Sacramento City Unified School District

BULLETIN

SUBJECT: **SALARY ADVANCEMENT OF CERTIFICATED PERSONNEL THROUGH PROFESSIONAL IMPROVEMENT** **HR-04**

TO: All Certificated Employees and Principals

DATE: November 2011

PREPARED BY: Terri Lauzon, Cindy Nguyen, Kia Moua

DEPARTMENT: Human Resource Services

REVIEWED BY: Roxanne Findlay, Cancy McArn, Carol Mignone Stephen

APPROVED:

The purpose of this bulletin is to restate the district's policy regarding the details of the district's Professional Improvement Program. Section I outlines in detail the Professional Improvement Program (Section 12.4 of the SCTA Contract) through which certificated personnel may meet salary schedule requirements. Section II outlines the requirements and procedures for filing the appropriate forms to assure salary credits for advancement in the salary schedule. International Standards Organization (ISO) approved forms may be printed from the district's web page (www.scusd.edu) under Human Resources, Current Employees, Professional Development, Professional Improvement (Certificated) OR Human Resources, Documents.

Section I. The Professional Improvement Program

The Board of Education has adopted the master's degree as a goal for the district's career professional personnel, and no plan for professional improvement should substantially detract from the goal. It is expected that the majority of personnel will choose to attain professional improvement by the Professional Improvement Program through which certificated employees may earn salary schedule credits for activities other than formal four-year college and university courses. Salary credits earned through features of this program are not transferable to other districts unless other districts agree to accept them.

A. Basic Assumptions

The district's program for the inservice improvement of its certificated employees is based upon the following basic assumptions:

1. Because pupils and our society need the best educational program available, educators need a plan with incentives to grow professionally.
2. Educators need to continue to grow, to gain new skills, and to vary teaching methods.
3. A program for professional improvement should have many elements other than college training.
4. Educators will work best for professional self-improvement if they design their own individual plan within general guidelines.
5. Efforts to evaluate plans for professional improvement will be supported best if the evaluating group includes peers of the person whose plan is being evaluated.

B. Criteria for Professional Improvement Plan

Any course or professional development activity under the Professional Improvement Plan must include at least one of the following criteria:

1. Addressing district goals and objectives.
2. Continued training in one's major or minor reasonably related to the teacher's current or prospective teaching assignment.
3. Course work which will facilitate the use of the latest technology or philosophy within the teacher's major or minor or current or prospective teaching assignment.
4. Improving the teacher's competency in managing and instructing in the classroom.
5. Increasing the teacher's knowledge, competence, performance, or effectiveness as a professional.
6. Planning, developing, analyzing, interpreting, demonstrating, disseminating, or evaluating an area of study or innovation as a part of a directed course of study in his or her major, minor, or current or prospective teaching assignment.

C. Features of the Program

1. **Textbook Evaluation or Curriculum Development**

   Credit: One semester unit per 32 hours of time expended. (The 32 hours refers not only to time spent in committee hearings, but also to outside reading and other work required as part of the committee assignments.)

   Description: Participation on official textbook evaluation or curriculum development committees.

   Prior Approval Request: Include the purpose of the committee work, participants, time involved, approximate duration of the assignment, and values to be realized by the applicant.

Completed Approval Request: Attach a report including the following: a log detailing committee and individual activities; a statement outlining the educational value of the work; and a statement from the committee chairperson verifying the time expended. (See Sample Time Sheet Log on page 8.)

2. **Junior College, Adult Education, or Continuing Education Courses**

Credit: Junior College or Adult Education Courses -- Allowance, same as institution granting credit; generally, one semester unit for 15 hours in a lecture course or 45 hours in a laboratory course. Continuing Education Courses -- Allowance, one semester unit for 30 hours of attendance. Hours may be accumulated.

Continuing Education Units for Salary Credits. C.E.U.'s are not the same as semester units of credits given by colleges and universities. Though junior colleges and universities give C.E.U.'s for workshops they provide, they are different.

Teachers who sign up for classes must ascertain before taking a class if it is to be given under C.E. Units. If C.E.U.'s are given, the district will translate these to hours and then to semester units. This means that 3.0 C.E.U.'s are equivalent to 30 hours, which translates to one (1.0) semester unit (.5 C.E.U.'s = 5 hours, 1.0 C.E.U.'s = 10 hours, 2.5 C.E.U.'s = 25 hours, etc.).

Description: This feature includes courses taken in two-year colleges, approved adult schools and continuing education from all institutions.

Prior Approval Request: Include a listing of courses to be undertaken and a statement indicating how such courses will contribute to professional improvement.

