

# Boerne ISD Professional Learning Exchange Day Program 2024-2025



# District Scorecard 24-25



## 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

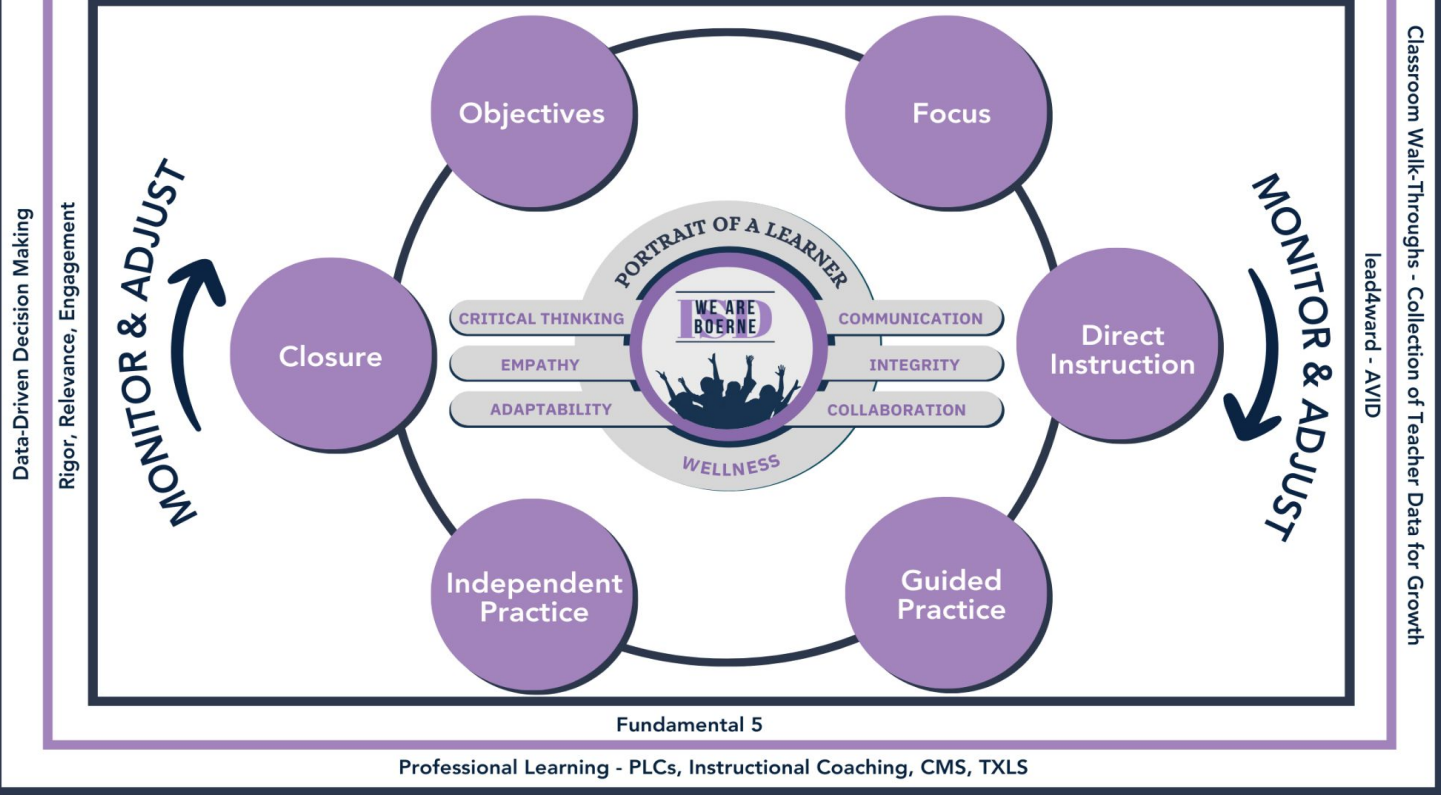
## CUSTOMER SERVICE

Provide quality service to both internal and external customers



Multi-Tiered Systems of Support (MTSS) & Progress Monitoring

Guaranteed Viable Curriculum



# Curriculum, Instruction, & Assessment Map

# TEKS Resource System

Guaranteed & Viable Curriculum  
Supports Backwards Design  
Vertical Alignment  
TEKS Clarification  
TEKS Verification  
Resources  
Instructional Focus Documents  
Assessment Center

# Fundamental 5

Framing the Lesson  
Work in the Power Zone  
Recognize & Reinforce  
Write Critically  
Frequent, Small Group, Purposeful Talk

# Progress Monitoring

Branching Minds  
CLI  
mCLASS  
Istation  
Read 180  
NWEA/Zearn/IXL

# CMS

Rigor, Relevance, Engagement Rubrics  
Thoughtful Work  
High-Level Questioning  
Academic Discussion  
Meaningful Work  
Authentic Resources  
Learning Connections  
Active Participation  
Learning Environment  
Formative Processes & Tools

# lead4ward

Scaffold Documents  
Academic Vocabulary  
Frequency Distribution  
IQ Released Items Analysis Tool  
Instructional Strategies Playlists  
Quick Checks  
Think It Up  
Thinking Stems  
STAAR 2.0 Instructional Connections



# BISD INSTRUCTIONAL BLUEPRINT

## Rigor



### High Level Questioning & Academic Discussion

Lessons are designed to inspire students to independently engage in dialogue and add valuable academic content around the learning tasks.

