



ST. TAMMANY PARISH
PUBLIC SCHOOL SYSTEM

State Mandated
Professional Development Day

Banking Hours

2009-2010

School Year

St. Tammany Parish Public School System

PROFESSIONAL DEVELOPMENT BANKING HOURS

Professional Development Make-Up Day - May 25, 2010

EMPLOYEE REQUIREMENTS

- ❖ Completion of six (6) hours of St. Tammany Parish Professional Development fulfills the obligation of physically attending on May 25, 2010.
- ❖ All 181-day employees must complete this requirement.
- ❖ Employees are responsible for maintaining documentation for banked hours and giving it to the school administrator or his/her designee.

ACCEPTABLE BANKING HOURS

- ❖ Six (6) hours of Professional Development that is attended before school, after school, on Saturdays, or in the summer for *no stipend pay*.
- ❖ Employees may also earn banking hours credit for St. Tammany Parish sponsored on-line courses that are completed after school, before school, on Saturday or during the summer that offer banking hours credit and *no stipend pay*.
- ❖ Employees may bank time from May 28, 2009 to April 17, 2010.
- ❖ Attending St. Tammany Parish Banking Professional Development will count for the Spring State Mandated Professional Development Day.
- ❖ Presenting for Banking Hours Professional Development in the St. Tammany Parish Public School System will count for the Spring State Mandated Professional Development Day if the teacher receives no pay for presenting. Presenters will receive credit for presentation time only.
- ❖ School sites are encouraged to plan and offer banking hours' Professional Development that meet the requirements of their school improvement plans.
 - Must submit Professional Development request on GSMU form to Dr. Holly Broom, Coordinator of Professional Development, at Jefferson East for approval.
- ❖ To use attendance at non-St. Tammany Parish sponsored Professional Development for banking hours' credit, the following requirements must be met:
 - The teacher must need the Professional Development training to provide certification/instruction for the students he/she is teaching.
 - The Professional Development directly relates to the content that the teacher is currently teaching.
 - The Professional Development is only offered by an outside source.
 - The agency presenting Professional Development must be able to award Continuing Learning Units (CLUs).
 - The principal recommends that the teacher attend the Professional Development and gives approval for attendance prior to the teacher attending Professional Development.

- The teacher must document attendance with a completed St. Tammany Parish Banking Certificate with the presenter's signature on it.

NON-ACCEPTABLE BANKING HOURS

- ❖ Faculty Meetings
- ❖ Information Articulation
- ❖ Teachers Working in Rooms
- ❖ College Courses
- ❖ Parent Conferences
- ❖ SACS Studies, Blue Ribbon Committee Meetings, etc.
- ❖ On-line Courses Completed During the School's Operational Hours

ATTENDANCE REPORTING

- ❖ If an employee does not turn in required documentation or attend the State Mandated Professional Development Day provided by the School District on May 25, 2010, he/she will be:
 - Docked one personal day.
 - If no days remain, employee is docked one day of pay.
- ❖ Hours will be reported in half-day or full day only.
 - Three (3) hours of completed workshops equals half-day of attendance.
 - Six (6) hours of completed workshops equals full day of attendance.
- ❖ Absences are handled by the attendance clerk at each school site.
 - Reporting will be done to Information Technology via the computer.

SABBATICAL

- ❖ First semester sabbatical
 - Must complete six (6) hours of professional development.
- OR
- Attend St. Tammany Parish Professional Development Day on May 25, 2010.
- ❖ Second semester sabbatical
 - Must fulfill the state mandated requirement with the fall Professional Development Day.
 - Does not have to bank any Professional Development hours for the spring semester.

NEW EMPLOYEES (on contract and hired during the school year)

- ❖ Must complete six (6) hours of professional development regardless of the starting date of their employment;

OR

- ❖ Attend the St. Tammany Parish Professional Development Day on May 25, 2010.

REPORTING FORMS

- ❖ Forms are available on the Site Administrators' Blackboard.

CONTACT PERSON

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