Completed Approval Request: Attach transcripts or official grade cards.

3. **Educational Research**

Credit: One semester unit for 32 hours of time expended.

Description: Research projects must be justified on the basis of the professional growth of the individual involved in the research and the systematic accumulation of research data that can be brought to bear on the specific needs of the district. They must be planned and carried out under conditions which are educationally and experimentally sound. Research for which the employee intends to receive college credit is specifically excluded from this section to prevent duplicate credit.

Prior Approval Request: Include a detailed description of the proposed project, an estimate of time to be expended, a statement of the values of the project to the individual and to the district, and the review comments by the Assessment, Research, and Evaluation Office. Before any research project may be submitted for prior approval, it must first be submitted to the Assessment, Research, and Evaluation Office of the district for review of methodology and comment.

Completed Approval Request: Attach the completed research report, a time log, and a statement of values gained. (See Sample Time Sheet Log on page 8.)

4. **Professional Organization Work**

Credit: One semester unit for 32 hours of time expended.

Description: Types of acceptable professional organization work include serving as an elected officer, as a committee chairperson, or as a committee member.

Prior Approval Request: Include office to be held, length of term, estimate of time involved, and type and value of activities to be undertaken. (If it is impracticable to obtain approval prior to election or appointment to an office, committee, or activity, it must be obtained as soon after such election or appointment as possible. Approval cannot be granted more than one year in advance of the work planned.)

Completed Approval Request: Attach report of work accomplished, including office held, length of term, log of actual time spent, types of activities, and an appraisal of the value of the work to the organization, as well as to the individual. Such work shall not have been paid for by the district or the organization, except for reimbursement for necessary expenses. (See Sample Time Sheet Log on page 8.)

5. **Visitations or Observations**

Credit: One semester unit for 40 hours expended in visitations/observations, exclusive of travel time. Hours may be accumulated.

Description: It is recognized that although they will be difficult to evaluate, contacts with counterparts in other schools have significant value and that time can be well spent observing classroom procedures in other schools and districts and observing pilot and experimental programs.

Prior Approval Request: Include a schedule of planned visitations/observations and a statement of values to be gained.

Completed Approval Request: Attach report giving a summary of visitations/observations and describing the educational worth to the individual, an agenda verifying dates, times, and location.

6. **Conference Attendance**

Credit: One semester unit for 40 hours of verified attendance. Hours may be accumulated.

Description: Attendance at educational or civic conferences. Only time actually spent at work sessions, lectures, panel discussions, etc., may be applied toward credit; travel time will not count.

Prior Approval Request: Include details about conference(s), name(s), date(s), time(s), place(s), purpose, and values to be gained.

Completed Approval Request: Attach report including verification of attendance and written summary of the sections attended. Also attach conference agenda if possible.

7. **Workshop Attendance**

Credit: One semester unit for 32 hours of time expended. Hours may be accumulated.

Description: A workshop is defined as a group meeting together to consider a specific problem or problems in education.

Prior Approval Request: Include the name of the workshop(s), date(s), time(s), place(s), purpose, and values to be gained. If it is a district-sponsored workshop, just attach a copy of the flyer.

Completed Approval Request: Attach report including a detailed description of the applicant's participation in workshop sessions, a statement of values gained, verification of attendance, noting the number of hours of attendance. If it is a district-sponsored workshop, only a flyer and a certificated attendance need to be attached.

8. **Development of Teaching Materials**

Credit: One semester unit for 40 hours of time expended in research, development, and experimentation.

Description: This category is offered as a challenge to educators to develop materials that are new and different. Such materials shall be developed for use over an extended period of time and must be useful to others, as well as to the individual producing them. Examples of suitable materials include audiovisual aids, evaluative or diagnostic instruments, special units of work which would include outlines and references, and special demonstration materials.

Prior Approval Request: Include the nature and intended use of the materials, the plan of development, and the estimated time involved.

Completed Approval Request: Attach the materials themselves or a detailed description of such materials, including log of time spent and a statement of their educational worth to the applicant and to others. (See Sample Time Sheet Log on page 8.)

9. **Travel Related to Educational Assignment**

Credit: Credit shall be authorized for approved travel at the rate of one semester unit for each week (seven [7] calendar days) of such travel, with a limitation of three units in any three-year period.

Description: Travel may be in the United States or abroad, but credit cannot be given for a trip for which college credit is granted nor for a trip for which credit has been previously granted.

Prior Approval Request: Include a statement of purpose for the trip, a list of objectives to be attained, and the itinerary--including approximate dates of departure and return and the areas to be visited.

