

**Guidelines for Completing Common Planning Time  
for 8-HR Certificated Employees and Non- Teaching Certificated Employees  
2012-2013 School Year**

**What is Common Planning Time?**

**CPT** is time spent in professional development activities that focus on site's school development/ improvement plans and/or the District Strategic Plan. This may be done in department/grade level teams or as whole-staff activities. Typically, team meetings will focus on examination of student work, analyzing student/school data, sharing methodologies, and developing curriculum and assessments.

All CPT should address the following questions:

**CPT Guiding Questions Utilizing the Data Inquiry Process**

1. *What do we expect students to know and be able to do by grade level, by course, and by unit of instruction?* (Are we clear and consistent in what we are teaching? Is our curriculum aligned to key standards?)
2. *What results are we getting?* (What is the learner-centered problem? Who does the data say is/isn't learning it?)
3. *What, in our practices, might be causing our students to have these problems?* (What is our problem of practice?)
4. *How can we change what we are doing to improve our results?* (What will we do for those who are still struggling? What will we do for those who are showing proficiency?)

**When and Where Does CPT Occur?**

**CPT** occurs outside the regular school day as a CPT Team Meeting, or Third Thursday Curriculum Meeting. CPT typically occurs at the school site. Regular staff meetings and the various school based council and committee meetings do not qualify as CPT. Activities for which participants are paid to attend cannot be counted as CPT.

**CPT for Special Populations of Employees**

CPT for special populations of employees such as speech therapist, school nurses, school psychologist, etc., may be accrued through a hybrid approach of site-based collaboration sessions, district-sponsored role-alike training sessions and non-district professional development. The two categories of employees and their requirements for CPT are outlined below:

Category A Employees	Category B Employees
<ul style="list-style-type: none"><li>• Special Education Teachers</li><li>• Counselors</li><li>• Physical Education Teachers</li><li>• Music Teachers</li><li>• Art Teachers</li><li>• Technology Teachers</li><li>• Itinerant Teachers</li></ul>	<ul style="list-style-type: none"><li>• Speech Therapists</li><li>• Psychologists</li><li>• Social Workers</li><li>• Program Specialists</li><li>• Nurses</li></ul>

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***Category A Employees***

Employees in Category A may meet CPT requirements through a hybrid approach. At least fifty percent (50%) of CPT hours will be acquired through site-based collaboration sessions. These sessions will continue to be approved by site administrators. Up to 50% of the remaining CPT hours may be acquired through district-sponsored role-alike training sessions (i.e. collaborative sessions for counselors, PE teachers, etc.). These sessions will be coordinated by central office staff and approved by central office administrators. Sign-in sheets are required at all CPT meetings. All CPT sessions must adhere to the revised district *Guidelines for CPT* (see attached).

***Category B Employees***

Employees in Category B may accrue CPT hours through a hybrid approach. At least fifty percent (50%) of CPT hours will be acquired through site-based collaboration sessions. Up to 50% of the remaining CPT hours may be acquired through a combination of district-sponsored role-alike training sessions and non-district sponsored specialized training. District-sponsored role-alike training sessions (i.e. collaborative sessions for counselors, PE teachers, etc.) will be coordinated by central office staff and approved by central office administrators. Sign in sheets are required as proof of attendance for site and district sponsored activities. All site and district sponsored CPT sessions must adhere to the revised district *Guidelines for CPT* (see attached). All non-district sponsored professional development must be approved in advance by a supervisor. Proof of attendance, which may include, but is not limited to certificates of completion, copies of sign-in sheets, agendas, or handouts and materials, must be submitted for any non-district sponsored professional development.

**Completing the Required Paperwork for Common Planning Time (CPT)**

Below are the steps for recording, submitting, and accounting for completed CPT:

School Sites: Either in the spring or upon return in late summer, each school site will submit a brief plan (no later than September 30<sup>th</sup>) to the Accountability Office, attention: Area Assistant Superintendents – Lisa Allen, Sara Noguchi, or Mary Hardin Young who will approve the plan. The plan will outline whole-staff professional development and grade level team CPT. (See example template)

Central Office Departments: Either in the spring or upon return in late summer, each department lead such as Child Development, Integrated Support Services, Special Education, and Youth Development Support Services will submit a brief plan (no later than September 30<sup>th</sup>) to the Academic Office, attention: Assistant Superintendent, Iris Taylor who will approve the plan. The plan will outline whole-staff professional development and job-alike professional development through CPT. (See example template)

1. After the plan for professional development has been approved, Professional Development Office will assign each school site or department an SRN to be used for the entire school year.

