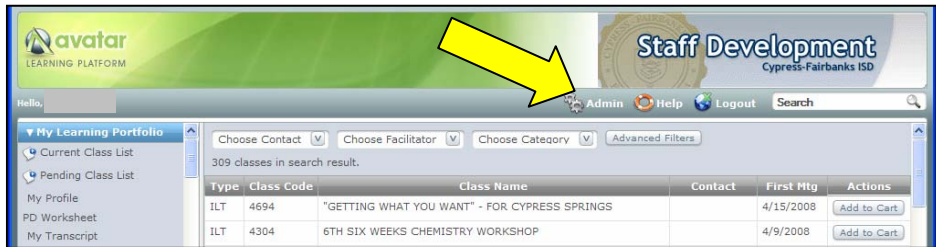




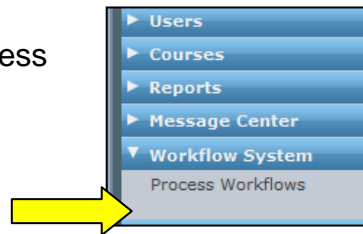
## Cy Fair Learning Management System (CFLMS) Directions for Supervisor's Approval of the Teacher Professional Development Compensation Document for the Summative Conference

### How do I access the teacher's PD Compensation Document for approval?

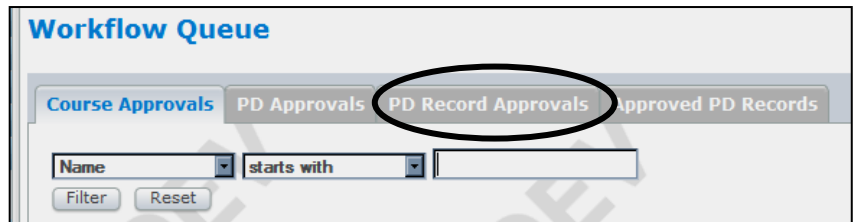
1. Open the Cy-Fair web site.
2. Open the Staff Development web page.
3. Click the Cy-Fair Learning Management System Link.
4. Login with your Novell login and Employee ID#
5. Select the "Admin" link.



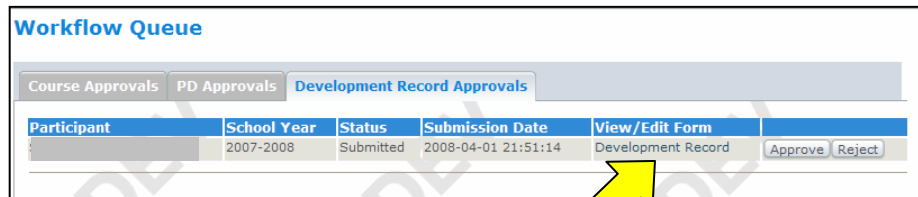
6. Select "Workflow System" and "Process Workflows"



7. Click the "PD Record Approvals" tab



8. Click the "Development Record" link in the "View/Edit Form" column.



**What should I review in order to approve the “PD Compensation Document?”**

**1. REVIEW CAMPUS TIME EQUIVALENCY CREDIT:**

- a. If the teacher selects the first button, “I have the appropriate number of CTE credits,” verify that the hours equate to the appropriate hours for your campus - either 7 or 14 depending on the number of CTE days.
- b. If the teacher selects the second button, “I am exempt due to a hire date after the designated staff development day,” verify the hire date if you are not sure that the teacher was not under contract on the CTE date.
- c. If the teacher selects the third button, “I have submitted the appropriate paperwork for the absence,” verify with your campus attendance records that the teacher did submit an Absence from Duty form.
- d. In some cases, you may have a teacher who was not required to have CTE.