Completed Approval Request: Attach report containing a daily itinerary. Include a statement of educational values derived, and an appraisal of how the experience will contribute to the applicant's professional improvement.

10. **Private Study**

Credit: One semester unit for 32 hours of time expended.

Description: Approved private study under a recognized instructor in the employee's area of specialization. The private study course may not be repeated for credit. The exceptions are Art and Music teachers.

Prior Approval Request: Include details of work to be undertaken, the name and qualifications of the instructor, and a statement of how the work will contribute to the applicant's professional improvement.

Completed Approval Request: Attach report from the instructor which describes the materials studied, the time spent, and the progress made.

Section II. Procedures

A. Requirements of the Program

1. Prior approval from the site or department administrator, or the designee, is required for all features of the Professional Improvement Program.
2. No credit is allowable under any feature of this program for time expended by an employee which is within his/her normal working hours or for which he/she receives a stipend payment.
3. No credit is allowable under any feature of this program for any activity for which the employee is receiving credit through a regular, four-year college course.
4. The minimum amount of credit which may be applied for is one-half (1/2) semester unit. Final approval forms should not be submitted unless enough hours have been accumulated to justify at least one-half (1/2) semester unit.
5. Hours accumulated must be with the same feature (one of the ten) of the Professional Improvement Plan, not a collection of hours with several features.

B. Forms and Steps

1. **PSL-F035 Professional Improvement Plan Preapproval Application**

   Use the above ISO approved form to request prior approval for features of the Plan for Professional Development. Obtain this form from the principal's/supervisor's office. (Approved forms may be printed from the district's web page [www.scusd.edu] under Human Resources, Current Employees, Professional Development, Professional Improvement [Certificated] OR Human Resources, Documents.)

   a. Fill out top portion as directed, and indicate feature for which you are applying. See instructions (located to the right of feature column), and **attach needed information**.

   b. **Obtain principal's/supervisor's signature. Sign form yourself.** The principal or administrator must sign the form whether or not he or she approves the request. The principal or administrator may make comments regarding the appropriateness of the request.

c. Send all material (including PSL-F035 Professional Improvement Plan Preapproval Application) to Box 770, Human Resource Services.

Teacher will receive a copy of PSL-F035, signed by Human Resource Services, after request has been reviewed and approved.

2. **PSL-F036 Request for Approval of Completed Features of Professional Improvement Plan**

Use the above ISO approved form PSL-F036 to request credit for completed features of professional improvement plan. Obtain this form from the principal's/supervisor's office. (Approved forms may be printed from the district's web page [www.scusd.edu] under Human Resources, Current Employees, Professional Development, Professional Improvement [Certificated] OR Human Resources, Documents.)

a. Fill out top portion as directed, and indicate feature you have completed. See instructions (located to the right of feature column), and **attach needed document in duplicate**.

b. Send all material (including PSL-F036 Request for Approval of Completed Features of Professional Improvement Plan) to Box 770, Human Resource Services.

Teacher will receive a copy of PSL-F036, signed by Human Resource Services, after request has been reviewed and approved.

C. Appeals to Peer Committees

1. If an employee feels that the action taken by Human Resource Services is improper, he or she may appeal the action to the Peer Committee for review by submitting an appeal in writing.

2. The decision of the Peer Committee will be final.

D. Filing of Units

1. Salary schedule change will be determined by the date the report of units authorized is received. **If the work is completed during the summer, the form must be submitted no later than September 30, to allow time for processing.**

2. According to 12.4.4 of the SCTA Contract: *"Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion.* ***The deadline for filing units for July 1 class changes is October 10. The deadline for filing units for February 1 class changes is March 10. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1 or February 1. Records filed will not be returned to the employee."***

3. ***"****Employees new to the district will have a maximum of sixty (60) days from their first day of required service in which to file units. Handwritten or typed grade cards cannot be accepted unless properly stamped with the school seal."*

Sample Time Sheet Logs

Date	Time / Hours	Activity	Chairperson Signature
1-21-06	3:00 - 6:00 p.m. 3	Committee meeting	
1-30-06	4:00 - 6:00 p.m. 2	Plan writing	
2-7-06	7:00 - 8:00 p.m. 1	Dinner meeting	
2-27-06	3:00 - 6:00 p.m. 3	Committee meeting	
3-14-06	4:00 - 6:00 p.m. 2	Plan writing	
3-28-06	3:00 - 6:00 p.m. 3	Committee meeting	
4-11-06	4:30 - 7:00 p.m. 2 1/2	Rewriting	
4-25-06	3:00 - 6:00 p.m. 3	Committee meeting	
5-9-06	5:00 - 7:30 p.m. 2 1/2	Plan recording	
5-29-91	3:00 - 6:00 p.m. 3	Committee meeting	
6-6-06	5:00 - 8:00 p.m. 3	Team planning	
9-12-06	4:00 - 6:00 p.m. 2	Team writing	
9-26-06	3:00 - 6:00 p.m. 3	Committee meeting	
TOTAL HOURS: 33			

