

GREA Training Time: The Whys and Wherefores

Prepared by GRPS and GREA, May 2005

Michigan law requires that all teachers receive at least five days of in-service training each year. Probationary teachers must receive this PLUS an additional fifteen days (over 90 clock hours) during their first three years of employment.

While most districts provide 1098 hours of student instruction per year and then provide the in-service in addition to it, GRPS and GREA have negotiated an arrangement permitted under the law to provide 36 hours of training per year which is taken from the 1098 hours (so that instruction is actually 1062 scheduled hours per year).

Because our training time counts toward the instructional hours' requirement, we are governed by state rules for this time. This training time is a part of your contract requirement and must be documented as such. A failure to complete this time will result in a pay dock in June for uncompleted hours.

A summary of the State rules is included. These are NOT under the control of GREA or GRPS.

The training time provided under the GREA contract for 2005-2006 is:

Elementary

August 25 and 26, 2005	12 hours
January 20, 2006 (p.m.)	3 hours
February 20, 2006	6 hours
March 20, 2006 (p.m.)	3 hours
Flexible (time must be accomplished between 7/1/05 and 6/9/06)	12 hours

Total: 36 hours

Secondary

August 25 and 26, 2005	12 hours
November 1, 2005	6 hours
February 20, 2006	6 hours
March 20, 2006	6 hours
June 9, 2006	6 hours

Total: 36 hours

Records Time – In addition, individual teacher’s records time for the year will be:

Elementary

November 1, 2005	6 hours
January 20, 2006	3 hours
March 20, 2006	3 hours
June 9, 2006	6 hours

Secondary

January 18, 19 and 20, 2006	afternoons
June 6, 7 and 8, 2006	afternoons

Who Plans The Time?

The content of the time should be approximately 50% training and 50% collaborative group time.

Can The Time Be Rearranged?

February 20, 2006, can not be rearranged, as it is held for a district-wide day at the Superintendent’s discretion. August 25 and 26, 2005, can be scheduled and held between July 1, 2005 and August 26, 2005, if a 2/3 majority of the affected GREA staff vote to change it.

On elementary days scheduled for three hours of records and three hours of collaborative planning/professional development time, elementary teachers must be given three hours of individual records time. Elementary buildings may, by a 2/3 majority vote, agree to rearrange the records and collaborative planning/professional development time on the designated days through the year. However, the final configuration must result in a total of 18 hours of records time and 36 hours of collaborative planning/professional development time.

The 12 hours of eligible flexible time must occur outside the regular work day or during the summer between July 1, 2005 and June 30, 2006.

Rules

The State, not GRPS or GREA dictates these rules:

- There must be a sign-in and sign-out sheet.
- There must be a printed agenda
- Attendance is mandatory. If you do not work this time, you will be docked in June, unless absent for pre-approved paid leave. Comp time and personal days cannot be approved for use during this time. Supervisors file the report of time to GRPS on a form that has been distributed to them by GRPS. You may make arrangements with your supervisor to make this time up – but it must adhere to the attached state rules.
- Coaches or others with after-school responsibilities are not excused from these requirements. They must make alternate arrangements with their supervisor to make the time up. This time must be reported on the attached form by the principal or supervisor.
- The State does not permit meal time to be counted. The State does not allow “working” lunches or breaks. This means there must be the number of actual hours of collaborative planning/professional development as indicated in the above schedule.

STATE RULES FOR PROFESSIONAL DEVELOPMENT TIME:

Examples of Activities	Does it Qualify as Professional Development Under Section 101(11):
Staff Meetings	No (unless the meeting is planned around topics of instructional strategies or curriculum content)
Curriculum Development Meetings	Yes (unless it occurs when students are receiving instruction)
Parent/Teacher Conferences	No
Coaching Clinics	No
Teacher Planning Time other than Team Planning Time	No
Records Day	No
Action Research or Study Group	Yes (unless it occurs when students are receiving instruction)
Conferences/Workshops On-Site	Yes (unless it occurs when students are receiving instruction)
Conferences/Workshops At Off-site Location	Yes (unless it occurs when students are receiving instruction)
Sessions dedicated to Qualifying for NCA Accreditation	Yes (unless it occurs when students are receiving instruction)
University or College Class	Yes (unless it occurs when students are receiving instruction)

Forms

For your information, two forms are attached. The first is the form an individual employee uses to request the supervisor's approval for alternative training. The second is the form your supervisor uses to report the time to GRPS.

GRAND RAPIDS PUBLIC SCHOOLS
2005-2006
Collaborative/Professional Development Hour Form

GREA employees

NAME: _____

School/Program: _____

The intent of the collaborative/professional development hour requirement was to encourage whole staff training. However some staffs may need more flexibility in meeting program needs. GREA employees who are unable to attend a collaborative 2nd/4th Monday meeting/training, may complete this form and seek approval from the principal/supervisor to meet this requirement.

Proposed Professional Development Experience:

Topic: _____ Date: _____

Hours of Training (not including lunch/dinner): _____

Describe the content of the training:

Approved by: _____ Date: _____

For audit purposes, the employee is responsible to resubmit a copy of this signed form to their supervisor along with verification of participating in the professional development experience, i.e. agenda with date, topic, beginning and ending times, registration confirmation, following completion of the professional development experience.

Attached is verification that I have completed the above professional development experience.

Signature: _____ Date: _____

Please attach the agenda and a copy of the registration (if one exists).

GRAND RAPIDS PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT TIME FOR 2005-06

School Name: _____ Date: _____

Principal Signature: _____

Type	Date of PD	Topic (attach agenda)	Sign In Sheet (attach)	Begin Time	End Time	Total Hours
PD/Collaborative Planning Days	Thursday, August 25, 2004					6
	Friday, August 26, 2004					6
	Tuesday, November 1, 2005 (Secondary only)					6 (Secondary)
	Friday, January 20, 2006 (Elementary only)					3 (Elementary)
	Monday, February 20, 2006					6
	Monday, March 20, 2006					3 (Elementary) 6 (Secondary)
	Friday, June 9, 2006 (Secondary only)					6 (Secondary)
Flexible Hours	Between 7/1/05 & 6/9/06					12
Other Make-up						
Total Hours						36