

Proposal Number (Office Use Only): [REDACTED]

PSEA PLAB Representative (Office Use Only): [REDACTED]

Classified Learning Cooperative Course Proposal Form

Revised 1/4/16

STEP 1 – DECIDE ON THE POINT VALUE, SUBMISSION DATE AND DURATION FOR YOUR CLC

Title of Proposal: [REDACTED]

CLC Points Requested: [REDACTED]

5 point CLC = 20 hours minimum

10 point CLC = 40 hours minimum

15 point CLC = 60 hours minimum

20 point CLC = 80 hours minimum

(More than half of the required CLC hours need to be outside of student contact time.)

Did you use an existing CLC as a template to help you write this one? Yes OR No

If so, which one (list title and number)?

Title: [REDACTED]

CLC #: [REDACTED]

Proposal Submission Date: [REDACTED]

See the CLC Proposal Submission Calendar on the CLC Website <https://staffdev.powayusd.com/App/Menu.aspx>. Click Employees, Professional Development, CLC Opportunities, Information. The CLC approval process takes **no less than 4 weeks**. Please be aware of this and do not schedule your first CLC work until 4 weeks after submitting your proposal to Courtney Davis Martin at cdavis@powayusd.com).

CLC Implementation Start Date*: [REDACTED]

CLC Implementation End Date*: [REDACTED]

*Minimum CLC Implementation durations are as follows:

5 point CLC = 2 months minimum

10 point CLC = 4 months minimum

15 point CLC = 6 months minimum

20 point CLC = 8 months minimum

STEP 2 – DESIGNATE INTENDED AUDIENCE AND FACILITATION

Intended Audience or Participant list: LAN Administrators

This proposal is limited to a maximum of [REDACTED] participants

If this is an individual CLC, what is the participant's name? [REDACTED]

If this is a group CLC, who is facilitating? To be determined

Name of Primary Facilitator: [redacted]

Mark one:

Pay only OR Pay and Points

CLC Location: IT Department Conference Room

Phone: [redacted]

Email(s): [redacted]

Name of Co-Facilitator(s): [redacted]

Mark one:

Pay only OR Pay and Points

STEP 3 – SELECT THE CATEGORY(IES) IN WHICH YOUR CLC FITS

Check all that apply:

<p>Job category:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Services <input type="checkbox"/> Technical <input type="checkbox"/> Office <input type="checkbox"/> Paraprofessional 	<p>CLC will be centered around:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessment <input type="checkbox"/> Athletics/PE <input type="checkbox"/> AVID <input type="checkbox"/> Business Operations <input type="checkbox"/> Classroom Support <input type="checkbox"/> Curriculum Mapping <input type="checkbox"/> Curriculum Development <input type="checkbox"/> English Language Learners <input type="checkbox"/> Health and Safety <input type="checkbox"/> Individualized Education <input type="checkbox"/> Parent Communication <input type="checkbox"/> Response to Intervention <input type="checkbox"/> Special Education <input type="checkbox"/> Speech & Language <input type="checkbox"/> Staff Support <input type="checkbox"/> Student Behavior <input type="checkbox"/> Student Relationships <input type="checkbox"/> Technology <input type="checkbox"/> Visual & Performing Arts <input type="checkbox"/> Other:
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STEP 4 – SPECIFY GOALS FOR YOUR CLC

District Goals to be addressed:

- Ensure each student engages in a challenging 21st Century learning experience.
- Develop and maintain communications systems that create collective engagement among all stakeholders.
- Support the District's strategic vision of College and Career Readiness for All Students
- Create a collaborative culture of continuous learning for all staff.
- A problem in practice and/or be relevant to a job function within the PSEA classified staff job descriptions

STEP 5 – BRIEFLY ANSWER ALL PRE-PLANNING QUESTIONS

Pre-planning questions:

- Identify the need you would like to address:

- Identify your learning objectives for this CLC. What will participants know and/or be able to do upon completion of this CLC?

- Identify the type(s) of professional learning that best describes your CLC course (content knowledge projects, professional study teams, lesson study, workshop, in-services & conferences, or other formats).

- What source/s of information will the participants use to acquire new knowledge that will support the learning objectives (webinars, professional texts, research articles, virtual or face-to-face collaborative meetings, etc.)?

- How will you and your participants know if the learning and implementation was effective and worth continuing?
 - What assessment tool/s will participants use to measure the outcome of this CLC? (For example: data, student survey, parent survey, staff survey, feedback from CLC participants, student test scores, cost savings, etc.) Use the cycle of Acquire, Develop, Implement, Reflect

STEP 6 – BUDGET REQUEST

CLC Budget Request

If you anticipate needing fiscal support for the implementation of your proposal, please list prospective needs and estimated costs. CLC will fund up to \$250 for an individual or small group CLC, \$375 for a group of 6-10 participants, and up to \$500 for a larger group of 10 or more participants.

CLC funds cannot be used for food/snack items, guest speakers, or conference costs.