TEACHER SIGNATURE: _____

Section III. Professional Improvement Credits Through Four-Year Colleges and Universities

S.C.T.A. CONTRACT SECTION 12.4.2

- **Units earned through four-year colleges or universities must be processed through Human Resource Services.**
- Before beginning work on any four-year college or university courses or on any courses sponsored by the District's Curriculum and Instruction Department, prior approval must be obtained by all nonmanagement certificated personnel from their principal (or other administrator responsible for the evaluation of the employee's performance). This approval will be made "on the basis of a plan for the orderly and appropriate professional improvement" of all employees.
- **Teacher submits a written plan for the year to the principal/administrator prior to taking any four-year college or university courses.**
- The plan need not be formally approved by the principal/administrator, but must be on file with Human Resource Services before teacher completes ISO approved form PSL-F039 Professional Training Prior Approval Request.
- **PSL-F039 must be submitted to the appropriate Director, Human Resource Services, Box 770.**
- Official transcripts or grade cards (cannot be handwritten or typed), containing evidence of units, properly stamped with the school seal, should be filed immediately upon completion.

Section IV. Professional Growth for Credentials Earned After 1985

The Education Code requires that any person who received his/her first professional credential after August 31, 1985, completed 150 hours of professional growth for each renewal of that credential. The professional growth must be completed under a plan approved by a professional growth advisor.

The Education Code further requires that employing districts provide all affected personnel with a list of advisors. This district has designated all certificated management employees as advisors. Each certificated employee needing an advisor will be provided with a list of those persons designated by the district. The employee is free to choose any advisor he/she wishes.

The responsibility of the employee is to be familiar with the contents of the California Professional Growth Manual and Article 22, Professional Growth Program Related to the Requirements for Renewal of Clear Teaching Credentials, of the agreement with SCTA.

Sacramento City Unified School District

Human Resource Services

New Column Program for SCTA Unit Members

During previous contract negotiations with SCTA, the parties agreed to apply a reclassification column (New Column) to the salary schedules of K-12 and Preschool Teachers and Non-Management Specialists Personnel (psychologists, social workers and program specialists). For teachers, the new column on the salary schedule is Class E. For psychologists, the new column on the salary schedule is Class YY. For social workers and program specialists, the new column on the salary schedule is Class ZZ.

Implementation procedures for the New Column Program. Requirements of the New Column Program are set forth in Article 12.2.1.5.2 of the contract. The following documents are attached for your information and use:

- Contract language for New Column Program (Article 12.2.1.5.2 of contract).
- PSL-F037 Professional Improvement Plan Pre-Approval Application-New Column Program (Appendix C-3 of contract).
- PSL-F038 Request for Approval of Completed Features of Professional Improvement Plan-New Column Program (Appendix C-4 of contract).

Procedures for New Column Credit: Credit for the New Column may be earned in fully accredited four-year colleges and universities. PSL-F039 Professional Training Prior Approval Request (Four-Year College or University Courses Only) can be submitted for this credit.

Credit can also be earned pursuant to the District's Professional Improvement Program for the new column. The criteria, features, and instructions for approval of professional development activity credit under the New Column Program are set forth in Appendices C-3 (PSL-F037) and C-4 (PSL-F-038) of the contract. The criteria and some features of the New Column Program are different from those in the regular Professional Improvement Plan, Appendices C-1 (PSL-F035) and C-2 (PSL-F036) of the contract. Therefore, it is important that applicants use the New Column Programs forms for New Column credit.

The "ancillary services" criteria on PSL-F037 Professional Improvement Plan Preapproval Application-New Column Program refers to non-teaching criteria for non-management specialists entitled to the New Column increase.

Except set forth above, the procedures for New Column credit are identical to those for the regular Professional Improvement Plan:

- PSL-F037 Professional Improvement Plan Preapproval Application-New Column Program form (Appendix C-3) must be signed by the site administrator. The site administrator's recommendation regarding the request can be included in the "comments" section of the application.
- Pre-approval applications for the New Program are submitted to Human Resource Services Office which will approve the plan, modify it, or disapprove it.
- Upon completion of the professional improvement activity, employees should submit PSL-F038 Request for Approval of Completed Features of Professional Improvement Plan-New Column Program (Appendix C-4) to Human Resource Services for authorization of the units.
- The deadline for submission of extra unit credit is October 10 and March 10 each year. The New Column salary increase will be retroactive to July 1 for October submissions; the increase for March submissions will be retroactive to February 1.