## Reading



### Reading Across the Contents

Increase student reading levels with an emphasis on fluency and comprehension across all district classrooms.

## Writing



### Writing Across the Contents

Create and maintain a system of support to instill quality writing across all district classrooms.

## Whole Child



### Whole Child Learning

Create a school culture that helps children excel academically by being safe, healthy, supported, engaged, and challenged.



# Teaching and Learning Professional Learning Hub

---

## BISD Professional Learning

---

**Focused on the Future:**  
**Innovation, Creativity, and Learning**



# Why must we communicate this NOW?

## 2024-2025 Exchange Days

January 6, 2025 (Requests entered by December 6, 2024)

January 7, 2025 (Requests entered by December 6, 2024)

February 17, 2025 (Requests entered by February 3, 2025)

# Boerne U-May and July

**Save the Dates!**

**Boerne U  
2024**

**Boerne U-May**  
**5/29/24-5/30/24**  
Boerne ISD Central Office

**Boerne U-July**  
**7/23/24-7/25/24**  
Champion High School

Call for Presenters and  
Registration Information  
Coming Soon!

A black mesh pencil holder filled with yellow pencils sits on a wooden surface in front of the chalkboard.



# 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:

## 2024-2025

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

**A late-hire employee's eligibility will be determined by the campus principal or employee's immediate supervisor for non-instructional positions 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.**

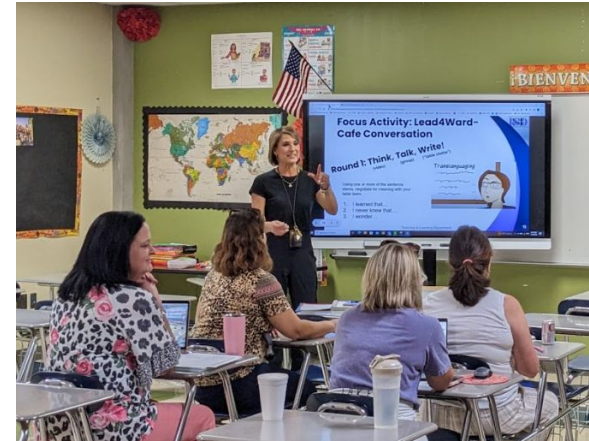
Professional learning at the district level is determined by district initiatives along with state and federal guidelines.

- 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).





# Professional Learning Requirements

- TEC §21.401 mandates teacher contracts must be for a minimum of 187 days of service.
- TEC §25.081 mandates a school district must operate for at least 75,600 minutes. Generally, for Boerne ISD, this equates to 171 days.
  - The remaining days are used for staff development, and this schedule is determined locally.
- TEC §21.451 provides for requirements and guidelines for the content and delivery of staff development.
  - The Boerne ISD Professional Development Plan outlines the state and local requirements for professional learning.



