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

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

**FISCAL RESPONSIBILITY**
Create efficiencies at all levels of the organization

**CUSTOMER SERVICE**
Provide quality service to both internal and external customers
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

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

What are Exchange Days?
The Exchange Day Program provides employees on 187-207 day work contract opportunities to pursue professional learning in exchange for paid workdays during the school year. The 2023-2024 school year has two Exchange Days, January 27th, February 17th, and April 11th. Each of these days is provided in exchange for 8 hours of non-contract time professional learning totaling 16 hours.

Why does BISD have an Exchange Day Program?
High-performing schools understand the relationship between teacher and high student achievement ability to create a culture valuing teacher learning and growth through quality professional learning an essential component of improvement plans. Quality professional learning exhibits the following characteristics:
- Focuses on teachers as central to student learning
- Focuses on individual, collegial, and cooperative improvement
- Results-driven and job-embedded
- Reflects valid research, 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.

Who is required to participate in Exchange Days?
Exchange Days are required of all employees on 187-207 day work contract. This includes:
- Teachers
- Instructional Coaches
- Administrators
- Librarians
- Counselors
- Specialists
- Thoroughly Evaluation Staff
- AFD Facilitators
- Others

Who Enters Professional Learning into Edplaner System?
District Individually
District Work Group
Campus-based Campus Educational administrator
Campus Initiatives
Out-of-district Employee

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

- The teacher’s performance in the following areas may result in a review by the principal or supervisor.
- The failure to complete the Exchange Day process may result in the teacher being placed on administrative leave.
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For questions regarding the Exchange Day Program, please contact:
Teaching and Learning Department (360) 387-2045

How do I secure my Exchange Day hours as approved?
The Exchange Day credit process involves both acquiring the training and appropriately requesting credit in Edplaner System. To qualify as Exchange Day credit, the employee must follow the following steps:
1. The employee, when possible, should request approval from the principal or supervisor.
2. The employee should complete the professional learning in the Exchange Day credit credit program.
3. The employee should submit the completed service report to the principal or supervisor.

Criteria for Exchange Days:
- Professional learning sessions approved for Exchange Day credit must be approved by the BISD’s Professional Development Committee.

- Professional Learning Credit Hours:
- 8 hours are required for each Exchange Day.
- 8 hours of professional learning must be completed in 16 hours.
- Professional learning must be completed by BISD Human Resources.

- Exchange Day Credit Measures:
- 16 hours of professional learning must be completed in 16 hours.
- Professional learning must be completed by BISD Human Resources.

- Exchange Day Credit Measures:
- 8 hours of professional learning must be completed in 16 hours.
- Professional learning must be completed by BISD Human Resources.

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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.

[TEA-approved CPE Providers List]
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?