

CALALLEN INDEPENDENT SCHOOL DISTRICT  
**GUIDELINES FOR STAFF DEVELOPMENT FLEX DAY  
2020-21 SCHOOL YEAR**

January 11-12, 2021 and May 27, 2021 are designated on the 2020-21 school calendar as a Staff Development Flex Days and Student Holidays. All professional employees are expected to earn attendance for January 11 and 12, 2021 on or before December 11, 2020 and May 27, 2021 on or before March 31, 2021 by earning a minimum of **6 staff development hours per day** in accordance with the guidelines below. The purpose of the Staff Development Flex Day is to allow staff members to select staff development activities that most closely align with his/her assigned areas of employment and interest. Teachers are contracted 187 days per school year, three of those days are designated in the school calendar as FLEX days.

1. The employee must identify (3) 6 hours of staff development that are offered at a time when the employee is **not** scheduled to work **between the dates of June 2, 2020 and March 31, 2021**.

Examples of times include but are not limited to:

- days when the employee is not designated to work;
  - Saturdays; and
  - hours after regularly scheduled working hours.
2. The employee must complete and submit a Pre-Approval to Attend Staff Development Activities form (see attached) to the employee's supervisor **prior to registering or attending** each of the (3) 6 hours of staff development. Once the supervisor has approved and returned the employee's form, the employee may register and attend the staff development.
  3. Examples of staff development activities that may be approved include but are not limited to:
    - district provided training (ex: curriculum development/writing, G/T training);
    - workshops at the Education Service Center, Region 2 without stipend (ESC2);
    - technology staff development offered after hours by the District Technology Department;
    - conferences attended in the summer such as CAMT;
    - EduHero modules and/or Gateway training (non-mandated);
    - college courses in the same field as the employee's assignment; and
    - New Teacher Orientation (3 FLEX days automatically awarded).
  4. The employee must identify 18 hours (3 days) of staff development for which no additional compensation is paid to the employee. For example, if an employee is receiving a \$50 stipend to attend Balanced Literacy training, the employee may not submit this day for approval.
  5. Staff development which requires a registration fee may be submitted for approval provided the employee is receiving no compensation and the supervisor has approved paying the registration fee.
  6. The employee must submit **original certificates no later than December 11, 2020** (for January 11-12) and **March 31, 2021** (for May 27) to his/her supervisor to verify the employee's attendance at the pre-approved 18 hours (3 days) of staff development. Employees are encouraged to keep a copy of all staff development certificates for their personal files.
  7. Employees who do not earn 12 hours (2 days) of staff development by December 11, 2020 and 6 hours (1 day) of staff development by March 31, 2021, in accordance with these guidelines, will be required to complete staff development activities off contract time as assigned by their supervisor equal to hours needed. If not completed prior to deadline, employee will take personal time off for January 11-12, 2021 and May 27, 2021.

**CALLEN INDEPENDENT SCHOOL DISTRICT**  
**2020-21 PRE-APPROVAL TO ATTEND STAFF DEVELOPMENT ACTIVITIES**  
**Due to Supervisor by May 8, 2020. Due to Curriculum by May 11, 2020.**

Curr. Verified

\_\_\_\_\_  
Name

\_\_\_\_\_  
Campus/Department

This form must be submitted to your supervisor for pre-approval to attend the following eighteen (18) hours (3 days) of staff development activities that meet the Guidelines for Staff Development Flex Day and that shall be used in lieu of attending contracted days on January 11-12, 2021 and May 27, 2021.

**STAFF DEVELOPMENT ACTIVITIES – FLEX (Curriculum writing must be included for FLEX)**

Title/Description of Activity	Date	Presenter	Location	Registration Cost (if any)	Number of Hours
<i>EX: Curriculum Writing Math</i>	<i>7/10/2020</i>	<i>M. Silva</i>	<i>STAR</i>	<i>\$0.00</i>	<i>6</i>
1.					
2.					
3.					
Total Hours to be earned (maximum of 18 hours of FLEX time)					18

**STAFF DEVELOPMENT ACTIVITIES – REQUIRED/APPROVED – PAID (AFTER FLEX days earned)**

Title/Description of Activity	Date	Presenter	Location	Registration Cost (if any)	Number of Hours
<i>EX: New Textbook Training</i>	<i>7/10/2020</i>	<i>R. Meyer</i>	<i>STAR</i>	<i>\$0.00</i>	<i>6</i>
1.					
2.					
3.					
Total Hours to be Paid					

**STAFF DEVELOPMENT ACTIVITIES – OPTIONAL – CPE Credit Only**

Title/Description of Activity	Date	Presenter	Location	Registration Cost (if any)	Number of Hours
<i>EX: DMAC</i>	<i>7/24/2020</i>	<i>Suzy Smart</i>	<i>ESC2</i>	<i>\$0.00</i>	<i>6</i>
1.					
2.					
3.					
Total Hours of CPE					

I understand that to earn flex time for January 11-12, 2021 and May 27, 2021, I must:

- Earn eighteen (18) hours of pre-approved staff development between the dates of June 2, 2020 and March 31, 2021
- Submit original certificates of attendance to my supervisor on or before December 11, 2020 and March 31, 2021.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed and Submitted to Supervisor

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Approved and Returned to Employee

*Contracted employees must submit this form to his/her supervisor PRIOR to registering or attending staff development flex day activities.*