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2. Pre-populated sign-in/sign-out sheets will be sent electronically to each site. These sheets will have a place for the name of the school, the school year, and the SRN printed on the sheet.
3. Teachers attending CPT will sign next to their names at the beginning of the session and initial out at the end of the session.
4. The sheets will then be turned in to the site/department administrator, whose signature on the sheet will serve as validation for the time completed. *Individual administrators may also require additional documentation be turned in with the sheet.*
5. Site/department administrators then submit the completed sheets electronically to Professional Development Office or by fax (916-643-2199) on a monthly basis. Both administrators and staff will be encouraged to keep copies as permanent records.
6. Professional Development Office will send out a monthly summary (on second Monday of the month) of each site/department's accrued hours, by staff member. Staff members can also check their own hours on eSchool at [ero.eschoolsolutions.com](http://ero.eschoolsolutions.com)

### **Most Frequently Asked Questions**

**1. When do I have to complete the required hours?**

For the 2012—2013 school year, you have from August 1, 2012 to May 31, 2013 to complete the 24-hour CPT requirement. These 24 hours are to take place **before or after the contracted school day**. No make-up sessions will be provided and/or permitted after the May 31, 2013 deadline.

**2. Can I get hours of Common Planning Time between June 1<sup>st</sup> – June 30<sup>th</sup>?**

Hours completed between June 1<sup>st</sup> – June 30<sup>th</sup> can NOT count toward CPT for any year.

**3. If I am a part-time employee or work only part of the year (due to a leave or late hire), must I complete the full 24 hours?**

No, the 24 hours would be prorated according to your percentage of employment (for example, if you are 0.50 FTE, you must complete 12 hours; if you were out on approved sick leave for 9 months, you will need to complete 6 hours. **Late hires** should be aware that if you are made full time retroactively, you will be responsible for the full 24 hours even if you became contracted mid-year. Call the Professional Development Office for clarification (643-9028).

**4. If I am a substitute teacher or long-term substitute teacher, must I complete the full 24 hours?**

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No, substitute teachers and long-term substitute teachers are not required to do any hours of CPT. That being said, long term substitutes are encouraged to attend team meetings and site professional development activities.

**5. Will the PE, Music and Art Teachers be allowed to have their own CPT?**

Staff defined as “special populations” above can earn a portion of their CPT hours through district-sponsored role-alike training sessions (i.e. collaborative sessions for counselors, PE teachers, etc.). These sessions will be coordinated by central office staff and approved by central office administrators. See section on **CPT for Special Populations of Employees** above.

**6. How are hours calculated?**

Session(s) that count toward CPT **must** last for at least one hour. You will be credited the time you were actually at the session, minus any break over five (5) minutes if session that was more than one hour. You do not earn time during meal breaks, exhibition, award activities, homework time; only session time can be counted.

**7. What if I arrive at a CPT session late, or leave a CPT session early?**

There are no partial hours given for sessions. Anyone that arrives five (5) or more minutes late will not have access to the sign-in sheet. Anyone who leaves earlier will not receive partial hours.

**8. Can I count an activity for professional improvement increment credits?**

You may use hours after you completed the 18-Hour requirement for professional improvement increment credits.

**9. What happens if I am a facilitator for a CPT session?**

You may count the time you are presenting as if you had participated in the session and you must sign-in/sign-out as other participants. However, you cannot count preparation time. The preparation times may be paid by the appropriate budget if approved by the program administrator.

**10. Can I count professional development taken outside the District (e.g., a conference or a SCOE workshop)?**

Only staff defined as “special populations Category B” above are able to count outside district professional development as a portion of their CPT hours. These employees must have prior approval from district or central office supervisors. Those attending this professional development are expected to return and train the rest of the school staff. See section on **CPT for Special Populations of Employees** above.

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- 11. If a teacher has to miss a CPT team meeting due to a child being ill, family emergency, how are we facilitating make up sessions? We don't want to have to have the whole team reschedule their times....**

Those arrangements can be made by the site administrator and the teacher. There should be plenty of time throughout the year for the teachers to complete the 18-hour requirement.

- 12. I submitted our CPT as a year-long plan. When/Will it be approved? Will I receive an SRN?**

The Professional Development Office will e-mail the SRN to principal/central office department head, contact person of session and office manager. One SRN number will be given for the entire school year.

- 13. Are CPT participants *required* to sign in and out?**

All participants are required to sign-in at the beginning of every CPT session and sign-out at the end of session on pre-populated sign-in sheet. Failure to sign-in and sign-out will result in loss of hours of CPT. There are **no partial hours (CPT)** given for every session. Anyone arriving five (5) minutes late is not allowed to attend the session. Cross out name of participant(s) who did not attend the entire session and write the time they left next to their name.

- 14. Are we supposed to send in Sign-In Sheets? And if so, each time or once per quarter? And who should be responsible for keeping track of hours?**

Yes, send in all pre-populated sign-in/sign-out sheets by end of every month electronically to Professional Development Office or by fax (916-643-2199).

**Always** keep back-up documentation for your records, and encourage your teachers to do the same.

- 15. What do I do if all of my hours are not posted on the eSchool Website?**

First, make sure your principal/central office department head has submitted complete documentation to the Professional Development Office. The website will not include activity hours for which you received a stipend. If your hours are not listed, check back in a few weeks. The eSchool website is updated regularly.