



Annette Villerot, Director
Professional Development

Manor Independent School District
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Subject: November 23rd Comp Day

Date: May 11, 2009
To: MISD Staff
From: Annette Villerot
Through: Andrew B. Kim, Superintendent
CC: Rusty Wallace, Deputy Superintendent
Cathy Jones, Assistant Superintendent
Willie Watson, Executive Director of HR

The Professional Development Department is pleased to announce that the district will be closed for the Thanksgiving Holiday from November 23rd through November 27th next school year. The district has designated November 23rd as a comp day so that all staff are free to enjoy this whole week as a holiday. The requirements for this comp day are highlighted below.

ALL MANOR ISD STAFF: Must complete 6 hours of comp time prior to NOVEMBER 1st

- **Teachers and Paraprofessionals:**
 - All teachers and paraprofessionals must complete **Manor ISD “District Endorsed” Professional Development** equaling 6 hours during non-contractual time (training not endorsed by the district **will not** qualify for comp time)
 - These 6 professional development hours can be accumulated by attending professional development summer sessions, Saturday sessions, or Thursday afterschool sessions
- **Administrators and Staff on a 226 Contract:**
 - Staff on a 226 contract will need to accumulate 6 additional work hours and turn in extra hours to their supervisors
 - Option for Administrators: Present a Saturday Teacher Learning Institute Session from 9:00-12:00 in the fall (September 19th, October 3rd, and October 24th)
- **Clerical Staff:**
 - Training will be made available for clerical staff on July 23rd and Thursday, September 19th from 4:00-7:00.
 - Any clerical staff member who cannot attend these trainings will need to accumulate 6 additional work hours
 - All Clerical Staff who have worked extra duty hours must register on E-Class by clicking on “November 23rd” and registering for “Comp Day”
 - Supervisors will submit names of employees (for verification) who had worked additional hours to Lee Ann Rodriguez. She will then grant credit on E-Class.
- **Support Staff:**
 - Supervisors will provide support staff with opportunities to acquire 6 additional work hours in order to compensate for November 23rd
 - All Support Staff who have worked extra duty hours must register on E-Class by clicking on “November 23rd” and registering for “Comp Day”
 - Supervisors will submit names of employees (for verification) who had worked additional hours to Lee Ann Rodriguez. She will then grant credit on E-Class.
- **ALL** staff members need to submit E-Class Professional Development Certificates (equaling 6 hours) to their administrators/supervisors **no later than November 1st**
- Supervisors must provide the Human Resources Department a list of staff who did not meet the 6 hour requirement
- The district will be closed on Monday, November 23rd; therefore **any staff who did not complete “comp time” prior to November 1st will be “docked” one day of pay**