



CHRISTINA SCHOOL DISTRICT  
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DAN SHELTON, Ed.D.  
*Superintendent*

DEIRDRA JOYNER, Ed.D.  
*Deputy Assistant Superintendent  
Chief Academic Officer*

To: CSD Building/Program Leaders  
RE: Process for PD Trade In, Parent Engagement and Snow Hours  
Date: September 15, 2023

Dear Colleagues,

The memo is to communicate expectations for:

- SNOW or WEATHER RELATED DAYS
- NOVEMBER FAMILY ENGAGEMENT HOURS
- PROFESSIONAL DEVELOPMENT TRADE-IN DAYS

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### **SNOW or WEATHER RELATED DAYS**

As of the writing of this memo, we have not had any snow or weather related days.  
CEA Language states:

19:16 Employees may bank time in the event that school is cancelled for the entire district. A maximum of 21 hours, the equivalent of 3 days (minus 30 minutes for lunch) may be banked. Participation in activities in an effort to bank time shall be during the contracted year and is optional. Time for which an employee is already receiving compensation may not be used as banked time.

If during the school year, school is not cancelled due to inclement weather or other reasons, or if the number of banked hours an employee has accumulated exceeds the number of inclement weather hours, then those hours will not be paid or compensated in any way.

NOTE: Banking time to make up snow days is optional for eligible employees on a teacher contract.

The Contract language states that teachers and specialists may bank up to twenty-one (21) hours. In the event that a staff member banks more time than is actually owed, no monetary compensation or time will be given back.

If the employee chooses not to make up or bank time for owed snow hours, they will be given the option to take liberal leave (sick time) or work extra day(s) at the end of the calendared school year. Activities for staff opting to add the day to the end of the year will be the responsibility of the building/program leader.

The window for snow make up hours will be December 1 - May 31 We will provide district offerings to assist with snow make up hours. At the end of the snow make up window, all employees must print their hours verification page from the Data Service Center for building/program leaders for assurance. All staff are eligible for snow make up hours. The documentation will vary by position.

Qualifying activities include but are not necessarily limited to: attending after school meetings or events (not required contractual events) that have not been compensated, IEP writing, IEP or 504 meetings held before or after school, school, district or state committee meetings that have not received compensation, school, district or state professional development (virtual or face to face) that have not received compensation, volunteering at sporting events or other school activities approved by building leader that are not otherwise compensated.

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## **NOVEMBER FAMILY ENGAGEMENT HOURS**

Christina School District Family Engagement November is a special time when our District has a coordinated effort to embody our Strategic Plan Goal of Community Connection and Pride, and focuses on promoting and enhancing the involvement of families in the educational process. This initiative aims to strengthen the partnership between Christina School District schools and families, recognizing the vital role that parents, guardians, and caregivers play in a student's academic success.

During Family Engagement November schools should facilitate Parent/Guardian-Teacher Conferences during this month to facilitate direct communication between teachers and parents, discussing students' progress, strengths, and areas needing improvement. **Parent/Guardian-Teacher Conferences are the Priority.** For Specialists who may not have direct contact with Parents/ Guardians:

Additional qualifying activities include but are not necessarily limited to:

- IEP Meetings held outside of the school day
- 504 Meetings held outside of the school day
- Additional (pre-approved) meetings with families held outside of the school day
- Parent Engagement activity held outside of the school day

Hours will be applied to:

- Monday, November 20, 2023 (7 hours)
  - Tuesday, November 21, 2023 (7 hours)
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## **PROFESSIONAL DEVELOPMENT TRADE-IN DAYS**

### **Christina School District Trade-In Days**

A Christina School District Trade-In Day is an activity that offers Christina School District teachers and specialists comprehensive learning, extensive practice, valuable feedback, introspection, and expert guidance, all aimed at catalyzing shifts in attitudes, insights, and perspectives to align seamlessly with the goals of the Christina School District's Strategic Plan.

Christina School District offers Trade-In Day opportunities on the following 2023-2024 dates:

Monday, January 2, 2024	7 hours
Friday, May 24, 2024	7 hours
Monday, June 17, 2024	7 hours
Tuesday, June 18, 2024	7 hours

Christina School District Trade-In Days must represent one of the following areas:

- Christina School District offered or approved workshops, classes or any curriculum based workshops
- Christina School District Strategic Plan committee work
- Completing a pre- approved online webinar with Building Administrator approval
- Curriculum/ initiative training – e.g. ARC, Imagine Math
- Instructional training – e.g. AVID, DataWise
- MTSS Team training and meeting
- Peer collaboration meeting with reflections and product with Building Administrator approval
- Planning time to prepare as a presenter for a Trade-in approved workshop
- Planning, review and reflection of school's Leadership Priority Plan
- Pre-Approved School-Based initiative (must be pre-approved by Building Administrator)
- Training for specific content areas

*Staff may NOT enter time/ hours for any of the following activities if they are receiving compensation in any other capacity:*

- *SNOW or WEATHER RELATED DAYS*
- *NOVEMBER FAMILY ENGAGEMENT HOURS*
- *PROFESSIONAL DEVELOPMENT TRADE-IN DAYS*

*EX:*

- *Staff cannot enter time for the MTSS Meeting, if they are receiving EPER or stipend.*

My Best,



## **LINKS AND RESOURCES**

- [PD Website](#)- District website that is information hub for all Professional Learning opportunities (some opportunities will link to other
- [Submit Trade-In](#)- Link to submit Trade-In Hours, November Family Engagement Hours, and (eventually) Snow Hours.