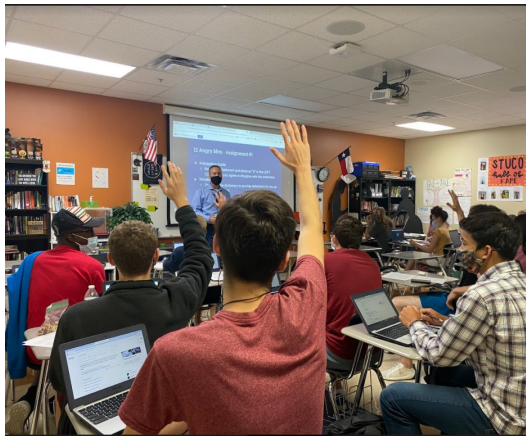


Photo credit: Hayden Landis, CHS

Professional learning is the primary vehicle to achieve the overall purpose of improving educator effectiveness and increasing student achievement. A well-designed professional learning program is an essential component of a district's efforts to achieve its mission and goals and to connect curriculum design and classroom delivery. Effective professional learning is research-based and driven by multiple forms of data, individualized to allow for differentiation for adult learners, and provides all staff members with the skills and knowledge needed to meet the needs of very diverse student populations.

[Boerne ISD Professional Learning Plan](#)

Professional Learning Requirements

All BISD employees are expected to model lifelong learning through active participation in and application of professional learning.

Professional learning at the district level is determined by district initiatives along with state and federal guidelines.

- Professional learning is aligned with the district mission and goals, campus/department needs, and on improving instructional/operational practices.



Professional Learning Requirements

All professional staff, including but not limited to principals, school counselors, librarians, educational diagnosticians, supervisors, coordinators, directors, or visiting teachers, shall participate in professional learning activities and shall be required to complete a minimum of 150 to 200 clock hours of professional growth every five calendar years as required by the Texas State Board for Education Certification (SBEC).



Exchange Day Program

Each year certain employees are allowed to accrue up to 3 days of compensatory time through the completion of approved professional learning outside of their regular contract time. These days may be used during the Exchange Days designated on the BISD school calendar. Each calendar year, district leadership along with the Professional Learning Advisory Committee shall determine the specific requirements for Exchange Days.

Exchange Day Program

Under Section 21.401 of the Texas Education Code, teacher contracts must be for a minimum of 187 days of service. Under Section 25.081, a school district must provide 180 days of instruction for students*. How many of the remaining seven days are used for staff development is determined locally. There are not any state laws or rules regarding the days on which staff development is scheduled. The schedule is determined locally. There are certain requirements and guidelines for the content and delivery of staff development in TEC Section 21.451.

Exchange Day Program

For 2023-2024, Boerne ISD has:

170 Days with students (Note: We are required to have a minimum of 76,500 minutes of instruction.)

9 Local Staff Development Days (District- and Campus-led Professional Learning)

3 Exchange Days (Professional Learning)

3 Workdays


.5 Convocation



185.5 days of minimum contractual days required by Boerne ISD*

*§TEC 21.401 (c-1) If a school district anticipates providing less than 180 days of instruction for students during a school year, as indicated by the district's academic calendar, the district may reduce the number of days of service required by this section proportionately. A reduction by the district does not reduce an educator's salary.

