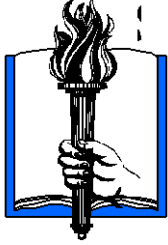


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Summer Flex Day Guidelines for Certified Staff and Education Assistants (EAs)	Descriptor No: AD PER25	Effective Date: 05/22
Revised:		

1 This Administrative Directive (AD) is intended for certified staff and EAs who are required to
2 accumulate additional professional development (PD) hours and administrative flex hours
3 throughout the school year.

4
5 The Summer Flex Day will be counted as a day in the school calendar. These hours may be logged
6 between July 1 and the date before the first full day for teachers and EAs to begin the school year.

7
8 Teachers and EAs will be required to earn six hours of PD/prep work before the first full day of
9 school for students each year to meet the summer flex day requirement. If a teacher leaves MCS
10 employment after logging the Summer Flex Day, they will receive credit for these hours for
11 professional development, but not for pay purposes. EAs will be paid for each hour worked. These
12 six hours of PD/prep work must be approved by the school principal prior to completing the
13 activity. It is the responsibility of the teacher/EA to submit in writing the dates, times, and
14 activities of the approved six hours to the school principal. These records are maintained at the
15 school level.

16
17 In addition to the six hours of PD/prep work hours for the Summer Flex Day, teachers and EAs
18 will be required to provide documentation to the school for twelve (12) additional hours of
19 professional development from July 1st until the end of the school year. Once teachers and EAs
20 return to work, they cannot receive credit for any of the required six (6) flex day hours or the
21 twelve (12) professional development hours during the regular school day while they are receiving
22 pay for performing their job because these 12 hours are included as part of their 200 day contract.
23 Once the school year begins, EAs should not accrue more than five (5) hours of PD/prep work in
24 any given week.

25
26 If at least six (6) flex day hours and twelve (12) professional development hours of approved
27 documented PD/prep work have not been accrued, the pay for the difference in those hours will be
28 deducted from the July 15th paycheck.

29
30 Examples of PD/prep work which can be counted for the six flex hours include the following (this
31 list is not intended to be inclusive – there are other PD/prep work which will be approved):

- 32
33
 - PLC meetings held outside the regular school day
 - MCS PD conferences

34

- 35 • Required annual trainings
- 36 • Setting up classroom
- 37 • Grade level planning sessions
- 38 • School retreats
- 39 • Committee/Leadership meetings
- 40 • Approved offsite PD opportunities
- 41 • New Teacher Orientation

42

43 (Other classroom or school related PD/prep work may be approved by the principal)

44

45 PD/prep work which may be approved for the Summer Flex Day may not qualify for part of the
46 twelve hours for teachers' professional development. Professional development criteria is set by
47 State Board of Education policy. Please contact the school administrator for clarification if
48 needed.

Summer Flex Day PD/Prep Work Hours CERTIFIED TEACHERS

This form should be used by teachers to document the required six (6) hours of PD/prep work for the summer flex day. These hours must be completed before the first full day of school for students each year and approved by the principal before the first pay date of the year (August 15th). The remaining twelve (12) hours of required professional development must be entered into school station before the last day of school.

Reminder: PD/Prep work completed over the summer break is more flexible than what can be completed during the school year. Please refer to the Summer Flex Day Guidelines AD for specific details.

Employee Name: _____ School: _____

Summer Flex Day PD/Prep Work Hours

Date	# of Hours	Description of PD/Prep Work

Employee Signature _____

Date _____

Principal Signature _____

Date _____

