



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Professional Development Salary Point Classes

**NUMBER:** MEM-4048.0

**ISSUER:** Ronni Ephraim, Deputy Superintendent, Professional Learning, Development, and Leadership

**DATE:** December 10, 2007

**ROUTING**  
All Schools  
All Certificated Staff

**PURPOSE:** The purpose of this Memorandum is to inform employees about revised procedures and guidelines for point project class development and approval procedures as governed by Article XV of the LAUSD-UTLA Collective Bargaining Agreement, and other related sections.

**MAJOR CHANGES:** This revision replaces the Memorandum No. M-4, titled Non-Accredited (NA) Point Project, issued August 23, 2002, and Memorandum No. M-5, titled Staff Development Point Project Classes, issued August 23, 2002, from the Office of Instructional Support Services. The content has been revised to reflect changes in District policy and LAUSD/UTLA Collective Bargaining Agreement contract and to update the procedures. It should also be noted that the Joint Salary Point Committee will handle all point project procedures not specified in the contract with input from the Professional Development Advisory Committee, Salary Allocation and the Deputy Superintendent, Professional Learning, Development, and Leadership.

**BACKGROUND** Professional Development, as a life long learning process, is essential to improving the effectiveness of all educators, no matter how experienced they may be. Professional Development helps educators understand students and their learning needs, deepens and broadens knowledge of subject matter and standards, and strengthens pedagogy. At its best, professional development and continued learning is grounded in the instructional goals and programs in the District and the school, the best practices of successful teachers, and the everyday needs of students and teachers. No professional development program can accomplish all the goals for all participants, however all professional development should seek to achieve the goals listed in Article IX-B, 1.0 of the LAUSD-UTLA Collective Bargaining Agreement.

The District has historically approved salary point classes with a "P" or "NA" designation. "P" stood for point project, which indicated a class offered by the District, and "NA" stood for "non-accredited" which indicated a class offered by an outside organization. Both "P" and "NA," classes are non-accredited salary point project classes. The important distinction is that the District offers "P" classes and NA classes are offered by outside organizations. Each designation is



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organized using a separate but similar numbering system. "P" classes start with 55 followed by a two-digit number designating the subject, followed by a unique number for that class that is the sequential number in that category. "NA" classes begin with "NA" and then follow the same pattern using the same two-digit coding designation for subject area.

"P" salary point classes are offered by a credentialed District employee and must be free, (Article XV 15.0) with the exception of allowing a materials fee charge. "P" Form classes constitute the majority of the non-accredited salary point credit classes. Compensation for the course instructor is provided by the District through National Board hours, professional expert pay, or by receiving double salary points. An instructor may only earn double salary points one time for a given course. Participants may only be charged a fee for materials or other costs such as transportation or museum entrance fees. Applicants must include a justification for costs over \$25 with their course proposal.

"NA" classes are offered by outside organizations. The course approval process is very similar to the "P" class procedure. The differences are that "NA" class instructors must validate their qualifications to instruct the course by submitting a resume in place of the teaching credential required for "P" class instructors and the organization offering the "NA" class is allowed to charge a fee which covers instructor compensation, materials and other costs. The organization offering the class is responsible for course registration and for collecting course fees. The District does not regulate the fees charged for "NA" classes.

Because of fiscal constraints and the need to offer differentiated professional development opportunities some District departments are now offering classes using the "NA" system. When District teachers or District departments use the "NA" salary point system, the fee must be paid to a third party who is offering a course in cooperation with the District (Article XV 11.0.) This third party is usually an organization that is partnering with the District in offering this class, for example the Los Angeles County Office of Education or a local university. The District is not involved in collecting fees, and is not responsible for monetary exchanges between the organization offering the "NA" class and the participant. When a District employee is an "NA" class instructor, it must be during unpaid time. The District employee must validate his/her qualifications by submitting a resume and, as with all NA class proposals, the Committee may require additional substantiation of the project before approval.

Please refer to Article XXV, 2.0 for questions regarding intellectual property and ownership of a class that is submitted for salary point approval.