Exchange Day Program

 Exchange Day Guidelines for Teachers 2023-2024	
What are Exchange Days? The Exchange Day Program provides employees on 187-207-day work contract opportunities to pursue professional learning in exchange for 3, paid workdays during the school year. For the 2023-2024 school year, these days are January 2 nd , February 19 th , and April 1 st . Each of these days is provided in exchange for 6 hours of non-contract time professional learning totaling 18 hours.	When do I earn credits for Exchange Days? Eligible employees may accumulate 18 hours of professional learning credit for use as Exchange Days during any non-contract time. Exchange Day credits may be earned from activities related to job assignments such as attendance at: <ul style="list-style-type: none"> • trainings and workshops • conferences • guided curriculum writing and planning • pre-approved book studies • graduate-level courses • textbook adoption committees
Why does BISO have an Exchange Day Program? High-performing schools understand the relationship between effective teachers and high student achievement striving to create a culture valuing teacher learning and growth by making quality professional learning an essential component of improvement plans. Quality professional learning exhibits the following characteristics: <ul style="list-style-type: none"> • focuses on teachers as central to student learning • focuses on individual, collegial, and organizational improvement • is results-driven and job-embedded • is curriculum-centered and standards-based • reflects best available research and practice in teaching, learning, and leadership • enables teachers to develop further expertise in subject content, teaching strategies, uses of technologies, and other essential elements that support high standards of teaching • is evaluated based on its impact on teacher effectiveness and student learning • focuses on developing teachers' capacity in one or more of the domains under T-TESS <ul style="list-style-type: none"> ◦ Domain 1: Planning ◦ Domain 2: Instruction ◦ Domain 3: Learning Environment ◦ Domain 4: Professional Practices and Responsibilities 	Where can I find Exchange Day opportunities? Exchange Day credit should come from a TEA-approved provider. <ul style="list-style-type: none"> • Attend Boerne U • Confer with your principal/supervisor • Search in-district professional learning sessions in Eduphoria! • Search the ESC-20 Professional development catalog, Connect 20 • Consult with the content area/program area coordinator/director
Research emphasizes the central role of content knowledge and pedagogical expertise in student achievement; professional learning should be in the areas of curriculum and instruction. In cases where a teacher may have a dual teaching assignment of both core content and enrichment courses (e.g., science and coaching), Exchange Day credits should reflect no fewer than 6 hours in the assigned content area and 6 hours in instructional technology. The remaining 6 hours may be in other categories relevant to the employee's job assignment.	Who is required to participate in Exchange Days? Exchange Days are required of all employees on a 187-207-day work contract. This includes: <ul style="list-style-type: none"> • Teachers • Instructional Coaches • Interventionists • Librarians • Counselors • Specialists • Therapeutic/Evaluation Staff • ARD Facilitators • Nurses
	If you are unsure if you qualify for Exchange Days, please contact your supervisor. Paraprofessional and Auxiliary employees should see the guidelines provided by BSD Human Resources.

How do I ensure my Exchange Day hours are approved?
 The Exchange Day credit process includes both acquiring the training and appropriately requesting credit in Eduphoria! Strive. To qualify as Exchange Day credit, the employee must ensure the following criteria are met:

1. The employee, when possible, receives prior approval from the principal and ensures the professional learning meets the criteria for Exchange Day credit.
2. The employee earns 18 hours of professional learning for Exchange Days and ensures the sessions are reflected in their Eduphoria! Strive Portfolio as "approved" by 10 working days prior to the Exchange Day.
3. The employee ensures there is appropriate documentation of attendance at professional learning, e.g., an official certificate of attendance/transcript for outside-of-district professional learning.
4. The employee tracks Exchange Day credits by checking their Eduphoria! Strive portfolio.

Deadlines for entering Exchange Day Credit Requests:

December 4, 2023 for January 2, 2024
 February 5, 2024 for February 19, 2024
 March 8, 2024 for April 1, 2024

Who Enters Professional Learning into Eduphoria! Strive?

District-wide/district-level	District workshop facilitator
Campus-based/campus-initiated	Campus Eduphoria! administrator
Out-of-district	Employee

Are there any penalties for not completing the Exchange Day process?

Since January 2nd, February 19th, and April 1st are paid contract days, teachers not completing the 18 hours of professional learning and/or not appropriately entering the hours into Eduphoria! Strive before the Exchange Day will be docked state personal leave or, if no personal leave is available, salary.

For questions regarding the Exchange Day Program please contact
Teaching and Learning Department
(830) 357-2045

Criteria for Exchange Days:
 Professional learning sessions approved for Exchange Day credit may vary depending on Campus Improvement Plan (CIP) and District Improvement Plan (DIP) goals. Principals/Supervisors reserve the right to direct professional learning toward campus/district initiatives. The Professional Learning Advisory Committee along with the Teaching and Learning Department determines criteria for Exchange Days. For 2022-2023, Exchange Day credits must come from the following categories:

- 6 hours in assigned content area
- 6 hours in implementation of [instructional technology](#)
- 6 hours choice categories related to the employee's job assignment

*Therapeutic/Evaluation Staff, ARD Facilitators, Counselors, and Nurses may substitute 6 hours of assignment-based professional learning for instructional technology hours.

Exchange Day Credit MUST:

1. be received outside of contract school hours (e.g., before or after school, weekends, holidays, and summer vacation) from a [TEA-approved provider](#)
2. be data-driven, aligned with the campus/district improvement plan.
3. be related to the current employee assignment.
4. aligned to curriculum standards (TEKS), including technology-related professional learning.
5. be related to a domain of T-TESS or other district-approved employee evaluation tool.

Exchange Day Credit MAY:

6. be an approved professional learning session where the registration is paid for by the district provided the employee is not compensated by the district or the entity providing the session for their attendance.
7. be compliance professional learning required as part of the job assignment for up to a maximum of 6 hours, provided the training was received outside of the school day.

