RESPONSE TO TEACHER TIME STUDY CAPSTONE REVIEW

September, 2024

Response to Teacher Time Study Committee Input

Administrative Workload

SPED, 504, EB

- Compliance Documentation
- Special Programs Documents

Instructional Planning and Support

- Lesson Plans
- Teacher Workdays
- Instructional Day

BY THE NUMBERS…EMERGENT BILINGUAL

YEAR (October Subset)	Number of Students
2018-2019	16,529 (14.9%)
2019-2020	16,302 (13.9%)
2020-2021	17,108 (14.9%)
2021-2022	19,537 (16.7%)
2022-2023	22,288 (18.9%)
2023-2024	24,501 (20.7%)
Current as of 9/9/24	21,884 (18.6%)

BY THE NUMBERS…SECTION 504

YEAR (End of Year)	Number of Students
2018-2019	3,868 (3.3%)
2019-2020	4,221 (3.6%)
2020-2021	4,670 (4.0%)
2021-2022	5,353 (4.6%)
2022-2023	5,511 (4.7%)
2023-2024	5,426 (4.6%)
Current as of 9/9/24	4,691 (4.1%)

BY THE NUMBERS…SPECIAL EDUCATION

YEAR (October Subset)	Number of Students
2018-2019	9,999 (8.6%)
2019-2020	11,234 (9.6%
2020-2021	11,778 (10.3%)
2021-2022	12,439 (10.3%)
2022-2023	13,786 (11.7%)
2023-2024	15,370 (13%)
Current as of 9/9/24	16,215 (13.8%)

Programs and Compliance Requirements

Special Education

ARDS/IEPs

- Schedule Page/Accommodations
- Present Level of Achievement and Functional Performance (PLAAFP)
- State Assessment Accommodations
- Deliberations
- Goals and Objectives
- Behavior Intervention Plan (BIP)

Section 504

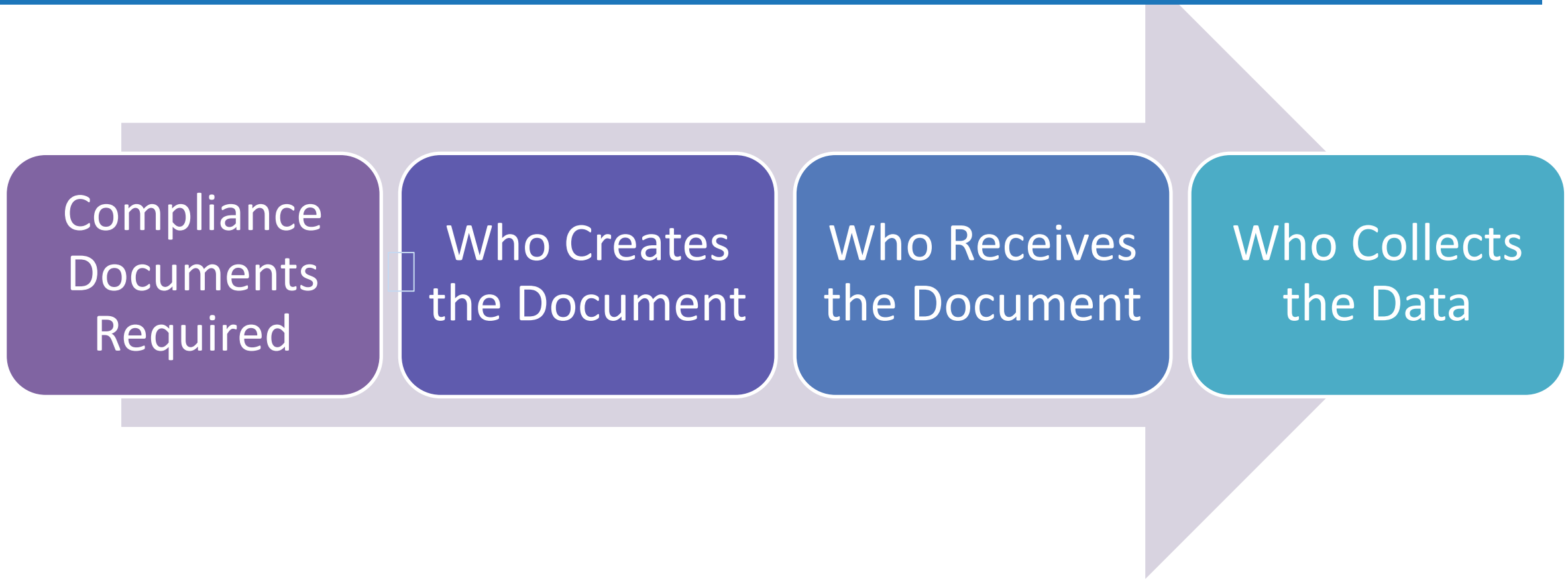
- Evaluation Meeting
- Service Plan
- Accommodation Document

