



# BULLETIN

TO: All Certificated Employees and Principals

DATE: March 2017

FROM: Brandon Lillard, Anne Maretti, Clarissa Ramirez, Barbara Valdez, Roxanne Findlay, Cindy Nguyen, Tiffany Smith-Simmons, Ed.D., Christina Villegas

Human Resource Services  
Cancy McArn  
Chief Human Resources Officer

The purpose of this bulletin is to restate the G L V 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

## I. Professional Improvement Program

A B ~~pa~~

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

6. 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

4.     D    D    W    

€ One semester unit for 32 hours of time expended.

Ⓟ Types of acceptable professional organization work include serving as an elected officer, as a committee chairperson, or as a committee

7. W A

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

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

☒ ☐ ☒ 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.

☒ ☐ ☒ 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. D R M

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

☐ 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

10.          

    One semester unit for 32 hours of time expended.

    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.

- 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. **B -B R 6 A 6 H F 6 B**  
**In R**

Use the above ISO approved form PSL-F036 to request credit for completed features of professional improvement plan. Obtain this