EXPLANATION OF COSTS: (Please itemize where appropriate and remember that CLC funds cannot be used for food/snack items, guest speakers, or conference costs)

Facilitator Contact Number:

Facilitator Site: [REDACTED]

Budget Amount Requested: [REDACTED]

- Not to exceed \$250 for an individual or small group CLC, \$375 for a group of 6-10 participants, \$500 for a larger group of 10 or more participants
- Books
 - ✓ Title: [REDACTED]
 - ✓ Author: [REDACTED]
 - ✓ ISBN #: [REDACTED]
 - ✓ Quantity: [REDACTED]
 - ✓ Source: [REDACTED]

PUBS: [REDACTED]

Other: [REDACTED]

Date by which you will need your materials: [REDACTED]

Location to which you wish your materials delivered: [REDACTED]

A waiver letter is being submitted to the PSEA Professional Learning Advisory Board for a special request that is outside of the program parameters delineated in the Resource Guide. For example, requesting participation in more than the 40 points allowed in a single school year. (Attach separate waiver letter).

STEP 7 – PROPOSAL DESCRIPTION

Using your answers to the pre-planning questions above, summarize your CLC in 2-3 sentences. (This summary will be used to promote the CLC to prospective participants in the CLC Bulletin and online): This CLC is for all LAN Administrators to acquire the skills necessary for implementing Windows 10 throughout the District.

STEP 8 – WRITE YOUR OUTLINE AND SESSION PLANS FOR THIS CLC. SUBMIT THE ENTIRE DRAFT PROPOSAL TO COURTNEY DAVIS MARTIN cdavis@powayusd.com. YOUR PROPOSAL WILL BE THOROUGHLY REVIEWED AND NECESSARY EDITS WILL BE SUGGESTED.

Instructions: Think of the chart on the next page as your session plans for the CLC course. Your outline must include the following components:

1. ACQUISITION OF NEW LEARNING

- Describe the specific activities participants will engage in to acquire new knowledge. Include when and where the professional learning will take place.

2. DEVELOP SKILLS LEARNED

- Describe how the new learning will be applied in the workplace. Plan how future meetings will be structured to develop skills and prepare the group for implementation.
- How often and how much time will participants spend adjusting their implementation plan based on the outcome of collaboration meetings?

3. IMPLEMENT SKILLS

- This is the time spent using what you have learned and putting it into practice.

4. REFLECT

- Using the identified assessment tool/s, how frequently during the CLC will participants measure progress and analyze data? Reflection can take place throughout the planning and implementation process.
- Final reflection:
 - o Based on the data you have collected, are the strategies learned in this CLC positively impacting the workplace? If so, to what degree? How do you know?
 - o What are your next steps based on the data?

Estimate the time you believe it will take for each activity and include it in the chart.

Hours INSIDE = Hours spent on the CLC within the contracted work day.

Hours OUTSIDE = Hours spent on the CLC outside the contracted work day.

Please attach the schedule of any conferences or classes that are part of the acquisition of new learning to the CLC Proposal.

Outline and Session Plans for the CLC: Not all areas of the chart will necessarily be filled out for each session.

ACQ. DATE	TIME/LOCATION	PLANNED OR EXPECTED EVIDENCE OF ACQUISITION, IMPLEMENTATION, REFLECTION Assignment / Portfolio Evidence	ESTIMATED HOURS
	Session #1 Time: Location:		Inside: Outside:
		IMP:	Inside: Outside:
		REFLECT:	Inside: Outside:
M/D/Y		ACQ:	Inside: Outside:
			Inside: Outside:
		REFLECT:	Inside: Outside:
M/D/Y school year		ACQ:	Inside: Outside:
		IMP:	Inside: Outside:
		REFLECT:	Inside: Outside:

M/D/Y 	Session #4 Time: Location: 	ACQ: 	 Inside: Outside:
		IMP: 	 Inside: Outside:
		REFLECT: 	 Inside: Outside:
M/D/Y 	Session #5 Time: Location: 	ACQ: 	 Inside: Outside:
		IMP: 	 Inside: Outside:
		REFLECT: 	 Inside: Outside:
M/D/Y 	Session #6 Time: Location: 	ACQ: 	 Inside: Outside:
		IMP: 	 Inside: Outside:
		REFLECT: 	 Inside: Outside:

M/D/Y / /	Session #7 Time: Location:	ACQ:	Inside: Outside:
		IMP:	Inside: Outside:
		REFLECT:	Inside: Outside:
M/D/Y / /	Session #8 Time: Location:	ACQ:	Inside: Outside:
		IMP:	Inside: Outside:
		REFLECT:	Inside: Outside:

CLC HOURS		
	INSIDE Hours	OUTSIDE Hours
Acquisition of Learning		
Development of Skills		
Implementation		
Reflection Activities		
TOTAL		

- 5 point CLC = 20 hours minimum
- 10 point CLC = 40 hours minimum
- 15 point CLC = 60 hours minimum
- 20 point CLC = 80 hours minimum

STEP 9 – FACILITATE YOUR CLC, MONITORING PARTICIPATION AND HOURS

As evidence of implementation and reflection, each participant is required to maintain a portfolio of documentation throughout the CLC. This portfolio will be reviewed by the facilitator at the end of the CLC. Examples of documentation: time logs, meeting notes, discussion group notes, implementation plans, work samples, journals, etc. Be sure to let your participants know what you expect them to collect throughout the CLC for their portfolio. Please see the Facilitator Guidelines on the website under Facilitator Tools for additional information on CLC facilitation.