Emergent Bilingual

Language Proficiency Assessment Committee (LPAC)

- Identification and Placement LPAC
- Assessment LPAC
- End of Year LPAC
- ESL Accommodation Checklist and Student Progress Form

Programs and Compliance Requirements



Special Education Example

Compliance Document Required	Who Creates the Document	Who Receives the Document	Who Collects The Data
Goals and Objectives	The case manager (**sped teacher)** drafts the goals and objectives and presents in the ARD meeting for consideration. After agreement, the goals and objectives become part of the IEP document.	The Diagnostician/ARD Specialist or Speech Language Pathologist sends this document, as part of the teacher bundle, to all **teachers** working with the student after the ARD meeting.	Data can be collected by the paraprofessional, **general education teacher and/or the special education teacher**. Data is collected at least two times a week to ensure the student's goals and objectives are appropriate and progress is being made. This data is entered into Review 360 (a program that sped uses to collect, store and share student data). The case manager (**sped teacher**) is required to report progress to the parents each nine weeks.

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Instructional Planning and Support

Lesson Plans	Teacher Workdays	Instructional Day

Instructional Planning and Support

Lesson Plans

A unit or weekly lesson plan that outlines, in a **brief and general manner**, the information to be **presented during each period** at the secondary level or in each subject or topic at the elementary level.

Lesson Plans

Cypress-Fairbanks ISD
101907

INSTRUCTIONAL ARRANGEMENTS
LESSON PLANS

EEP-R

RESPONSIBILITY

Teachers are responsible for developing lesson plans based on the District's scope and sequence of the state curriculum, the Texas essential knowledge and skills (TEKS).

KEY FEATURES

Teachers' lesson plans should:

1. State (or clearly imply) the objectives derived from the TEKS;
2. Describe both the teacher's and students' activities and work, ~~including specific examples the teacher plans to use;~~
3. Identify learning materials and resources;
4. Describe ~~practice activities as well~~ ~~as~~ ways the teacher will check for students' understanding (evaluation/assessments);
5. ~~Indicate possible reteaching strategies; and~~
6. ~~5.~~ Include how information is to be presented ~~strategies to address the needs of special popula- tions~~ to special populations.

FORMAT OF LESSON PLANS

Teachers should use the format for lesson plans decided on at their campuses.

MONITORING LESSON PLANS

Campus instructional leaders are responsible for overseeing lesson plans. Their primary focus is to ensure that the TEKS and the District's scope and sequence are followed. Lesson plans submitted for this purpose need not be as fully developed as the actual plans teachers follow.

ALIGNMENT OF WRITTEN, TAUGHT, AND TESTED CURRICULUM

Teachers shall meet with instructional leaders at their campuses and with District coordinators to discuss strategies they use to ensure that the curriculum they teach students and test them on is aligned with the TEKS and the District's scope and sequence. Teachers' tests should also be aligned with their lesson plans.

Cypress-Fairbanks ISD
101907

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5. Include how information is to be presented to special populations.

