

**WHAT: Professional Learning Exchange Days for SY2019-2020**

- In order to elevate the role of professional learning in a manner that differentiates learning and provides a more personalized learning experience, Austin ISD is designating two Professional Learning Exchange Days (PLED) for exempt, campus-based professional staff members. Through PLED, two (2) non-duty days of professional learning that build capacity around the district focus areas may be exchanged for two (2) regular duty days. The focus areas for 2019-2020 are -
  - **Literacy** - Austin ISD students will build literacy prowess every day in every class by engaging in opportunities to speak, write, read, and think across digital and print platforms. Students will use academic vocabulary while speaking, reading, writing, and thinking as well as within content-specific instruction.
  - **Whole Child** - AISD supports the whole child through academics, nutrition, social, emotional and physical wellness, in a culturally responsive and safe environment. This includes Social Emotional Learning (SEL), Coordinated School Health (CSH), Creative Learning Initiative (CLI), and Cultural Proficiency & Inclusiveness (CP&I).
  - **Personalized Learning** - Personalized learning is “tailoring learning for each student’s strengths, needs, and interests-including enabling student voice and choice in what, how, when, and where they learn- to provide flexibility and supports to ensure mastery of the highest standards possible.” - iNACOL

Note: Twelve credits from any one or combination of these focus areas is acceptable.

**WHY: Professional Learning Exchange Days are mutually beneficial to exempt staff and the district. The approach –**

- Offers individual and campus empowerment and flexibility around professional learning.
- Sharpens the focus of professional learning around district initiatives and priorities.
- Encourages a variety of forms and structures for professional learning.
- Increases access to professional learning while reducing teacher time away from instruction and substitute costs.

**WHO: Exempt, Campus-Based Staff** includes teachers, counselors, librarians, instructional coaches/specialists, and administrators.

**WHEN: December 20, 2019 and January 3, 2020**

- The district exchange days are December 20, 2019 and January 3, 2020. Students are not scheduled to be at school on these days so there is no loss in instructional minutes.
- Exempt, campus-based professional staff will not report to work on December 20, 2019 and January 3, 2020, which are identified on the 19-20 calendar as Staff Development/Professional Learning Exchange Days.
- Exempt, campus-based professional staff may utilize December 20, 2019 and/or January 3, 2020 to complete independent professional learning for exchange day credit.

**Notes:**

- Exempt campus-based staff who begin working after January 1 will not report to work on January 3 and do not participate in exchange days. Their salary will reflect actual days worked from January thru May.
- Because staff members have flexibility regarding when and how they can fulfill their professional learning, including on the designated professional learning exchange days, employees may not exchange leave for PLED time. *Individuals on extended leave during designated PLED dates should contact the AISD Leave Office for clarity regarding PLED eligibility and leave benefits prior to scheduling extended leave.*

**HOW: Meeting the exchange day requirements is a simple, 4-step process.**

1. Campus administrators and staff collaboratively identify qualifying professional learning opportunities.
2. Staff attend the approved professional learning opportunities and provide documentation of completion to the campus administrator. Documentation must be provided no later than **February 28, 2020**.
3. The campus principal will maintain a record of the specific highly effective professional learning submitted for exchange by all staff members.
4. By **March 13, 2020** exempt staff verify that CPE credits entered in HCP are accurate. The campus principal will retain documentation of this verification.

**REQUIREMENTS:**

- All professional learning must be relevant to the employee's roles and responsibilities and aligned to district focus areas of Literacy, Whole Child or Personalized Learning.
- Professional learning opportunities beginning on *May 30, 2019* may be eligible for exchange day credit for SY 2019-20 with principal approval.
- Eligible learning opportunities published in AISD's Human Capital Platform will be tagged and searchable by the focus areas (literacy, whole child, personalized learning) and as "exchange day eligible."
- Professional learning for exchange day credit will be documented in increments of 3 CPE credits.
- Two days (12 CPE credits) of professional learning must be documented by **February 28, 2020** for a full-time employee to be eligible for the professional learning exchange day credit.
- Part time employees must document 3, 6, or 9 credits of professional learning based on their percentage of employment (<.5 employee=3 credits; .5 employee=6 credits; >.5 and <1=9 credits)
- In order to qualify for exchange day credit, professional learning must occur during the non-contracted summer hours, weekends, non-duty hours on weekdays, and other days which are not designated as normal duty days.
  - Generally, the duty day for teachers, instructional coaches and librarians outside of required faculty meeting times are as follows:
    - Elementary 7:30 a.m. to 3:30 p.m.
    - Middle School 8:00 a.m. to 4:00 p.m.
    - High School 8:40 a.m. to 4:40 p.m.
  - Generally, the duty day for counselors and administration outside of required faculty meeting times are as follows:
    - Elementary 7:30 a.m. to 4:30 p.m.
    - Middle School 7:30 a.m. to 4:30 p.m.
    - High School 7:45 a.m. to 4:45 p.m.
- Professional learning opportunities must not provide extra duty pay in order to be counted toward exchange days. If pay is provided, staff may not opt out of payment for PLED credit.
- Professional learning that is taken outside of offerings listed in HCP (graduate coursework, book studies, conferences, Professional Development Units [PDUs]) may be submitted by the employee for supervisor approval.
- An exempt full-time campus based employee who does not earn and have documentation of all CPE credits submitted by **Feb 28, 2020** will have a prorated amount deducted. A deduction that is equivalent to the employee's daily rate for up to two days will occur in June or the employee's last official paycheck. Exchange Day deductions will be calculated as follows:
  - 3 CPE credits = .5 exchange day (1.5 day pay deduction)
  - 6 CPE credits = 1 exchange day (1.0 day pay deduction)
  - 9 CPE credits = 1.5 exchange day (.5 day pay deduction)
  - 12 CPE credits = 2 exchange days (Full pay)