



LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

TITLE: Professional Development Salary Point Classes

NUMBER: BUL-4381

ISSUER: Judy Elliott, Ph.D.
Chief Academic Officer

DATE: December 18, 2008

ROUTING

All Schools

All Certificated Staff

PURPOSE: This Bulletin is to provide direction regarding the procedures and guidelines for point project class development and approval as governed by the LAUSD-UTLA Collective Bargaining Agreement.

MAJOR CHANGES: This Bulletin replaces MEM-4048.0, titled Professional Development Salary Point Classes, dated December 10, 2007 by providing specific guidelines for all classes to be considered by the Joint Salary Point Credit Committee.

BACKGROUND: Professional development is essential to the growth of all educators. It deepens understanding of students and their learning needs, enhances knowledge of subject matter and standards, and strengthens pedagogy. Additionally, all professional development should be research based and should seek to achieve the goals listed in Article IX-B, 1.0 of the LAUSD-UTLA Collective Bargaining Agreement.

POLICY: Article XV, 9.0, states that “after placement on the Preparation Salary Table, employees shall be entitled to earn salary point credit... provision by the District for in-service education shall include Professional Development Point Project classes.”

- PROCEDURE:**
- I. Types of Salary Point Classes:
 - a. Point Project Classes (P) are classes offered by the District.
 - b. Non-accredited Classes (NA) are classes offered by outside organizations.
 - c. Other classes that are collaborations between the District and institutions of higher learning may offer salary points or the option of unit credit.
 - II. Approval for all Salary Point Classes:
 - a. Proposals may be submitted by completing the appropriate template found online at <http://salarypoints.lausd.net>.
 - b. Approval from the District/UTLA Joint Salary Point Credit Committee (JSPCC) must be granted prior to beginning the class.
 - c. 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.
 - d. Approved classes may be canceled if the JSPCC determines that a course does not meet the original approved requirements.



LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

- e. Online courses may be offered. See specific requirements online at <http://salarypoints.lausd.net>.
 - f. Classes must conform to Article XV, 16.0, 16.1, 17.0 of the LAUSD/UTLA Agreement. Each salary point must consist of either: 15 hours of instruction and 30 hours of outside preparation OR 30 hours of instruction and little or no outside preparation.
 - g. "Salary point credit for repeat coursework shall not be allowed unless five (5) years have passed since the course was originally taken" (Article XV, 1.2, c).
 - h. District offices, schools and other organizations must designate a point person or persons to review and verify accuracy of the electronic/paper forms and participant completion of all course requirements. Any changes must be sent to the JSPCC in writing.
 - i. The author/course coordinator is responsible for maintaining the integrity of the course outline and verifying that the instructors are trained and qualified to teach the course.
- III. Course Fees and Compensation
- a. "P" classes may require participants to pay a materials fee of up to twenty-five dollars without written justification (Article XV, 15.0).
 - b. "NA" classes have no fee restrictions.
 - c. Any class submitted for salary point credit must be taken during an employee's unassigned time. If LAUSD is not the funding source, teachers may receive both salary point credit and compensation.
- IV. Non-accredited classes (NA)
- a. The provider must submit a copy of their business license with their initial proposal application, and each instructor must submit a resume of no more than two pages.
 - b. Outside providers who advertise for their course must include this disclaimer: *"This class has been approved by the LAUSD/UTLA Joint Salary Point Credit Committee. Please note that LAUSD does not endorse this provider over any other."*
- V. Instructor compensation and funding for approved classes
- a. Schools may use their local funds for point project classes.
 - b. National Board Certified teachers may conduct "P" courses as part of their 92 hours requirement in lieu of earning salary points or other compensation.
 - c. "An instructor may choose to accept double salary point credit in lieu of salary but will not receive double salary points credit for teaching the same course more than once." (Article XV 12.2).

ASSISTANCE: For assistance or further information, please contact Janet Davis, Professional Development/Salary Point Credit Advisor, via e-mail at janet.davis@lausd.net, or by phone at (213) 241-6596. Review <http://salarypoints.lausd.net> for more information.