# 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

## For 2024-2025, Boerne ISD has:

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

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

3 Exchange Days (Professional Learning)

4 Workdays (includes 2 early release days for students)


.5 Convocation

-----  
187 days of minimum contractual days required by Boerne ISD



# Exchange Day Program



 <b>Exchange Day Guidelines for Teachers 2024-2025</b>	
<p><b>What are Exchange Days?</b> 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 2024-2025 school year, these days are January 6<sup>th</sup>, January 7<sup>th</sup>, and February 17<sup>th</sup>. Each of these days is provided in exchange for 6 hours of non-contract time professional learning totaling 18 hours.</p> <p><b>Why does BISD have an Exchange Day Program?</b> High-performing school districts 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:</p> <ul style="list-style-type: none"> <li>• focuses on teachers as central to student learning</li> <li>• focuses on individual, collegial, and organizational improvement</li> <li>• is results-driven and job-embedded</li> <li>• is curriculum-centered and standards-based</li> <li>• reflects best available research and practice in teaching, learning, and leadership</li> <li>• enables teachers to develop further expertise in subject content, teaching strategies, uses of technologies, and other essential elements that support high standards of teaching</li> <li>• is evaluated based on its impact on teacher effectiveness and student learning</li> <li>• focuses on developing teachers' capacity in one or more of the domains under T-TESS             <ul style="list-style-type: none"> <li>◦ <b>Domain 1:</b> Planning</li> <li>◦ <b>Domain 2:</b> Instruction</li> <li>◦ <b>Domain 3:</b> Learning Environment</li> <li>◦ <b>Domain 4:</b> Professional Practices and Responsibilities</li> </ul> </li> </ul> <p>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.</p>	<p><b>When do I earn credits for Exchange Days?</b> Eligible instructional 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:</p> <ul style="list-style-type: none"> <li>• trainings and workshops</li> <li>• conferences</li> <li>• guided curriculum writing and planning</li> <li>• pre-approved book studies</li> <li>• graduate-level courses</li> <li>• textbook adoption committees</li> </ul> <p><b>Where can I find Exchange Day opportunities?</b> Exchange Day credit should come from a TEA-approved provider.</p> <ul style="list-style-type: none"> <li>• Attend Boerne U</li> <li>• Confer with your principal</li> <li>• Search in-district professional learning courses in Strive.</li> <li>• Search the ESC-20 Professional development catalog, <a href="#">Connect 20</a></li> <li>• Consult with the content area/program area coordinator/director</li> </ul> <p><b>Who is required to participate in Exchange Days?</b> Exchange Days are required of all professional employees on a 187-207-day work contract. This includes:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Instructional Coaches</li> <li>• Interventionists</li> <li>• Librarians</li> <li>• Counselors</li> <li>• Specialists</li> <li>• Therapeutic/Evaluation Staff</li> <li>• ARD Facilitators</li> <li>• Nurses</li> </ul> <p>If you are unsure if you qualify for Exchange Days, please contact your supervisor.</p> <p>Paraprofessional and Auxiliary employees should see the guidelines provided by BISD Human Resources.</p> <p>A late-hire employee's eligibility will be determined by the campus principal or employee's immediate supervisor for non-instructional positions on a case-by-case basis.</p>


**How do I ensure my Exchange Day hours are approved?**  
The Exchange Day credit process includes both acquiring the training and appropriately entering the training into 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 accumulates 18 hours of professional learning for Exchange Days and ensures the sessions are reflected in their Strive Professional Learning Portfolio as "approved" by 10 working days prior to the Exchange Day.
  - a. December 6, 2024 for January 6-7, 2025
  - b. February 3, 2025 for February 17, 2025
3. The employee ensures there is appropriate documentation of attendance at professional learning, e.g., signing in and completion of surveys at in-district professional learning or submitting an official certificate of attendance/transcript for outside-of-district professional learning into Strive.
4. The employee tracks Exchange Day credits by checking Strive Professional Learning Portfolio will indicate the number of hours eligible for Exchange Day credit.

Who Enters Professional Learning into Strive?	
District-wide/district-level	District workshop facilitator
Campus-based/campus-initiated	Campus Strive administrator
Out-of-district	Employee

**Are there any penalties for not completing the Exchange Day process?**  
Since January 6<sup>th</sup>, January 7<sup>th</sup>, and February 17<sup>th</sup> are paid contract days, eligible staff not completing the hours of professional learning and/or not appropriately entering the hours into 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 approved for Exchange Day credit may vary from campus to campus based on Campus Improvement Plan (CIP) and District Improvement Plan (DIP) goals. The PL Advisory Committee along with the Teaching and Learning Department determines criteria and approves credit for Exchange Days. For 2024-2025, 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

\*GT hours earned outside the contract day count within this category.  
\*\*Therapeutic/Evaluation Staff, ARD Facilitators, Counselors, and Nurses may substitute assignment-based PL for instructional technology hours.

**Professional Learning eligible for Exchange Days MUST:**

1. be completed outside of contract hours (e.g., before or after school, weekends, holidays, and summer vacation) from a **TEA-approved provider**.
2. be data-driven, aligned with the CIP/DIP, and designed to improve instruction and student achievement.
3. be related to the current assignment.
4. be aligned to curriculum standards (TEKS)/instructional technology standards.
5. be related to a domain of T-TESS or other district-approved employee evaluation tool.

**MAY:**

6. be paid for by the district (e.g., A principal may pay for registration at a Saturday conference provided the employee is not compensated for their attendance.).
7. be compliance professional learning required by the job assignment for up to a maximum of 6 hours, **provided the training was received outside of contract hours.**

**Exchange Day credit WILL NOT be awarded if:**

8. the training is state- or district-required, annual compliance intended to be completed during contract time.
9. it is for attendance at a meeting, including faculty or department meetings, district-level meetings, etc.
10. the training is a repetition of a course for which the employee has received prior credit.
11. attendance results in monetary compensation to the employee.
12. it is not associated with their job assignment.
13. the professional learning occurs during a contracted workday, even if a personal day is used.
14. 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 25, 2024-July 31, 2024 (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 2024-2025, 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**

\*GT hours earned outside the contract day count within this category.

\*\*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 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?

- 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



# 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:

- 2024 Fall Professional Learning Needs Assessment Survey and Professional Learning Goal Setting
- Differentiated Professional Learning Opportunities
- Professional Learning Website with Menu of Services/Offerings



# Questions?

Larissa Flores

Chief Instructional Officer

Jayne M. Burton, Ed.D.

Director of Professional Learning and MTSS