Questions regarding the New Column Program can be directed to Human Resource Services.

Sacramento City Unified School District

Human Resource Services

New Column Program for SCTA Unit Members
(Excerpts from SCTA Contract)

12.2.1.5 Class E* - Reclassification Column

12.2.1.5.1 The K-12 and Preschool Teachers and Non-Management Specialists Personnel salary schedules shall have a reclassification column applied.

12.2.1.5.2 Class E

Minimum Requirements:

a. Bachelor's Degree plus 90 semester hours with a Master's Degree (effective May 1, 1998); or Bachelor's Degree plus 103 semester hours (effective July 1, 1998);

-and-

b.1. Employees Currently (1996-97) on Class D*

The employee must have served on Class D at least one (1) school year. Qualifying semester hours in excess of the Class D requirements must be taken on or after July 1, 1997, pursuant to procedures determined by the parties. One semester hour for ELL authorization (e.g., LDS, SB 1969, CLAD, BCLAD) will count even if taken prior to July 1997.

b.2. Employees Not Yet (1996-97) on Class D

All teachers not currently (1996-97) on Class D must serve on Class D at least one school year and take semester hours beyond Class D requirements after one school year on Class D, pursuant to the unit authorization procedure under 12.2.1.5.2.b.1.

Number of Steps: 26

12.2.1.5.3 Special Procedures for Teachers on Class D Holding a Master's Degree in 1996-97:

a. Teachers currently on Class D holding a Bachelor's Degree plus 90 or more semester hours for salary placement with a Master's Degree will be eligible for Class E on May 1, 1998, without taking additional semester hours.

b. Teachers on Class D with a Bachelor's Degree plus 75 and less than 90 semester hours for salary placement with a Master's Degree will move to Class E on or after May 1, 1998, upon completion of the balance of the 90 semester hours pursuant to the unit authorization procedure under 12.2.1.5.2.b.1.

*Classes D and E refer to the equivalent columns on other schedules.

ARTICLE 22 - PROFESSIONAL GROWTH PROGRAM RELATED TO THE REQUIREMENTS FOR RENEWAL OF CLEAR TEACHING CREDENTIALS

22.1 The Sacramento City Unified School District will implement the Professional Growth Requirements of Education Code Sections 44251 and 44277 which mandate that all new teachers who receive teaching credentials after August 31, 1985, shall complete a minimum of 150 clock hours of professional growth as requirement for renewal of their teaching credential at five-year intervals. The same teachers shall also serve successfully in a certificated position, or its equivalency as determined by the Commission on Teacher Credentialing guidelines, for the equivalent of one-half of a school year during each five-year credential cycle.

22.2 In accordance with the Responsibilities and Rights of Employing Agencies, the following components are a part of the program.

22.2.1 Professional Growth Advisors must possess baccalaureate degrees and valid clear California teaching or services credentials. They shall also possess knowledge/abilities to perform responsibilities identified in the California Professional Growth Manual developed by the State Commission on Teacher Credentialing.

22.3 A list of Professional Growth Advisors, including their job site phone numbers, shall be provided to employees who possess a professional clear teaching credential.

22.3.1 The credential holder has the right to choose his/her own advisor from the above list of such advisors designated by the District. If a credential holder wishes an advisor, other than one designated by the District the credential holder may ask a responsible officer of another agency for permission to consult an advisor who is employed by that other agency or the credential holder may ask the Commission on Teacher Credentialing to approve a Professional Growth Plan or Record of Activities.

22.4 The District will verify that the credential holder has successfully served in a certificated position or another professional capacity for at least one-half of a school year during the five year renewal period.

22.4.1 The service must be rendered for at least five hours per day for at least ninety days, or the equivalent. For part-time employees and substitute teachers, equivalent service may be calculated by counting all hours rendered on behalf of students at the location of service.

22.4.2 The service must be rendered in a position that requires certification.

22.5 The District will implement procedures for verifying completing of successful service, and will provide for the recording of appropriate data.

22.6 It is the responsibility of the credential holder to be familiar with the provisions of the California Professional Growth Manual, September 1985.

22.7 A clock hour for purposes of credited Professional Growth Activities shall be the actual time spent in the activity as defined in the "manual." College, university or equivalent courses shall be credited as defined in the "manual."

