

# AUSTIN INDEPENDENT SCHOOL DISTRICT

## PROFESSIONAL LEARNING EXCHANGE DAYS

### FREQUENTLY ASKED QUESTIONS

*This document is a supplement to the Guidelines for Professional Learning Exchange Days and its purpose is to clarify information for campus based exempt staff. For more information please refer to the PLED resources located on the Austin ISD website. <https://www.austinisd.org/tad/professional-learning/pled>*

**Q: What is the earliest date that teachers may attend professional learning that can count for PL exchange days?**

A: Learning opportunities occurring on or after May 30, 2019 may count for PL exchange day credit as long as those opportunities occur outside of duty time and are not compensated.

**Q: Is it up to the principal to decide which professional learning opportunities a staff member may attend for PLED credit?**

A: Yes, the principal should pre-approve professional learning opportunities for PLED credit. All approved learning opportunities must meet the criteria included in the PLED Guidelines.

**Q: How can I find learning opportunities in HCP that are PLED eligible?**

A: Use the Advanced Search, scroll down to “Exchange Day Eligible” and select “Equal To” “Yes.”

Exchange Day Eligible:	Equal To ▼	Yes ▼
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**Q: How can I find learning opportunities aligned to the focus areas?**

A: Under the “Courses Aligned by Category” channel select one of the focus areas to see aligned courses. It is important to check the specific sections for exchange day eligibility as not all sections within a course meet the exchange day criteria.

**Q: Is there a way/place that teachers are supposed to track or record professional learning in order for it to apply to the Exchange Days?**

A: Yes. These credits need to be submitted to your principal through whatever format they have determined. Each principal is responsible for determining a method for tracking professional learning opportunities completed by each teacher and the corresponding number of CPE credits. The CPE credits for each teacher will be entered into a campus professional learning exchange day section in HCP.

**Q: Does this policy apply to only certain schools or to the whole district?**

A: Professional Learning Exchange Days applies to all campus based exempt staff in AISD.

**Q: Do these hours have to be submitted in 3-hour increments?**



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A: No. The hours do not have to be completed or submitted in 3-hour increments. Smaller amounts of hours may be combined to equal up to 12 CPE credits. The 3-hour increments refers to the way hours will be counted toward exchange time.

- 3 CPE credits = .5 exchange day (3-5 credits record as 3)
- 6 CPE credits = 1 exchange day (6-8 credits record as 6)
- 9 CPE credits = 1.5 exchange day (9-11 credits record as 9)
- 12 CPE credits = 2 exchange days (12 or more credits record as 12)

## **Q: What are the expectations for part time staff?**

A: Part time staff should complete credits that match the percentage of their FTE. Since PLED credits are recorded in increments of 3 this means that an employee working less than half time would complete 3, half time would complete 6, and .75 employee would complete 9.

## **Q: Due to my family circumstances I am not able to participate in activities outside the work day. How can I earn exchange day credits? Are there online opportunities that count?**

A: Online learning opportunities are available and may count toward exchange day credits, if they are completed outside of duty time. Two examples are Kung Fu Canvas (training related to Blend) and GT Updates. These are in HCP & have CPE credits attached. Also, staff may utilize Dec 20 and Jan 3 to complete independent learning opportunities for PLED credit.

## **Q: May exchange day credits be used for other professional learning days?**

A: No. Exchange Day credits may only be applied to the designated professional learning exchange days as noted on the district calendar.

## **Q: May teachers use accrued personal or sick time on these days?**

A: 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.*



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**Q: Do the AISD required trainings i.e., Playground Supervision, Ethics & Conduct, Child Abuse Prevention count toward exchange day credit?**

A: No, these required trainings do not count toward exchange day credit.

**Q: Do trainings that are required such as GT Update and Mentor training count toward the exchange day?**

A: Any professional learning that occurs outside of duty time and is not paid may count toward exchange day credit with principal approval.

**Q: If a department is providing extra duty pay, may a teacher opt out of payment and use the day as exchange day credit?**

A: No, if a teacher attends professional learning that provides extra duty pay, they will be paid as indicated by the department or program.

**Q: Can attendance at the AISD EDU Personalized Learning Conference count toward exchange days?**

A: Yes, with principal approval.

**Q: Fifth & eighth grade teachers are being required to do the PBL professional learning. May this count for PLED credit?**

A: Yes, if they attend during the summer & have principal approval.

Note: Fifth & eighth grade teachers are only required to complete PBL Part 1 which is 6 CPE credits. This can count for PLED credit. If teachers attend the 2-day PBL Part 2, this can also count.

**Q: Is professional learning that is part of Leadership Pathways eligible for exchange day credit?**

A: Yes, as long as the learning opportunity occurs outside of regular duty time.

**Q: How much credit do we give for a book study?**

A: The purpose of a book study is to read and discuss subject matter that is related to content areas or pedagogy. The ultimate goal of the book study is to increase staff members' content and/or pedagogical knowledge to assist all students in reaching high levels of achievement. The book study should include 2-3 meetings totaling 3 hours for 3 CPE credits. The credits are for the discussion, not time spent reading the book.



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**Q: Can athletic coaches' participation in coaching clinics count for exchange day credit?**

A: Yes

**Q: If I attend professional learning over the summer outside the district, can this count toward the 2 required exchange days?**

A: Yes, with principal approval.

## **IMPORTANT NOTES:**

- 1. Please carefully review the Professional Learning Exchange Day Guidelines for 2019-20.*
- 2. It is important that employees work with their campus administrator(s) to seek approval for any planned learning intended to count for the Professional Learning Exchange Days.*

