**Baldwin-Whitehall School District**

**Differentiated Supervision Model**

**FLEXIBLE SCHEDULE EXAMPLE**

**Clerical Flexible Days**

Professional employees may work from school or home to attend to job-related clerical items.

For the 2015-2016 school year, the following clerical dates apply:

* 11/3/15, 1/18/16, and 3/24/16 (3.5 hours per day)
* Does not include time for lunch

Professional employees **are required to be present in their buildings (signing in and out) on the first clerical day of the year. The day that professional employees choose to complete their first clerical day (used to set up their classroom) of the year is flexible.**

* 8/10-18/15 or 8/24 & 25/15 (one day or broken over 2 days, for a total of 7 hours**\***)

Professional employees **are required to be present in their buildings (signing in and out) on the last clerical day (close out process) of the year.**

* 6/6/16
* TOTAL of 17.5 Flexible Hours of Clerical Time (Each year moving forward)

**Flexible Professional Learning Days**

Professional employees who are **pre-approved** for Professional Learning Plans may work according to the timeline and tentative dates, hours, and location identified on their plan. All Professional Learning Plans must be completed prior to the winter break.

For the 2015-2016 School Year the dates are as follows:

* 8/21 (pm), 11/3, 1/18, and 3/24 (3.5 hours per day)
* TOTAL of 14 hours of Flexible Professional Learning Time in Year 1
* Does not include time for lunch.
* TOTAL of up to 24.5 hours of Flexible Professional Learning Time in Year 2 and beyond.

Professional employees who do not have pre-approved Professional Learning Plans are required to attend in person, district professional development, completing the district directed professional learning plan on the dates listed below:

* 8/21 (pm), 11/3, 1/18, and 3/24 (3.5 hours per day)
* TOTAL of 14 hours of Professional Learning Time

**Mandatory Professional Learning Days - ALL Professional employees**

Identified district-wide professional learning days will occur each year in which ALL professional employees must be present. The 2015-2016 school year mandatory professional learning dates are:

* Temporary professional and professional employees new to the district: 8/17 & 18
* ALL professional employees: 8/19, 20 & 21 (am only), 10/12 and 1/19\*
* \* If January 19th becomes a snow make- up day, these 7 hours will become Flexible Professional Learning time with a topic to be assigned by the central office/building administration.
* Professional Learning Days will be identified by the district no later than May 15th each year.
* **THE SUPERINTENDENT RESERVES THE RIGHT TO MODIFY THE FLEXIBLE CLERICAL and PROFESSIONAL LEARING HOURS AT ANY TIME DUE TO STATE/DISTRICT MANDATES OR INITIATIVES.**