



## FAQ on Early release: Common Planning Time/Tech Time

**Some Wednesdays early release is for Common Planning Time, but can also be designated as Tech Time.**

### **What is Tech Time?**

Certificated staff are eligible to receive up to 8 hours of additional pay for technology training this year. That time can be logged during these Tech Time early releases, or the trainings can be done on your own time. These trainings are not mandatory, so if you choose to do only some of them, or none of them, that's fine, too; you'll be paid based on what you complete.

If you choose not to do the trainings during tech time, then the time is considered Common Planning Time.

### **What is being offered this Wednesday?**

The SPS Instructional Technology Team sent out this link to access training online:

### **"Technology Training Modules"**

The 2015-2018 SEA-SPS collective bargaining agreement provides for all certificated employees to get up to eight (8) hours of extra pay for technology training during the 2017-18 school year. In order to receive payment, teachers must complete up to 8 online or in person modules by August 15th, 2018. Each module is scoped to be completed in one hour.

**Online Modules:** Join the Schoology Course with the course code **TD3N-BWZ5D**, [Log in as a Staff Member](#). All the available modules are housed under this single course. Teachers can choose the modules that best meet their needs and do them in any order. Instructions on how to get pay and clock hours are included in the course.

**Building Based Options:** Principals can request the Instructional Technology staff come to their school to do group, face to face Professional Development on Tech Wednesdays. The Instructional Technology team will connect the PD to the online modules so teachers can claim the PD as part of their 8 hours of paid technology training. Modules can be combined to create a two-hour session. To request a PD opportunity, we ask that principals fill out and submit a request online. [Online Form](#)

**What is Common Planning Time (CPT)?**

CPT is teacher-directed time to plan together with your colleagues. You can work on something completely different than you did during the last common planning if you want. You and a colleague can plan a unit together, your team might prep for a field trip they are doing together, you might choose to meet as a grade level team, etc. Some certs may travel to different buildings as you did on job alike day, perhaps to meet with other PE teachers or French teachers. It's up to you!

**What order should our school do after school time, early release and staff meeting time in?**

In order to support job alike and other coordination around the District, we have agreed with SPS that once the student day ends students: schools should schedule, in this order: first, the 20 minutes (secondary) or 30 minutes (elementary and K-8) of individually-directed after school time (previously known as WAC time), second, the early release time, and third, staff meeting time.

**What can be scheduled during staff meeting time this week?**

This is a teacher-directed staff meeting week, rather than a business or PD staff meeting week. You can meet with colleagues for more collaborative work, or do individual prep work (assuming your school, through its site based process, has elected to allow that option).

**What about SAEOPs and Paraprofessionals?**

Although this Wednesday is Common Planning Time, it is not a Job Alike day. Paras and SAEOPs will stay in your buildings (unless you are approved to do otherwise) and either do regular job duties or join certificated staff in common planning time activities if appropriate. ELL and Special Ed IAs may find this to be good time to track down teachers who work with your students as well as to consult with your other team members.