Exchange Day Credit WILL NOT be awarded if:

8. the training is required, annual compliance training required by the state and/or district that is intended to be completed during contract time.
9. the training is a repetition of a course for which the employee has received prior credit.
10. attendance at professional learning results in monetary compensation to the employee and/or it is not associated with their job assignment.
11. the professional learning occurs during a contracted workday, even if a personal day is used.
12. it is for attendance at a meeting, including faculty or department meetings, district-level meetings, etc.
13. appropriate documentation of attendance is not provided.

Exchange Day Program

When must professional learning eligible for Exchange Days occur?

- Professional learning must occur outside of the regular academic calendar or contracted workday.

Example-For 10-month contract employees the following would be considered outside of the regular academic calendar or contracted workday:

- May 27, 2023-July 31, 2023 (summer)
- Weekends during the school year
- Student and Faculty holidays/breaks (highlighted in yellow on the BISD School Calendar)
- After the school day outside of contract, workday hours (3:30pm for elementary and 4:30 pm for secondary)

Exchange Day Program

Who is eligible?

Exchange Days are required of all employees on a 187-210-day work schedule. This includes:

- Teachers
- Instructional Coaches
- Interventionists
- Librarians
- Counselors
- Specialists
- Therapeutic/Evaluation Staff
- ARD Facilitators
- Nurses



Exchange Day Program

Who is eligible?-Other, non-instructional staff...

- Campus-based paraprofessional and auxiliary employees assigned to work with students may earn a maximum of three Exchange Days for attending approved professional learning outside the employee's contracted workdays. These Exchange Days may only be used on district professional learning days that are established as comp-eligible in the current district calendar.
 - Exchange Day: a day of approved professional learning attended outside the employee's contracted workday; may be used on a district professional learning day that is established as a "comp-eligible" day in the approved district calendar of the current school year.

Exchange Day Program

What constitutes approved professional learning for Exchange Days?

Professional learning must be from a TEA-approved provider and must meet the requirements determined by the BISD Teaching and Learning department. For 2022-2023, Exchange Day credits must come from the following categories:

- 6 hours in assigned content area
- 6 hours in implementation of instructional technology*
- 6 hours choice categories related to the employee's job assignment

*Therapeutic/Evaluation Staff, ARD Facilitators, Counselors, and Nurses may substitute 6 hours of assignment-based professional learning for instructional technology hours.

- When possible, professional learning should be pre-approved by the principal/supervisor.

Exchange Day Program

How are professional learning hours for Exchange Days submitted for approval?

- Eligible employees are required to enter professional learning CPE credit requests into Eduphoria! Strive no later than 10 business days prior to the use of the Exchange Days.

How do employees keep track of their Professional Learning Portfolios?

- In Eduphoria!, Strive provides a running list of all professional learning credits employees have earned.
- Employees should follow up on CPE requests in a timely manner.

Teaching and Learning Professional Learning Hub

BISD Professional Learning

Focused on the Future:

The *Magic* of Innovation, Creativity, and Learning

BISD Digital Learning Site-Entering CPE Requests into Strive Tutorial



Strive

Providing educators the information
needed for professional growth.

Exchange Day Program

Who approves CPE credits?

- Credits for district-led professional learning should be awarded by the course creator or designated proxy.
- Requests for CPE credits from out-of-district professional learning will be approved/denied by designated persons within the Teaching and Learning Department.

Exchange Day Program

What if the employee does not have any professional learning hours that apply?

- Employees who do not meet the requirements or are not eligible for Exchange Days will be required to use personal leave or request dock pay for the absence.

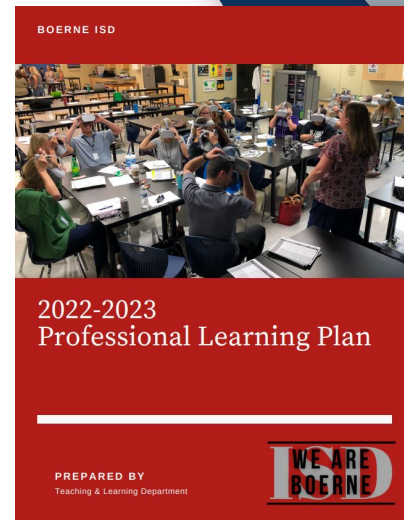
Exchange Day Program

Who monitors portfolios to determine requirements for Exchange Days have been met?

- It is the responsibility of the employee to assure they have met the requirements for Exchange Days and assure their portfolios are correct.
- Campus principal will designate personnel print verification reports prior to Exchange Days to notify those on their campus who have not met the Exchange Days requirements and direct those persons to request leave.

COMING SOON:

- Updated 2023-2024 Professional Learning Plan
- 2023 Fall Professional Learning Needs Assessment Survey and Professional Learning Goal Setting
 - Differentiated Professional Learning Opportunities
 - Professional Learning Menu of Services/Offerings
- Onboarding with Strive



QUESTIONS?