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2025-2026 Instructional Calendar Committee

2025-2026

Calendar Committee

DEIC

Add

Teacher Workdays

Instructional Day

Reduce by 15 minutes

Recruitment/Retention Tool

Next Steps for the District

Administrative Workload:

Special Education

- Evaluate Review 360 program used to collect and store IEP and accommodation data to reduce extra steps to input data.
- Evaluate number of Long-Term Subs and vacancies to determine teacher caseloads.
- Offer Temporary Workers to support teachers with a high caseload due to LTS and vacancies. (Criteria is being developed)

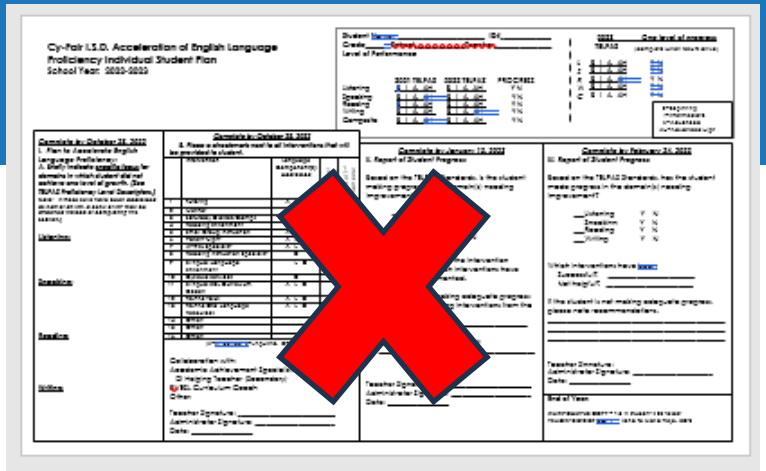
Next Steps for the District

Administrative Workload:

Special Education

- Continue to work with HR to schedule special education showcases in the fall and the spring.
- Continue to search job applications of special education applicants to support campuses.
- Continue discussion with HR about expanding the process for hiring staff with special education certification only for identified areas.

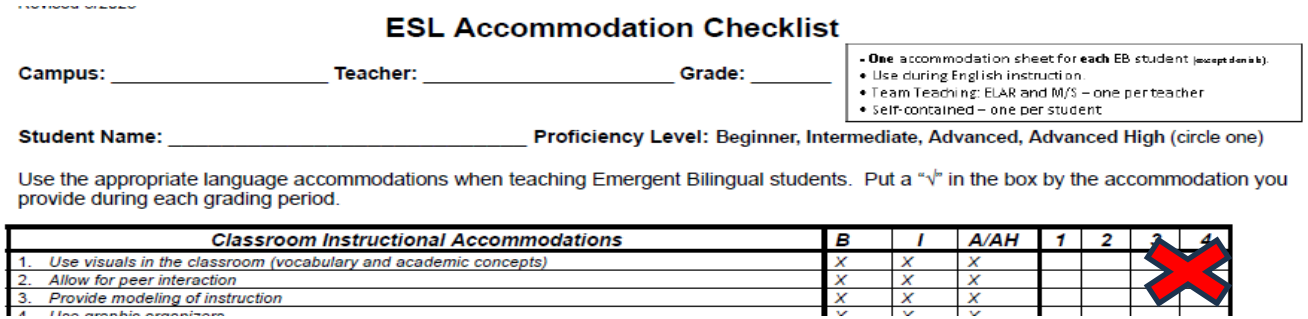
Next Steps for the District



Administrative Workload:

Emergent Bilingual

- Eliminate the data collection tool for ISPs
- Reduce data collection for the ESL Accommodation Checklist from 4 times a year to 2 times a year and add required progress to the checklist.



ESL Accommodation Checklist

Campus: _____ **Teacher:** _____ **Grade:** _____

- **One** accommodation sheet for **each** EB student (except dual ELs).
- Use during English instruction.
- Team Teaching: ELAR and M/S – one per teacher
- Self-contained – one per student

Student Name: _____ **Proficiency Level:** Beginner, Intermediate, Advanced, Advanced High (circle one)

Use the appropriate language accommodations when teaching Emergent Bilingual students. Put a "√" in the box by the accommodation you provide during each grading period.

