Eligible Staff

1. **As an Investment School, which staff must participate in the specialized professional development provided?**
   All certificated staff, including teachers, administrators, coordinators, full time counselors, etc., must participate in this professional development. Pool-teachers and part-time itinerant staff are excluded.

2. **I need further clarification on whether Magnet teachers must participate in the specialized professional development provided at my school.**
   The Investment Schools Agreement is designed to improve the education provided to students at the Investment Schools, as measured by academic performance, reduced teacher turnover, as well as a reduction in student dropout rates at high schools. To protect our schools from instability and promote continuity of instruction, only those certificated Magnet teachers who teach one or more class periods at the Investment School should participate in the specialized professional development.

3. **How will this specialized professional development impact permanent certificated staff in case of potential displacement?**
   If an Investment School must displace certificated staff, the school’s administrator will follow the District’s Collective Bargaining Agreement (CBA), Article XI, 6.0. Once it is determined in which subject area the displacement will occur, the CBA states that certificated staff with the least District seniority will be displaced unless it is reasonably determined at the discretion of the immediate administrator that such staff member possesses special instructional skills or qualifications needed by the pupils and the educational program at the school. Principals will confer with Human Resources regarding the special skills and training possessed by the employee.

4. **If any certificated staff members from an Investment Schools receive a Reduction-in-Force notice before the end of the school year, are they able to continue to participate in the specialized professional development after the last day of the school year?**
   Yes. Any certificated staff member who receives a Reduction-in-Force notice continues to be a District employee through June 30th, 2015 and should continue to attend all specialized professional development offered in June.
Timeline

5. **By which date must our staff complete the specialized professional development?**

To meet the rigorous timeline set by the Agreement, the following are the deadlines by which schools must complete the first set of hours of specialized professional development:

<table>
<thead>
<tr>
<th>April 15, 2015</th>
<th>June 12, 2015</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent Certificated Staff</strong></td>
<td>• All certificated staff in Investment Schools complete 10 hours of specialized professional development. This will include hours from Module 1 and 2.</td>
<td>• All certificated staff in Investment Schools complete an additional 10 hours. Together, these hours of professional development will complete Modules 1-4.</td>
</tr>
<tr>
<td><strong>Non-Permanent Certificated Staff</strong></td>
<td>• In addition to the 10 hours listed above, all non-permanent certificated staff complete an additional 20 hours of specialized professional development.</td>
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</tbody>
</table>

These deadlines are necessary to demonstrate progress in the mandatory progress report due to the Los Angeles Superior Court in April. This will also allow the District to utilize the training and experience provided to maintain staffing stability and continuity of instruction at the Investment Schools in the event of a certificated reduction-in-force and potential displacement.

6. **When will the District provide the additional 20 hours of specialized professional development to non-permanent certificated staff?**

All non-permanent certificated staff will complete 20 hours of specialized professional development offered in a three-day course sequence beginning during Spring Break and completed by April 15, 2015. A finalized list of dates will be communicated by March 12, 2015.

7. **My school has received all of the training materials for Module 1 (Sessions 1 and 2), when will we receive Module 2?**

Module 2 will be available Friday, March 6th.
Preparation
8. **Are there funds to pay members of the school leadership team tasked with preparing the delivery of the specialized professional development?**
   Limited funds are available to school leadership teams to plan for the delivery of the specialized professional development. Information about allocation of funding will be provided at the March 5th Assistant Principal training session. To support teams in this effort, Facilitator’s Guides and Presentations for Modules 1-4 will be developed and shared by the District.

9. **Can my school deliver this specialized professional development during minimum or shortened days?**
   Yes. However, the funding designed to compensate certificated staff for attending specialized professional development can only be used during non-working hours.

10. **What evidence should our school leadership team be collecting during the delivery of the specialized professional development?**
    To ensure Investment Schools are collecting the necessary evidence, school leadership teams must create a binder that includes the agenda and sign-in sheet of every training provided. In the event of a Court Order issued by the Administrative Law Judge, the District may collect these documents. School leadership teams may also choose to keep a record of other documents, such as break-out session notes, Last Word Protocol, etc.

11. **Due to staff schedules, and other professional development activities my school may not be able to complete Module 1 Session 2 as a whole group. Are we able to offer multiple or makeup trainings?**
    The intent of these specialized professional development trainings is to provide the Investment School staff with opportunities to collaborate and build consensus on areas of need. However, we understand that this compressed timeline may not provide an opportunity for all staff to meet during one session. Schools may choose to facilitate the specialized professional development during other meetings, such as department, grade level or professional learning community meetings. However, every session must be delivered by a member of the school leadership team that has received the necessary training using the Facilitator’s Guide. In the event makeup training must be scheduled, please follow all guidelines and complete by the deadlines stated above.

Delivery of Professional Development
12. **How long will it take to complete Module 1 Session 2?**
    The Facilitator’s Guide presented on February 11, 2015 states that Module 1 Session 2 will take approximately 3.5 hours to complete. All school leadership teams must use these uniform modules, trainings, and resources to guide preparation and delivery of the specialized professional development. Please
make sure to use this entire time to work collaboratively and build consensus on areas of need.

13. In Module 1 Session 2 staff is asked to identify 1-3 community-wide foci based on the school’s primary challenges. Is there a specific format in which we should develop these foci?
Each school should develop foci in a format that best addresses its needs.

Next Steps

14. Once the specialized professional development has been delivered, how do we report time for the modules completed?
Time reporting will occur at each individual site. Your school’s Assistant Principal or Instructional Specialist will receive a list of funding codes and a list of certificated staff who have registered and completed training via the District’s My Professional Learning Network (MyPLN). For face-to-face professional development, employees must sign in to document participation.

15. Is there a standard sign-in form to document staff attendance at the specialized professional development?
Yes. The District has created standardized sign-in forms for Modules II, III, and IV to be used by all certificated staff attending the trainings. Forms are differentiated by certificated and administrative certificated staff and will be provided at the March 5 meeting.

16. Will schools need to submit an administrative Extra Duty form for the specialized professional development?
Since compensation for participation in the specialized professional development is part of the Agreement, administrators will not need to submit an Extra Duty Form. Administrators will receive compensation for attending any Investment Schools specialized professional development that occurs outside their regular workday. Administrators must sign in using the Administrative Certificated form which will be provided at the March 5 meeting.

17. Where can I go for more information?
If you have specific questions about professional development for Investment Schools, please contact Christina Rico, Director, Professional Learning and Leadership Development at christina.rico@lausd.net or (213) 241-6840.