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- I. PROCEDURES AND GUIDELINES FOR POINT PROJECT CLASSES
  - A. All "P" and "NA" classes offered for credit must:
    1. Have prior approval.
    2. Include strategies for diverse students: English learners, Standard English learners, culturally diverse students and students with disabilities.
    3. Conform to Article XV of the LAUSD/UTLA Agreement.
    4. Focus on at least one District priority. For the 2007-08 school year, the superintendent and the Board of Education has established the following District priorities:
      - a. Improving student achievement with an emphasis on academic knowledge in the core academic subjects as outlined in *No Child Left Behind* legislation: “English, reading, or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and the arts.”
      - b. Literacy instruction in all content areas.
      - c. Standards based instruction, content, and pedagogy training appropriate for the individual’s current or future job assignment
      - d. Support a culture of discipline, safety and respect for others. Address multicultural and diversity issues reflective of the District’s student population.
      - e. Improving school and classroom practices:
        - 1) Focus on classroom practice and analysis of student work based on the California Standards for the Teaching Profession and /or National Board Certification for Professional Standards.
        - 2) Develop leadership and collaborative skills that encourage and enable teachers to work together with all members of the school community (including parents and community members) to provide consistent instruction, a safe and inclusive school environment, and to work toward improved progress for all students.
        - 3) Encourage and provide models of reflection and inquiry to examine student work *and* teacher, school and District practice as keys to improving student achievement.
        - 4) Develop teachers’ ability to provide literacy instruction in all content areas at all grade levels.
        - 5) Develop expertise applying appropriate strategies for students who are English learners, standard English learners, students with disabilities, and at-risk students.



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- 6) Provide training on how to infuse culturally relevant and responsive education throughout the curriculum.
  - 7) Train teachers and administrators to educate students with disabilities in the least restrictive environment.
  - 8) Provide training to improve and support Health Education and Physical Education in order to help all students develop healthy, life-long fitness habits.
  - 9) Provide technology training to improve teachers' knowledge and skill level and to develop expertise in the use of technology to improve instruction.
- B. Classes are offered based on the UC system policy. Lecture format a course have 15 hours of class and 30 hours of outside preparation or for a lab format, a course has 30 hours of class with no outside preparation. Partial salary point credit is not allowed for non-accredited coursework.
- C. The final date of the class will be considered the last class or the due date for the final assignment whichever is later. Participants submitting late work are not guaranteed credit. The participant must arrange with the instructor for an alternative due date and the participant will receive credit based on the date that the instructor receives the outside assignment.
- D. Online classes will be required to follow the lecture format with approximately 15 hours doing activities similar to those in that occur in class and approximately 30 hours in activities comparable to those typically found in an outside assignment. Furthermore, the class must satisfy all relevant requirements delineated for a traditional face-to-face point project class.
- E. The multicultural requirement is designed to improve teachers' ability to meet their students' needs by utilizing the students' history, cultural knowledge and prior experiences to make learning more relevant and effective. Multicultural classes provide teachers with both information and instructional strategies to assist them in providing a safe and caring environment where all students can achieve academic success. Classes are designed to increase participants' knowledge and understanding of groups identified by ethnicity, culture, religion, gender, sexual orientation, disability, age and other identity or demographic groups. They also include strategies to embed culturally relevant and responsive content, as well as respect for diversity, human relations and equity, into core academic content. (Refer to LAUSD/



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UTLA Contract, Article XIV, 22.0. Section 22.0 of the contract was amended with a side letter agreement by the District and UTLA signed July 1, 2007, in response to changes in the Education Code. The agreement deleted the specific and general categories for multicultural classes. The contract continues to require four multicultural salary points for schedule advancement as described in the original contract language.)

In order to satisfy the contractual requirements for multicultural education, courses must meet at least four of the following criteria:

1. Provide general information on the concepts of culture, assimilation, acculturation, and identity formation as a means to eliminate stereotypes;
  2. Provide information and strategies to counter stereotypes and infuse culturally relevant and responsive content into curriculum;
  3. Provide educational research and instructional strategies applicable to student diversity;
  4. Provide strategies to integrate diversity, human relations and equity concepts into units of study;
  5. Provide in-depth study of one or more of the specific identity or demographic groups;
  6. Address the history, achievements and issues related to the experiences of one or more identity or demographic groups;
  7. Provide detailed information about prejudice and discrimination and their consequences.
- F. Outside providers who advertise for their course must include this proclaimer:
- “This class has been approved by the LAUSD/UTLA Salary Point Committee. By choosing to take this class, you are assured that you will receive salary point credits in accordance with Article 15 of the LAUSD /UTLA Contract. However, please note that LAUSD does not endorse this provider over any other.”*
- G. The proposal must be submitted on application form that can be downloaded at <http://salarypoints.lausd.net>. Both a digital and hard copy must be submitted to the Committee. The hard copy must include all the required items listed on the checklist including items that may not be available electronically.
- H. A speaker form is also available at this site and must be included with the proposal for speakers who are not District employees.