Session	Title	Status	Credit Date	Hours
47521	TIME EQUIVALENCY: QUANTUM LEARNING	approved	08/14/07	Total Hours: 7.0/7.0

I have the appropriate number of CTE credits;  
 I am exempt due to hire date after the designated staff development day;  
 I have submitted the appropriate paperwork for the absence;  
 I was not required to have CTE hours (example: Out on FLM, etc.);

Total Campus Time Equiv Only-CTE Credit: 7

**2. REVIEW THE VERIFICATION OF ATTENDANCE FOR CLASSES ADDED MANUALLY TO THE RECORD, such as a class taken at Region IV or a university class:**

- a. Identify any class that has been added by the teacher’s response box confirming that appropriate verification be provided. It is the teacher’s responsibility to provide you a copy of a certificate, transcript, etc. If the teacher cannot provide this documentation for some reason, you may accept a signed and dated statement from the teacher verifying the attendance.
- b. Attach a copy of the verification to the final copy of the record that will stay in the teacher’s file.

Session	Title	Status	Credit Date	Hours
The appropriate attendance verification for this session is attached.	Congress in the Classroom	approved by Smith, Mary M	08/02/07	Total Hours: 23.0/0.0

Yes  No

**3. REVIEW THE NUMBER OF HOURS TOWARD MEETING THE 25/75 HOUR EXPECTATION that a teacher participate in 25 hours of off-contract professional development each year or 75 hours over the past four years (2008-09, 2007-08, 2006-07; and 2005-06):**

March 4, 2009

Training Site: <http://training.cyfair.avatarlms.com/>

- a. Review the summary chart to identify the total number of off-contract credit hours, that includes the categories of Professional Development for Compensation (PDC), Professional Development Not for Compensation (PDNC), and College Credit for Compensation (CCC.) If the teacher has 25 hours this year, it is **NOT** necessary to verify the 75 over four years.
- b. If the teacher does not have the 25 hours this year, verify if the teacher has 75 hours off contract over four years.

Type of Credit	2008-09	2007-08	2006-07	2005-06	TOTAL
Prof Dev for Comp-PDC	10	27	30	10	77
College Credit for Comp-CCC	0	0	0	0	9
Prof Dev Not for Comp-PDNC	0	0	0	0	0
<b>TOTAL</b>	<b>10</b>	<b>27</b>	<b>30</b>	<b>10</b>	<b>77</b>

- c. If the teacher does not meet the 25/75 Hour Expectation, discuss the following ramifications:
  - i. If the teacher is currently on Plan II, the teacher will return to Plan I next year and will remain on Plan I each year that the 25/75 Hour Expectation is not met.
  - ii. A teacher may not move from Plan I to Plan II without meeting the 25/75 Hour Expectation.

### Once all areas have been reviewed, how do I approve the record?

1. **The final step in the approval** process is to complete the verification section and select "Save Changes and Submit."

To be completed by the Appraiser/Supervisor:

To complete the process, save your changes and return to the workflow and approve or reject this. I verify that this applicant has provided the following and I approve the compensation payment for this teacher.

- Documentation of Participation- signature, certificate, grade card, etc.
- Evidence of implementation (lesson plans, reports, observations, formal and informal dialog, work in leadership roles, etc.
- An explanation during summative conference of the link which exists between activities and District/campus goals-success, need for additional support/resources, impact on student, etc.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Professional and Staff Development Management Systems



2. Click the printer icon to print the record for signatures at the summative conference. Please send a signed copy to the Staff Development Office by June 15, 2009

Staff Development - Windows Internet Explorer

[http://stage.cyfair.courseinsite.com/custom/public/development\\_record.php?id=8](http://stage.cyfair.courseinsite.com/custom/public/development_record.php?id=8)

File Edit View Favorites Tools Help

Go Launch Foxit [26] Products Adult Goodies Gadgets

Staff Development

**Cypress-Fairbanks ISD**  
**Teacher Staff Development Record**

for 2007 - 2008 Select

Data Saved

BURNS, LANAS

March 4, 2009

Training Site: <http://training.cyfair.avatarlms.com/>

3. Click the “X” in the upper right corner to close the document after it has printed.
4. Click the “Approve” or “Reject” button.

Participant	School Year	Status	Submission Date	View/Edit Form	
Carroll, Joshua D (29549)	2007-2008	Submitted	2008-04-06 23:28:08	Development Record	<a href="#">Approve</a> <a href="#">Reject</a>

5. A message will appear on the teacher’s record stating that the PD Record has been approved or rejected for compensation payment.

