

# Staff Development Passport 2018-2019 Buy Back Days

Name \_\_\_\_\_ Site/Grade Level \_\_\_\_\_ FTE % \_\_\_\_\_

**Certificated Teachers must complete a minimum of 21 hours of approved professional development during the current school year. These hours equate to the three Buy Back days that are paid as a part of the 185-day teachers' contract. The accumulated hours must be done during the district Buy Back Days, after the normal teacher work day or during weekend workshops as approved by your site administrator. Workshops should be signed off by the workshop facilitator to verify attendance or teachers can provide verification of attendance in other ways if access to facilitator is difficult. Please keep a cumulative total of your hours in the last column on the chart.**

**Revised 7/19/2018**

Date	Day	Name of Workshop	Sponsoring Organization	Pre-Approved?		Site Administrator Signature if not Pre-Approved	Category of Criteria*	Facilitator Signature (or attach other form of verification such as workshop description or registration form)	# of Hours	Total Hours
				Yes	No					
								Minimum Of 21 Hours Required For Full Time Teachers.	<b>Total</b>	

See the reverse side for additional information and directions on completing the Passport

\*Category of Criteria: 1=Teaching Strategies 2=Classroom Management 3=Conflict Resolution 4=Academic Content in the Core Curriculum

Your Signature indicates that you have completed the above staff development and will serve as an audit trail for our Buy Back Days \_\_\_\_\_

Signature required for verification

**For calculation purposes this form should be turned in to your Office Manager no later than Friday, May 17, 2019  
If you have planned to complete staff development after this date and prior to the end of school please contact Jay Greenlinger for exceptions**

## Guidelines for Passport Use (revised 07/19/18)

1. The overall philosophy of professional growth is that it should be guided by goals and priorities that relate to enhanced competence, performance, and effectiveness in classroom instruction and learning. Specifically, the law that establishes funding for the Buy Back Days (Instructional Time and Staff Development Reform) provides the following guidelines to identify activities that qualify as professional development under this funding. The activities must be done outside of the school day or regular school year and include methods that enhance classroom instruction in the areas of teaching strategies; classroom management; conflict resolution, intolerance and hatred prevention; academic content in the core curriculum areas consistent with the district's priorities. Due to some added flexibility from the state, teachers may also participate in collaborative curriculum projects with certain provisions. An explanation of these provisions and the application form are available on the OPUSD Web Site under District Office, Curriculum and Instruction; Teacher's Only ~ Staff Development Passport. (Teachers need to log in first).
2. 21 hours of professional development are required for each full-time teacher (3 days per the contract). Part-time teachers are required to complete a pro-rated part of the 21 hours depending upon their % of FTE. However, part-time employees are encouraged to complete the full 21 hours and will be paid the difference between their part-time per diem and their full-time per diem once the hours have been completed.
3. Attendance at professional development workshops and conferences must occur **after** the normal teacher workday in order to be used for Buy Back Day credit. For purposes of accounting, a full-day workshop on a Saturday or holiday will count as 7 hours towards a teacher's time. Time during minimum days cannot be counted and time during shortened days due to banking time cannot be counted.
4. Professional development opportunities that are pre-approved for teachers will be posted to the district's website under "Professional Development" or communicated to teachers through email updates.
5. Professional development activities that are not pre-approved may be approved by a site administrator if the workshop or conference aligns with one of the four categories listed in #1 above and occurs outside the regular school day. If there is a question about the appropriateness of a staff development opportunity, please contact Leslie Heilbron at the District Office.
6. University classes leading to advanced degrees, credential requirements and/or classes leading to advancement on the salary schedule cannot be used towards hours for Buy Back Days. For example, courses taken in the Induction Programs are separate and distinct from the Buy Back Day requirements. However, Support Providers mentoring teachers in the Induction Program can use the course meeting hours towards Buy Back Day hours. Courses taken in first aid or CPR qualify for professional development hours.
7. The professional development hours must be completed during the current school year between June 11, 2018 and May 17, 2019. See the information at the bottom of the Passport for exceptions to this deadline.
8. **Teachers not completing the required hours of professional development by May 17, 2019 will have days deducted from their sick leave entitlement** as follows (this is per the Memorandum of Understanding that was agreed to by the District and the OPTA Leadership). In addition, you should be aware that these deductions will be taken from the current year sick leave accumulation and could have an impact on whether or not you will receive a year-end bonus that is based on the number of sick or PN days taken during the school year:
  - Completes 18-20 hours = .5 day of sick leave deducted
  - Completes 14-17 hours = 1 day of sick leave deducted
  - Completes 11-13 hours = 1.5 days of sick leave deducted
  - Completes 7-10 hours = 2.0 days of sick leave deducted
  - Completes 4-6 hours = 2.5 days of sick leave deducted
  - Completes 0-3 hours = 3.0 days of sick leave deducted
9. Teachers may submit proposals to their site administrator or district administration to provide training/staff development in areas that meet the criteria outlined in #1 above. A one-time stipend of \$200.00 full day (\$100.00 per session) will be provided to a teacher to compensate the time spent in preparation. Teachers presenting workshops will be asked to commit to a minimum of two presentations during the school year. In addition, hours spent in the presentation will be credited towards the presenter's Buy Back Day time.
10. Teachers are encouraged to submit requests for specific professional development that might be of benefit to staff. The District and sites will work together to identify resources to implement the request.
11. Thursday, August 02, 2018, Friday, August 3, 2018, and Friday, February 15, 2019, has been identified as optional Buy Back Days for K-12 Staff. Monday, October 15, 2018 has been identified as optional Buy Back Day for elementary staff and Monday, January 07, 2019 has been identified as optional Buy Back Days for secondary staff. These full days can be used for workshops, training and other professional development opportunities. Teachers/administrators interested in offering training during these days should inform their principals or district administration **as soon as possible** so that a menu of opportunities can be distributed to all staff. Due to the time required to prepare and present workshops, we will be asking that teachers interested in attending these days to sign up ahead of time.