22.8 No professional growth advisor or other person shall compel a unit member to include any particular activities in his/her professional growth plan.

22.9 The credential holder is responsible for securing the program advisor's approval of the Professional Growth Plan and the certification of completed activities and must submit the certified form to the Personnel Services Office for recording of credit.

22.10 If a credential holder believes that his/her advisor has taken an action that he/she considers contrary to the terms of the Education Code, the credential holder may seek another advisor or appeal to the Commission on Teacher Credentialing for a final decision.

22.11 A unit member may amend a professional growth plan by adding, deleting or changing any of the original or previously amended goals or proposed activities, or professional growth advisor. The professional growth advisor shall initial an amendment to a professional growth plan that complies with State laws and regulations.

22.12 Advisors may approve only those professional growth plans where each activity fits one or more of the domains of professional growth in education as specified in the California Professional Growth Manual.

22.13 The District will remove any Professional Growth Advisor who has been determined by the District or the Commission to have willfully and arbitrarily violated the provisions of Education Code Section 44277 or Administrative Code Sections 80550 through 80565.

22.14 Following approval by the Professional Growth Advisor, each teacher is to submit a file copy of his/her Professional Growth Plan to the Personnel Services Office/Operations Department.

22.15 The District will discharge the foregoing responsibilities independently of any evaluation under the requirements of the Stull Act, and the Collective Bargaining Agreement.

22.16 A teacher's progress on a Professional Growth Plan shall be assessed independently of the District's Performance Evaluation process. The evaluation processes shall not include reference to the teacher's Professional Growth Plan nor will the growth plan be used in the evaluation process.

22.17 Professional growth activities will qualify for training classification application for salary increments provided such activities meet the qualifications established in Article 12, Section 12.4 through 12.4.4 of the current Collective Bargaining Agreement between the District and the Sacramento City Teachers Association.

22.18 Implementation

22.18.1 For certificated personnel who received their preliminary or clear credential after January 1, 1989, this Professional Growth Program shall be implemented in the Fall Semester 1989 as provided herein.

22.18.2 For certificated personnel who received their credentials between September 1, 1985 and December 31, 1988, this Professional Growth Program shall be implemented as provided herein except that the credential holder and his/her advisor may agree all such activities undertaken by the credential holder during the period of September 1, 1985, through December 31, 1988, shall be applied retroactively.

22.19 The parties agree that the teacher remains liable for knowing of, and satisfying of all relevant legal requirements. Advisors acting in good faith shall be held harmless as they participate in this process.

22.19.1 No bargaining unit member shall be required to serve as an advisor.

Sacramento City Unified School District

Human Resource Services

Professional Improvement Plan Preapproval Application

Sacramento Agreement Article 12.4.3.1 - 12.4.3.10

APPROVAL

(Submit to Human Resource Services)

Refer to Bulletin: "Salary Advancement of Certificated Personnel Through Professional Development."

Name: (Last, First)	**Date:**
School:	**Position/Title:**
Grade and/or Subjects Taught:	
Expected Date of Completion:	

Criteria: Any course or professional development activity under the Professional Improvement Plan must include at least one of the following criteria: (CHECK [✓] ALL THAT APPLY)

- ☐ Addressing district goals and objectives.
- ☐ Continued training in one's major or minor reasonably related to the teacher's current or prospective teaching assignment.
- ☐ Course work which will facilitate the use of the latest technology or philosophy within the teacher's major or minor or current or prospective teaching assignment.
- ☐ Improving the teacher's competency in managing and in instructing in the classroom.
- ☐ Increasing the teacher's knowledge, competence, performance, or effectiveness as a professional.
- ☐ Planning, analyzing, interpreting, demonstrating, disseminating or evaluating the area of study or innovation as a part of a directed course of study in his or her major, minor, or current or prospective teaching assignment.

Semester Units	Features	Instructions
	1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach details, i.e., purpose of committee work, participants, time involved, duration, values to be gained.
	2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach outline of details of your plan, and indicate how such courses will contribute to your professional improvement.
	3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach outline of details of your plan and comments of the Accountability Office. (A copy of the completed report will be required.)
	4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned).	Attach outline of details of work planned, i.e., office to be held, length of term, time involved, etc.
	5. Visitations or observation (allowance--one unit per 40 hours spent; hours may be accumulated).	Attach details, i.e., time, place, duration, values to be gained.
	6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach details, i.e., name of conference, purpose, time, place, duration, values to be gained.
	7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach details, i.e., purpose of workshop, participants, time, place, number of hours, values to be gained. If district-sponsored, attach flyer.
	8. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach details, i.e., nature and intended use of materials, plan of development, estimated time involved.
	9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).	Attach statement of purpose, objectives, estimate of educational relevance, itinerary (including dates of departure and return, areas to be visited, etc.).
	10. Private study (allowance--one unit per 32 hours of time expended).	Attach details of work to be undertaken, name and qualifications of instructor, and indicate how the work will contribute to your professional improvement.