Cypress-Fairbanks ISD  
Teacher Staff Development Record  
for 2007 -- 2008

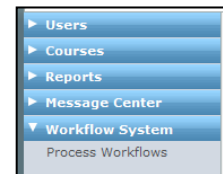
This document has been approved for payment Click Here to view your Summative Conference Data.

PRESTRIDGE, DIANE F

[printable version]

### How do I access approved records and complete the Summative Conference Sheet-Part IV?

1. Select “Workflow System” and “Process Workflows.”



2. Click the “Approved PD Records ” tab.

Workflow Queue

Course Approvals PD Approvals PD Record Approvals **Approved PD Records**

Name starts with

Filter Reset

3. Click the “Development Record” link under the “View/ Edit Form” column to open the record.

March 4, 2009

Training Site: <http://training.cyfair.avatarlms.com/>

**Workflow Queue**

Course Approvals PD Approvals PD Record Approvals **PD Record History**

Participant	School Year	Status	Submission Date	View Form
Prestridge, Diane F (10596)	2007-2008		2008-04-12 23:14:23	Development Record
Hemmenway, Marian A (4344)	2007-2008		2008-04-13 00:02:57	Development Record

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Professional and Staff Development Management Systems

- Click on the "Click Here" link at the top of the report to access the Summative Conference Form-Part IV.

Cypress-Fairbanks ISD  
Teacher Staff Development Record

for 2007 -- 2008 Select

[This document has been approved for payment Click Here to view your Summative Conference Data.](#)

PRESTRIDGE, DIANE F

- Complete the form and select "Save;" print a copy for the teacher to sign at the summative.
- Send a copy of the signed document to the Staff Development Office by June 15, 2009.



CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT  
PROFESSIONAL DEVELOPMENT: A PLAN FOR STUDENT LEARNING

**SUMMATIVE CONFERENCE DATA — PART IV**

Name: Prestridge, Diane F Employee ID: 10596 Supervisor: Guthrie, Donna L  
Campus: AULT ELEMENTARY Year: 2007-2008  Plan I  Plan II

**Professional Development: A Plan for Student Learning**

Goal Setting — Part I  
 Reflection/Sharing II  
 Goal Evaluation — Part III

**Classroom Observations:**

Formal — CFPDAS — Domains I-V(a)        
(if applicable) Supervisor/Date Second Appraiser/Date (if needed)

Informal Observations/Walk-throughs  
Date    Date     
Date    Date

Domains V(b) — VIII

Meets the 25 Hours Expectation with 117 hours  
If not, Meets the 75 Hours every 4 years Expectation  Yes  No

"Proficient" or "Exceeds Expectations" in all Domains  
 Less than "Proficient" in Domain(s):  
 I  II  III  IV(a)  IV(b)  V  VI  VII  VIII

Intervention Plan for Teacher in Need of Assistance developed  Yes  No

For the coming school year, this teacher is recommended for:  
 Plan I or  Plan II ("Proficient" or "Exceeds Expectations" in ALL domains and met 25/75 Hours Expectation)

\*Teacher Signature/Date \_\_\_\_\_ Appraiser Signature/Date \_\_\_\_\_

**The teacher's signature indicates participation in the conference and review of the evaluation.**

Save Changes

March 4, 2009

Training Site: <http://training.cyfair.avatarlms.com/>

**What happens if the teacher has PD credits that are posted to his/her record after the summative conference?**

1. If the credit is for a class that is in the CFLMS system (either for PDC or PDNC) the credit is automatically added to their saved record and to the supervisor's saved copy in the "Approved PD Records" area. In addition, it is posted in the file from which the compensation payment will be pulled. Therefore, there is no need for the supervisor or teacher to HAVE to resubmit a paper copy. There will be a discrepancy ONLY in the paper copy, but the electronic copies that will be saved permanently will be correct. We will be paying off of the ELECTRONIC copy.
2. If the credit is for a class that is NOT in the system, such as a university class, the revised record will reappear in the appraiser's workflow system under PD Record Approvals for you to review and re-approve.

Numbers to Call:

Linda Merrell: 281.517.6008; 281.221.1050 (cell)

Joanna Orlando: 281.517.2118

Mary Suderski: 281.897.4069

Robin McGlohn: 281.897.4032