Classroom Instructional Accommodations	*B*	*I*	*A/AH*	*1*	*2*	*3*	*4*
1. *Use visuals in the classroom (vocabulary and academic concepts)*	X	X	X				
2. *Allow for peer interaction*	X	X	X				
3. *Provide modeling of instruction*	X	X	X				

- LPAC Teacher Representative

2025-2026
Instructional Calendar

DEIC Instructional Calendar Priority

Recommend to the School board an instructional calendar based on what is instructionally best for students.

DEIC Members: BQA (LOCAL)

The Council shall consist of:

1. At least one District-level curriculum staff member;
2. Three representatives from the Superintendent's Parent Advisory Committee (one each: elementary, middle, high school);
3. Three representatives from the VIPS selected by the VIPS coordinating board (one each: elementary, middle, high school);
4. Two business representatives nominated by the PIE coordinator;
5. One teacher representative from each campus; and
6. These representatives from each cluster group:
    a. One nonteaching professional staff member;
    b. One parent;
    c. One community resident;
    d. One business representative.

The cluster groups (for election of delegates) shall be based on geographic area and feeder patterns as much as possible.

District of Innovation

Current Law: According to Texas Education Code §25.0811 school districts are prohibited from beginning instruction for students prior to the fourth Monday in August.

Benefit of Exemption:

- A flexible calendar
- Empowers the DEIC to meet the needs of the local community
- Personalize learning
- Increase college and career readiness
- Balance the amount of instruction time per semester
- More flexible professional development opportunities for staff

Instructional Calendar

- The DEIC will develop a proposed instructional calendar for the Board to consider.
- The Board will have final approval of the 2025-26 instructional calendar.

Texas Education Code

- Minimum of 75,600 minutes for students
  - Lunch, recess, intermissions part of instructional minutes
- 187-day teacher contract
- Inclement weather days
- ~~4th Monday in August~~
- May 15 (earliest last day of instruction)

Students = Minutes

Teachers = Days

Instructional Calendar Considerations

- Instructionally best for students
- Minimum of 173 instructional days
- Balance semesters as much as possible
- Timing of professional development days
- State testing calendar
- Student attendance data
- Minutes for at least two inclement weather days
- Summer programs (district and college)

CFISD Community Historical Expectations

- Spring Break
- One week for Thanksgiving break
- Two weeks for winter holiday break
- Election day
- Holidays: Labor Day, Thanksgiving, Christmas eve/day, New Year’s Day, Dr. Martin Luther King Jr. Day, Good Friday, Memorial Day

2025-2026 Instructional Calendar Committee

2025-2026

Calendar Committee

DEIC

Add

Teacher Workdays

Instructional Day

Reduce by 15 minutes

Recruitment/Retention Tool

CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
LEARN • EMPOWER • ACHIEVE • DREAM

2024-2025
DISTRICT CALENDAR

'24

JULY						
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IMPORTANT DATES

- **Aug. 8-16** Professional Days
- **Aug. 19** First Day of School
- **Sept. 2** Student/Staff Holiday
- **Oct. 14** Student/Staff Holiday
- **Nov. 4** Professional Day
- **Nov. 5** Teacher Work Day/School Closure Make-up Day/Student Holiday/Inclement Weather Day
- **Nov. 25-29** Student/Staff Holiday
- **Dec. 23- Jan. 3** Student/Staff Holiday
- **Jan. 6** Professional Day
- **Jan. 20** Student/Staff Holiday
- **Feb. 14** Professional Day
- **Feb. 17** Professional Day
- **March 10-14** Student/Staff Holiday
- **April 18** Student/Staff Holiday
- **April 21** Teacher Work Day/School Closure Make-up Day/Student Holiday/Inclement Weather Day
- **May 26** Student/Staff Holiday
- **May 29** Last Day of School
- **May 30** Professional Day