Principal's/Administrator's Comments: Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments regarding the appropriateness of the request. Principal will return the form to the applicant for processing.

Signature of Principal/Administrator	Date

Signature of Applicant	Date

Comments:

Action by Administrator, Human Resource Services or Designee

☐	Plan approved as presented.
☐	Plan will be approved if modified as indicated below.
☐	Plan disapproved for the following reasons:

Authorized Signature	Date

<u>Distribution</u>: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.

Sacramento City Unified School District

Human Resource Services

Request for Approval of Completed Features of Professional Improvement Plan

(Complete in duplicate and submit to Human Resource Services)

COMPLETED

Name: (Last, First)	**Date:**
School:	**Position/Title:**
Grade and/or Subjects Taught:	

Description of Work Completed: Identify by indicating on the blanks to the left the number of semester units earned or expected, and the date such work was completed.

Semester Units	Date Completed	Features	Instructions
		1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach report of committee or detailed report of your activities, a statement of the time spent and educational value to you, and a verification by the committee chairman of the time and effort expended.
		2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach transcripts or officially validated grade cards.
		3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach completed copy of your written report.
		4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned).	Attach log verifying dates and times. Attach outline of work accomplished, including office held, length of term, time involved, activities, and your appraisal of the value to the organization.
		5. Visitations or observations (allowance--one unit per 40 hours spent; hours may be accumulated).	Attach log verifying dates, times, and locations. Attach written resume of contracts or observations and a description of their educational worth to you. This form should not be submitted with less than 40 hours of time spent.
		6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach written report describing sessions and sections attended. Attach verification of attendance. Only after school and weekend hours may be accumulated. This form should not be submitted with less than 40 hours of attendance.
		7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach report of workshop and describe your part in the work; or attach detailed report of your activities and description of their educational worth to you. Attach the workshop certificate verifying date, times, number of hours and presenter. This form should not be submitted with less than 32 hours of attendance.
		8. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach materials developed or detailed description of such materials, including time spent and your evaluation of their worth to you and others.
		9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).	Attach report within one month after completion, including daily itinerary explaining what was done and seen each day and an appraisal of the trip.
		10. Private study (allowance--one unit per 32 hours of time expended).	Attach report from instructor, including materials studied, time spent, and his/her evaluation of your progress.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized:_____	
☐	Units will be approved if modified as indicated below.
☐	Units not authorized because:

_____ _____

Authorized Signature Date

(Original to be returned to applicant for his/her personal file; duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

<u>Distribution</u>: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.

Sacramento City Unified School District

Human Resource Services

Professional Improvement Plan
Preapproval Application-New Column Program

Sacramento Agreement Article 12.2.1.5.2

APPROVAL

(Submit to Human Resource Services)

Refer to Bulletin: "Salary Advancement of Certificated Personnel Through Professional Development."

Name: (Last, First)	
Social Security Number:	**Date:**
School:	**Position/Title:**
Grade and/or Subjects Taught:	
Expected Date of Completion:	

Criteria: Any course or professional development activity under the New Column (1997) Professional Improvement Plan must include at least one of the following criteria: (CHECK [✓] ALL THAT APPLY)

- ☐ ELL: CLAD, LDS, BCLAD, 1969 (Grandfather one unit)
- ☐ Literacy Program
- ☐ District Classes
- ☐ Technology
- ☐ Math
- ☐ Science
- ☐ District Needs
- ☐ Major Field/Current Assignment (Sec.)
- ☐ Ancillary Services

Semester Units	Features	Instructions
	1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach details, i.e., purpose of committee work, participants, time involved, duration, values to be gained.
	2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach outline of details of your plan, and indicate how such courses will contribute to your professional improvement.
	3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach outline of details of your plan and comments of the Accountability Office. (A copy of the completed report will be required.)
	4. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach details, i.e., name of conference, purpose, time, place, duration, values to be gained.
	5. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach details, i.e., purpose of workshop, participants, time, place, number of hours, values to be gained. If district sponsored, attach flyer.
	6. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach details, i.e., nature and intended use of materials, plan of development, estimated time involved.