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- I. The due date of the outside assignment will be considered the completion date of class.
- J. Class approval is valid for five years unless there are major revisions in the class or a District policy change requires significant changes in salary point course requirements. The Committee may suspend or cancel approval of a previously approved class if the Committee determines that a course does not meet requirements. (Article XV 8.4)
- K. Classes qualifying for "P" form salary point credit may be offered or sponsored by:
  - 1. Individual schools or groups of schools
  - 2. Local districts
  - 3. Units, divisions and other district-affiliated organizations
  - 4. Individual teachers and administrators
- L. Point project classes must be taken during employees' unpaid time, except for study during paid holidays, vacation, and/or off-track time.
- M. Teachers who are compensated for professional development may also receive salary point credit if LAUSD is not the funding source for their compensation. See Article XV, 5.0.
- N. Teachers may receive salary point credit if the District pays for their tuition or conference fee as long as it is not on paid time and they do not receive District funded compensation for attending.
- O. Non-accredited organizations may apply for course approval through a "NA" process. The Committee will consider all proposals submitted that meet the qualifications. Class participants pay a fee for "NA" classes, which cover the cost for instructor compensation, materials, and other related costs for the class. The "NA" process requires a resume even if the instructor is a District certificated employee and may require additional project substantiation. Proposals from "NA" providers must meet District and school site needs.
- P. The Committee prioritizes courses in content areas where there is an identified need and a current shortage among the District salary point class offerings. In addition, within courses that qualify within those parameters, the Committee will prioritize non-accredited courses that offer high quality professional development at a lower cost than comparable classes from accredited universities. Salary point credit can be offered in lieu of university extension units that present an



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additional cost to the participant. However, the participant cannot receive both salary point credit and university credit for the same class.

- Q. Specific qualifications for admission to a class need to be included and explained in the course proposal that is submitted to the Committee. Some courses are limited by the funding source to teachers in a particular grade or subject area and other courses have specific prerequisites. The Committee encourages opening courses to all teachers who qualify.
- R. Applicants whose proposals are not accepted may meet with the Professional Development/Salary Point Credit Advisor to receive assistance in modifying their proposal. They may then resubmit their revised proposal for consideration by the Joint Salary Point Committee.

### II. FUNDING POINT PROJECT CLASSES

- A. Schools may use their local funds for point project classes. Examples of local funds are School Improvement, Title I, Title III, and locally initiated grants.
- B. National Board Certified teachers, if approved on their action plans, may conduct point project courses as part of their 92 hours requirement in lieu of earning salary points or other compensation.
- C. Teachers leading point project classes may earn double salary points in compensation for their work; however, they can only earn points one time for each course. If they teach a class they took previously as a participant, they may earn double points one time in addition to the points they may have earned as a participant. The option of earning double salary points is not available for "NA" classes unless the Committee approves a waiver. Waivers will be considered for courses that are being submitted by District employees as "NA" classes because funding is not available to cover the cost of the other instructors and the Committee determines that the class meets a District or school site need.

### III. APPLICATION AND CLASS APPROVAL PROCESS

Salary Point project classes must be approved by the LAUSD/UTLA Joint Salary Point Committee. All applications should be submitted in duplicate, via electronic mail to Janet Davis, Professional Development Salary Point



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Credit Advisor at [janet.davis@lausd.net](mailto:janet.davis@lausd.net) and a hard copy to  
333 S. Beaudry Avenue, 25<sup>th</sup> Floor, 123-2; Los Angeles, CA 90017-1466.

Application forms can be downloaded at <http://salarypoints.lausd.net>.  
A monthly class to assist instructors in developing a course proposal is  
offered free of charge at the UTLA building. Further information on the  
UTLA website section on professional development at <http://www.utla.net>.

The Committee may require that additional course materials are included  
the course proposal application in order to substantiate the content of the  
course. The hard copy of the application must be signed.

Additional information regarding forms and procedures for submitting  
verification of course completion will be sent after the course is approved.

### **RELATED RESOURCES:**

### **LAUSD/UTLA Collective Bargaining Agreement**

### **ASSISTANCE:**

For assistance or further information, please contact Janet Davis, Professional  
Development/Salary Point Credit Advisor, via e-mail at [janet.davis@lausd.net](mailto:janet.davis@lausd.net),  
or by phone at (213) 241-6596.