GRADING PERIODS

Elementary	Secondary
Aug. 19 - Oct. 18	Aug. 19 - Oct. 18
Oct. 21 - Dec. 20	Oct. 21 - Dec. 20
Jan. 7 - March 7	Jan. 7 - March 7
March 17 - May 29	March 17 - May 29

LEGEND

- Student/Staff Holiday
- Professional Day/Student Holiday
- First and Last Days of School
- Inclement Weather Day
- Teacher Work Day/School Closure Make-up Day/ Student Holiday

ACCESS

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Teacher Workdays

Minimum required minutes = 75,600

Current Calendar = 76,985 minutes (173X445)

Adding 2 additional workdays = 890 minutes

76,985 – 890 = 76,095 (lose 2 instructional days 171 days)

CYPRESS FAIRBANKS INDEPENDENT SCHOOL DISTRICT

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2024-2025 DISTRICT CALENDAR

'24

JULY						
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- Student/Staff Holiday
- Professional Day/Student Holiday
- First and Last Days of School
- Inclement Weather Day
- Teacher Work Day/School Closure Make-up Day/ Student Holiday

ACCESS

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Instructional Day

Reduce by 15 minutes

445 – 10 = 435

435 X 173 = 75,255

75,600 – 75,255 = (345)

PD days will make up for the 345 and for 2 inclement weather days.

Development of the 2025-2026 Instructional Calendar

9/23/24

- Overview of instructional calendar process and expectations

10/17/24

- Feeder Pattern Groups (12)
- Begin working on 2025-2026 instructional calendar

10/30/24

- Feeder Pattern Groups 10/30/24
- Continue working on the instructional calendar
- Consensus on two instructional calendars for community to view
- Post calendars for the community (6 days)

11/6/24

- DEIC reviews community input
- Adjustments to proposed calendars
- Select instrucitonal calendar to recommend to the Board

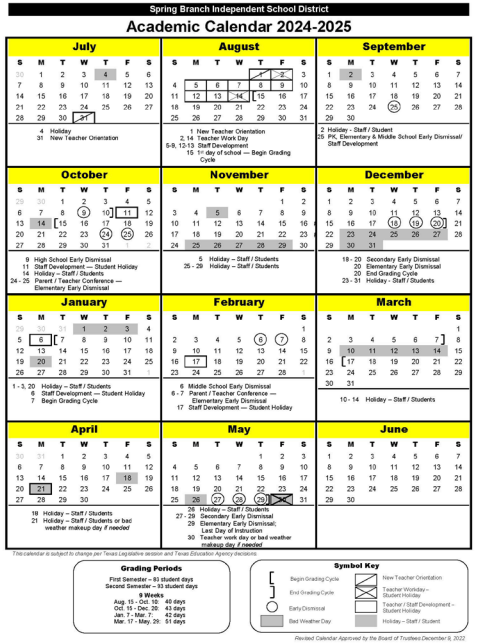
Present to Board Nov. 7 or Nov. 11, 2024

Homework

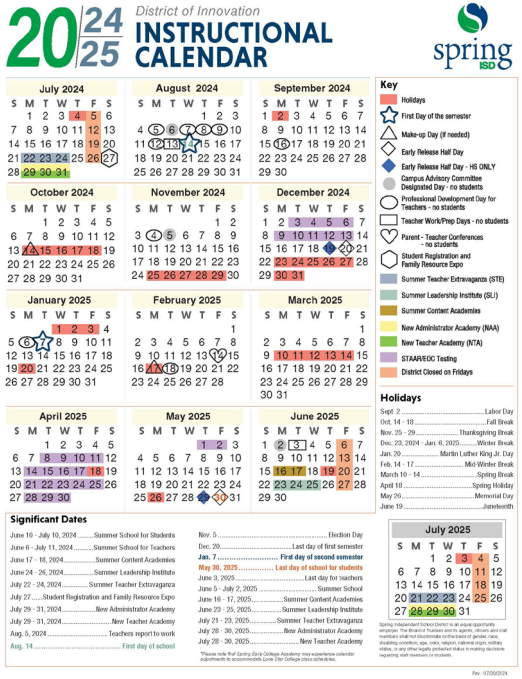
- Access electronic file
- Review other school district calendars
- Review 2024-25 adopted calendar
- Review 2024-25 proposed calendar
- Be prepared to discuss what you like and don’t like about these calendars
- A DEIC folder will appear in your Shared Drives

