

# Flexible Professional Time

## Implementation Guidelines for 2006 -07

August 19, 2005

1. For 2006-2007 the 10-month teacher work year shall continue to be 193 days on the calendar in addition to 16 hours of Flexible Professional Time (FPT).
2. The parties affirm the intent of the Flexible Professional Time for teachers to work together with one another in ways that focus on instruction and improving student achievement.
3. Based upon the feedback from the first year of implementation, the parties agree on the following new and clarified guidelines in order to clarify and simplify implementation.
4. The FPT is to be used by teachers to work collaboratively with other teachers. Appropriate activities include time spent:
  - a. Analyzing student data
  - b. Collaboratively preparing lesson plans
  - c. Responsibilities related to assessment; including scoring, benchmarking, and creation of rubrics and alternate assessments
  - d. Activities related to the school improvement plan
  - e. Reviewing, discussing and planning related to curricula and assessments
  - f. Planning and coordination related to reteaching and reassessing, and implementation of the new grading and reporting policies
  - g. Planning and discussions related to the implementation of 504 and IEP plans
  - h. Professional development activities related to curriculum and assessment
5. Teachers may use the time:
  - a. To work together in teams or departments, in pairs, or in small groups.
  - b. To confer with reading specialists, math content specialists, ESOL teachers, special education teachers, staff development teachers, instructional specialists, related service providers, and other non classroom based educators
  - c. To work with job-alike colleagues from other schools
  - d. To work with grade level, subject area or other teams or subgroups

6. Teachers shall be responsible for using the time in ways which support the achievement of their students.
  7. Prior approval on use of the time will not be required.
  8. The time may be worked on non-school days, before or after regular duty hours, before or after the regular 10-month duty year, or on days within the duty year when 10-month teachers are not scheduled to work (ex.: winter and spring break, MSTTA convention day, and holidays)
  9. In June, all 10-month unit members shall be responsible for completing and signing a voucher form listing the dates of the hours worked and a brief description of the tasks.
  10. Individuals who do not turn in the above documentation that the appropriate hours have been worked, will have their final pay adjusted accordingly.
  11. In accord with the contract language (Art. 16 Section J 4), “*systemwide professional development activities associated with school system priorities may be made available either during available time during the regular duty day, during time set aside each month for after school meetings, or during this [flexible] professional time*”.
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