Principal's/Administrator's Comments: Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments regarding the appropriateness of the request. Principal will return the form to the applicant for processing.

Signature of Principal/Administrator	Date

Signature of Applicant	Date

Comments:

Action by Administrator, Human Resource Services or Designee

☐	Plan approved as presented.
☐	Plan will be approved if modified as indicated below.
☐	Plan disapproved for the following reasons:

Authorized Signature	Date

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.

Sacramento City Unified School District

Human Resource Services

Request for Approval of Completed Features of Professional Improvement Plan-New Column Program

(Complete in duplicate and submit to Human Resource Services)

COMPLETED

Name: (Last, First)	
Social Security Number:	**Date:**
School:	**Position/Title:**
Grade and/or Subjects Taught:	

Description of Work Completed: Identify by indicating on the blanks to the left the number of semester units earned or expected, and the date such work was completed.

Semester Units	Date Completed	Features	Instructions
		1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach report of committee or detailed report of your activities, a statement of the time spent and educational value to you, and a verification by the committee chairman of the time and effort expended.
		2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach transcripts or officially validated grade cards.
		3. Educational research (allowance-one unit per 32 hours of effort expended).	Attach completed copy of your written report.
		4. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach written report describing sessions and sections attended. Attach verification of attendance. Only after school and weekend hours may be accumulated. This form should not be submitted with less than 40 hours of attendance.
		5. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach report of workshop and describe your part in the work; or attach detailed report of your activities and description of their educational worth to you. Attach the workshop certificate verifying date, times, number of hours and presenter. This form should not be submitted with less than 32 hours of attendance.
		6. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach materials developed or detailed description of such materials, including time spent and your evaluation of their worth to you and others.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized:_____	
☐	Units will be approved if modified as indicated below.
☐	Units not authorized because:

_____ _____

Authorized Signature Date

(Original to be returned to applicant for his/her personal file; duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

<u>Distribution</u>: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.

Sacramento City Unified School District

Human Resource Services

Professional Training Prior Approval Request
(Four-Year College or University Courses Only)

SCTA Section 12.4.2 (Certificated)

Before beginning work on any four-year college or university courses or on any courses sponsored by the district's Curriculum and Professional Development Department, prior approval must be obtained by all non-management certificated personnel from their principal (or other administrator responsible for the evaluation of the employee's performance). This approval will be made "on the basis of a plan for the orderly and appropriate professional improvement" of all employees. A plan for the year must be submitted to the principal/ administrator prior to taking any four-year college or university courses. The plan need not be formally approved by the principal/ administrator, but must be on file before this form is submitted.

Prior approval forms for four-year college or university courses must be completed and filed with Human Resource Services. Prior approval forms for inservice courses offered by the Curriculum and Professional Development Department must be filed with that department. Approvals denied by the principal may be appealed to the Associate Superintendent, Human Resource Services, or his/her designee.

Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion. The deadline for filing units for July 1st class changes is October 10th. The deadline for filing units for February 1st class changes is March 10th. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1st or February 1st. Records filed will not be returned to the employee. Employees new to the district will have a maximum of sixty (60) days from their first day of required service in which to file unit. Handwritten or typed grade cards cannot be accepted unless properly stamped with the school seal.

This form must be completed prior to taking the courses. If the principal approves and signs, copies are to be distributed as indicated below: IT SHOULD BE NOTED THAT THE PRINCIPAL'S APPROVAL IS IN TERMS OF THE APPROPRIATENESS OF THE WORK FOR THE APPLICANT'S PROFESSIONAL DEVELOPMENT AND IN NO WAY GUARANTEES THAT THE UNITS EARNED ARE ACCEPTABLE FOR SALARY CREDIT. Units may not be approved if these are repeat units, are from a non-accredited school, or do not meet the criteria for acceptance.

Name:	**Social Security Number:**
Position:	**Location:**
Address:	**Home Phone:**
City:	**Zip Code:**

☐ ***Check (✓): I have submitted a written plan for the year to the principal/administrator. This plan need not be formally approved by the principal/administrator, but must be on file before this form is submitted.***

Name and Address of College or University		
Name	**City**	**State**

Enrollment Date			**Course Number**	**Course Title**	**Number of Units**	
Month	**Day**	**Year**			**Quarter**	**Semester**

In the event the above-named proposed courses are not available, courses will be selected in the following areas:

1. _____
2. _____

I approve the above courses as being appropriate for the professional improvement of the applicant.

_____ _____

Principal or Administrator in Charge | Date

Distribution After Principal's Approval: Employee, Principal/Administrator, Human Resource Services