

PIR PROFESSIONAL DEVELOPMENT APPLICATION: FLEX PLAN

This application for flexible PIR hours must be submitted one week before the workshop date.

1. Teacher Name: _____ Today's Date: _____

2. Name of Workshop: _____

3. Content (Give a short description and attach brochure if available).

4. Date(s) of workshop: _____ Hours: from/to: _____

Date(s) of workshop: _____ Hours: from/to: _____

Total hours requested: _____

5. Approval: Building Principal: _____ Date: _____

Approval: Signature: _____ Date: _____

You will receive a copy of this form after it is approved. Keep it, fill out the following section, and return it to your building principal within two weeks of completion of the workshop in order for the hours to be officially recorded.

1. Teacher Name _____ Today's Date: _____

2. Name of Workshop _____

3. Comments: (Please give a statement of the major emphasis of what you learned. Would it be worthwhile to bring this workshop on-site for all staff? Can information you gained be used by others in the school?)

4. Would you consider giving a presentation at a staff meeting? (Y/N) District inservice? (Y/N)

MANHATTAN PUBLIC SCHOOLS FLEX PIR PLAN

Overview

It is the position of Manhattan School District that the mid-October MFPE Educators Conference, held at a site assigned by the Montana Federation of Public Employees each year and scheduled in the Manhattan School District's yearly calendar, is for the purpose of professional staff development for our staff members at the assigned conference site. Manhattan School District feels that when staff members attend these yearly professional development sessions, the School District's staff members and students benefit from this learning experience. In compliance with a 1995 Montana State Attorney General's Opinion regarding 20-4-304 MCA, the only Manhattan School District staff member(s) (by state law) allowed to miss the mid-October PIR in-Service is a coach who is contractually obligated to coach during the conference days. Manhattan School Board (or agents assigned by the School Board) *has the sole authority (as granted in 20-4-304 MCA) to approve or disapprove a staff member's application for PIR Flex hours.* Manhattan School District, in order to provide all staff and students increased learning opportunities and to support the MFPE's effort to bring the best professional in-service and workshops to the state of Montana during the scheduled PIR days, strongly encourage the Manhattan School District's staff to attend the annual MFPE Educators Conference as a part of their professional responsibility to the teaching profession.

Guidelines

With the above Overview in mind, the Manhattan School District Board understands that there might be an in-service or workshop that could be considered as PIR time to substitute for attendance of the MFPE PIR days. If a staff member were to apply for Flex time to substitute for MFPE PIR days, the following Guidelines would apply during this consideration:

1. Any in-service, workshop, or coursework that will be used for advancement on the salary schedule, now or at a later date, will **not** be considered or approved for Flex Time.
2. The only two days (total 12 hours) that may be considered for PIR Flex time are the MFPE days generally scheduled in mid-October. No other days can be flexed.
3. Only in-service or workshops that are directly relevant to district curricular goals, and are not part of a continuous program (ex. Graduate level program), will be considered.
4. In-service and workshops that are used to apply for PIR Flex time **must be funded by the individual.** No school or outside sources may be used to fund any portion of the in-service or workshop unless the individual is required to attend the training by the School District.
5. The time spent in a workshop or in-service must be outside the regularly scheduled school day of 8:00am to 4:00pm and verifiable. Workshops that begin during regularly scheduled school time and continue outside of a regularly scheduled school day may not be used for PIR Flex hours.
6. All PIR days and Parent/Teacher Conferences scheduled on the School District Calendar must be attended by all teachers and cannot be used for Flex PIR days.
7. All PIR Flex hour applications will be submitted to the staff member's Building Principal for consideration.
8. Application for PIR Flex time utilizing in-service and workshops taken during the summer months must be received by the Building Principal prior to 4:00pm the Friday of the first full-week of the school year.
9. Should the application be denied by the Building Principal, the staff member may appeal the Building Principal's decision to the District Superintendent. Should the application be denied by the District Superintendent, the staff member may appeal the District Superintendent's decision to the Manhattan School Board.
10. The Manhattan School Board's decision is final.
11. If a staff member cannot show written verification of attendance to MFPE PIR days and there is no approved PIR hours taken prior to May 1st of the school year to substitute for the lack of attendance at the MFPE PIR days, the staff member will have their daily rate (1/187 of contracted salary with one day equal to six hours,) deducted from their last pay at the conclusion of the school year as required by state law 20-4-304 MCA.