Area Districts – Instructional Calendar

Katy ISD
Student days= 173
Teacher Workdays=



Spring Branch
176 Days



Spring ISD
175 Days

Klein ISD
171 Days

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

LEARN • EMPOWER • ACHIEVE • DREAM

2024-2025 DISTRICT CALENDAR

ADOPTED

'24

JULY

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MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

IMPORTANT DATES

- **Aug. 8-16** Professional Days
- **Aug. 19** First Day of School
- **Sept. 2** Student/Staff Holiday
- **Oct. 14** Student/Staff Holiday
- **Nov. 4** Professional Day
- **Nov. 5** Teacher Work Day/School Closure Make-up Day/Student Holiday/Inclement Weather Day
- **Nov. 25-29** Student/Staff Holiday
- **Dec. 23- Jan. 3** Student/Staff Holiday
- **Jan. 6** Professional Day
- **Jan. 20** Student/Staff Holiday
- **Feb. 14** Professional Day
- **Feb. 17** Professional Day
- **March 10-14** Student/Staff Holiday
- **April 18** Student/Staff Holiday
- **April 21** Teacher Work Day/School Closure Make-up Day/Student Holiday/Inclement Weather Day
- **May 26** Student/Staff Holiday
- **May 29** Last Day of School
- **May 30** Professional Day

GRADING PERIODS

Elementary	Secondary
Aug. 19 - Oct. 18	Aug. 19 - Oct. 18
Oct. 21 - Dec. 20	Oct. 21 - Dec. 20
Jan. 7 - March 7	Jan. 7 - March 7
March 17 - May 29	March 17 - May 29

LEGEND

- Student/Staff Holiday
- Professional Day/Student Holiday
- First and Last Days of School
- Inclement Weather Day
- Teacher Work Day/School Closure Make-up Day/ Student Holiday

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CFISD
173 Days

PROPOSED
NOT ADOPTED

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
LEARN • EMPOWER • ACHIEVE • DREAM
2024-2025 DISTRICT CALENDAR

'24

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

'25

JANUARY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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FEBRUARY

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23	24	25	26	27	28	

MARCH

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23	24	25	26	27	28	29
30	31					

APRIL

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20	21	22	23	24	25	26
27	28	29	30			

MAY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

IMPORTANT DATES

- **Aug. 5-13** Professional Days
- **Aug. 14** First Day of School
- **Sept. 2** Student/Staff Holiday
- **Oct. 14-16** Student/Staff Holiday
- **Nov. 4** Professional Day
- **Nov. 5** Teacher Work Day/ Student Holiday
- **Nov. 25-29** Student/Staff Holiday
- **Dec. 23- Jan. 3** Student/Staff Holiday
- **Jan. 6** Professional Day
- **Jan. 20** Student/Staff Holiday
- **Feb. 14** Student/Staff Holiday
- **Feb. 17** Professional Day
- **Feb. 18** Professional Day/Inclement Weather Day
- **March 10-14** Student/Staff Holiday
- **April 18** Student/Staff Holiday
- **April 21** Teacher Work Day/Student Holiday/Inclement Weather Day
- **May 26** Student/Staff Holiday
- **May 29** Last Day of School
- **May 30** Professional Day

GRADING PERIODS

Elementary	Secondary
Aug. 14 - Oct. 11	Aug. 14 - Oct. 11
Oct. 17 - Dec. 20	Oct. 17 - Dec. 20
Jan. 7 - March 7	Jan. 7 - March 7
March 17 - May 29	March 17 - May 29

LEGEND

- Student/Staff Holiday
- Professional Day/Student Holiday
- First and Last Days of School
- Inclement Weather Day
- Teacher Work Day/ Student Holiday

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2025-2026 Instructional Calendar

Questions