STEP 8 – REFLECT ON THE WORK DONE IN YOUR CLC AND COMPLETE FINAL ACTIVITIES

Completion Activities

The following **MUST** be completed before points will be awarded or facilitator timesheets processed

PRIMARY FACILITATOR	PARTICIPANT
<p>It is your responsibility to collect and submit the following forms within 3 weeks of your last CLC session.</p> <ul style="list-style-type: none"> ➤ Please send to the Professional Learning Coordinator in a completed “package”: <ul style="list-style-type: none"> ✓ A completed portfolio from a participant (other than yourself). It may be Xeroxed copies, electronic copies, or originals (originals will be returned). ✓ Complete a timesheet if applicable (provided by the Coordinator) ✓ Complete Facilitator Summary ✓ Complete the Participants Roster (attached to Facilitator Summary) Identify each participant’s CLC status as completed, pending (in the event that there are extenuating circumstances and the participant plans on completing the CLC within an agreed upon timeframe) or dropped from the CLC course. 	<p>To be given to facilitator within 1 week of your last CLC session.</p> <ul style="list-style-type: none"> ✓ Your completed portfolio for evaluation ✓ Your CLC Participant Summary (found on CLC Website) <div data-bbox="824 1163 1477 1318" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">ALL CO-FACILITATORS</p> <ul style="list-style-type: none"> ➤ To be given to Coordinator: <ul style="list-style-type: none"> ✓ Complete timesheet if applicable ✓ Complete Facilitator Summary </div>

Facilitator Request and Information

If you anticipate needing fiscal support for facilitator(s) of your proposal, please read all of the information below.

Facilitator ratios apply for ALL facilitators as follows:

An appropriate facilitator/participant ratio must be maintained in order to pay facilitators. Facilitators must agree to share the hourly facilitator compensation if the enrollment does not generate/drops below participant numbers necessary to support multiple facilitator stipends. Unless otherwise approved, stipends will be paid as follows:

CLC Participants (in addition to the facilitator)	Number of Facilitators who may claim hourly
3 to 8	1

9 to 16 17 and over	2 3
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Facilitator Compensation

Facilitators must choose to either: **receive facilitator pay only** OR to **receive CLC points as a participant as well as facilitator pay** (fewer hours can be claimed if the facilitator is also receiving points). Please read the information in the box below that applies to your choice.

Facilitators who are <u>ONLY</u> facilitating and NOT participating in the CLC: Please read and follow the steps in the box below.	
Compensation	Requirements
<p>Facilitators will be paid at the current compensation of teacher hourly as follows:</p> <ul style="list-style-type: none"> • Up to 15 hours for a 5 point CLC • Up to 30 hours for a 10 point CLC • Up to 45 hours for a 15 point CLC • Up to 60 hours for a 20 point CLC <p>These facilitators will not receive points as they are not taking the CLC as participants.</p>	<ul style="list-style-type: none"> • All facilitators must utilize a “Facilitator Timesheet”, provided by the Coordinator during the editing process, to keep track of their hours. • The timesheets must include dates, hours and work completed. • If there is more than one facilitator, each facilitator must maintain her/his own timesheet. • Requests for facilitator hourly pay must be included as part of the original CLC proposal.

For Facilitators who are <u>BOTH</u> facilitating AND participating in the CLC: Please read and follow the steps in the box below.	
Compensation	Requirements
<p>Facilitators who are <i>both</i> participants and facilitators of a CLC shall be compensated as follows:</p> <ul style="list-style-type: none"> ✓ Receive points for completing all of the CLC requirements as a participant AND ✓ Receive teacher hourly for planning and prepping time spent OUTSIDE of CLC meetings: <ul style="list-style-type: none"> • Up to 10 hours for a 5 point CLC • Up to 20 hours for a 10 point CLC • Up to 30 hours for a 15 point CLC • Up to 40 hours for a 20 point CLC <p>(Pay may not be claimed for hours spent as a participant)</p>	<ul style="list-style-type: none"> • Requests for facilitator hourly pay must be included as part of the original CLC proposal. • All facilitators must utilize a “Facilitator Timesheet”, provided by the Coordinator during the editing process, to keep track of their hours. • The timesheets must include dates, hours and work completed. • If there is more than one facilitator, each facilitator must maintain her/his own timesheet.