

**Classified Learning Cooperative**  
for PSEA Classified Staff

*a program supported by:*

Poway Unified School District  
*and*  
Poway School Employee Association



**Poway School Employees Association  
Professional Learning Advisory Board  
2018-19**

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## **PROGRAM DESCRIPTION**

**Cooperative learning** is the instructional use of small groups where students work together to maximize their own and each other's learning. Unlike individual learning, which can be competitive and monotonous in nature, staff members learning cooperatively can capitalize on one another's resources and skills (asking one another for information, evaluating one another's ideas, monitoring one another's work, etc.). Additionally, the leader's role changes from giving information to facilitating learning, both to each individual and to the group as a whole. According to Johnson and Johnson's meta-analysis, students in cooperative learning settings compared to those in individualistic or competitive learning settings, achieve more, reason better, gain higher self-esteem, like classmates and the learning tasks more and have more perceived social support. Everyone succeeds when the group succeeds.

## **PURPOSE**

The purpose of the Classified Learning Cooperative Program (CLC) is to offer non-restrictive learning opportunities that can be designed for individuals or groups to collaborate, learn, apply, refine, and, ultimately support student learning. Participants of a learning cooperative receive the benefits of the five identified essential elements of learning:

- Positive interdependence
- Individual and group accountability
- Face to face promotive interaction (giving individuals opportunities to help each other overcome problems)
- Interpersonal and small group skills
- Group processing

Within cooperative situations, individuals seek outcomes that are beneficial to themselves and to all other group members.

## **ADVISORY BOARD**

The PSEA Professional Learning Advisory Board (Advisory Board) is comprised of five (5) PSEA classified staff members and two (2) District members, designated by each organization respectively. The Advisory Board will oversee the Classified Learning Cooperative Program. The PSEA Professional Learning Coordinator will coordinate and manage the Classified Learning Cooperative Program on a daily basis.

The primary functions of the Advisory Board in regards to the CLC Program will be:

1. Offer a continuous, high quality professional development program that will support the diverse needs of the PSEA classified staff, be accessible to all unit members, be focused on adult learning that will support specific job functions within the unit, and directly or indirectly support student learning.
  - a) Develop procedures for the submission of professional growth proposals
  - b) Define quality criteria that will be used in reviewing participant proposals
  - c) Develop procedures for allocating points that equate to financial incentives

- d) Develop guidelines for maintenance of participant records
2. Develop and oversee the implementation of the CLC Program
  - a) Clearly communicate the program, its purpose and process
  - b) Develop templates that can be easily used by participants to guide them through the process and achieve learning goals
  - c) Solicit proposals from participants
  - d) Review proposals and assign appropriate number of points to each based on outline criteria
  - e) Manage on-going communication regarding CLC opportunities
  - f) Project and manage the budget in support of CLC Program
3. Support for participants
  - a) Provide support to participants during the proposal development phase
  - b) Assist the facilitators of each offering as needed
  - c) Assist individual participants as needed
4. Evaluate program effectiveness
  - a) Create and regularly implement a process that monitors program success by soliciting feedback from participants and managers
  - b) Continually modify program to ensure quality as necessary

### **QUALITY CRITERIA**

We acknowledge that a large range of job functions and professional growth needs exists within the PSEA Classified staff. The Advisory Board has established the following criteria to ensure the quality of all CLC professional growth offerings. Each proposal shall:

- Directly or indirectly align with and support the District's strategic vision of College and Career Readiness for All Students
- Be aligned with District Goal Number 3: Create a collaborative culture of continuous learning for all staff
- Be derived from a problem in practice and/or be relevant to a job function within PSEA Classified staff job descriptions
- Define a goal that directly supports professional growth aligned to a job function within the PSEA Classified staff unit
- Include planning, strategies for implementation, measures of success, and reflection
- Contain an informative outline of the offering that will assist potential participants in deciding the relevancy as it relates to their skill level, job functions and/or career goals

## PARTICIPATION OPTIONS

Recognizing that each one of us learns in our own unique way, participants are offered the opportunity to choose a participation method that best meets their needs. Options may include, but are not limited to:

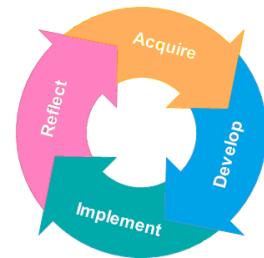
- Peer group study teams
- Action research
- Subject matter coaching expert
- Continuous improvement project
- Content study
- Participation in conferences or workshops
- Job-specific activity
- Participation in on-line learning opportunities

## PROPOSAL SUBMISSION AND REVIEW PROCESS

The Advisory Board will meet once a month, September through June, to review CLC proposals. Our goal is to assist in designing proposals that will enable quality professional growth opportunities for all participants. Assistance will be provided to participants whose proposals do not meet the criteria for approval by the Advisory Board. For this reason, the review process can take up to eight (8) weeks. Please keep this in mind and allow yourself plenty of time prior to beginning your CLC. All proposals must be submitted electronically to Tania Rowe, Professional Learning Coordinator, at [trowe@powayusd.com](mailto:trowe@powayusd.com). Information provided on the CLC Proposal Form will be used by the Advisory Board to review each proposal. All CLC Proposals will be reviewed and feedback will be provided to the originator.

All CLC proposals must be APPROVED before work begins. There will be no retroactive approvals. All approvals must:

- Meet the quality criteria as defined above
- Include the CLC Proposal Form
- Identify professional growth objectives
- Include plans for acquiring learning goals, development and implementation in support of goals within the workplace, measures of success and reflection of the process.



## CLC POINTS

PSEA Classified staff will be compensated for continuing to grow professionally through a point system that is earned based on the amount of time invested in the CLC opportunity. In the CLC, points will be awarded as follows:

- 5 points = approximately 20 hours of work
- 10 points = approximately 40 hours of work
- 20 points = approximately 80 hours of work

Partial points will not be allocated. Points have an expiration date of five (5) years from the date earned.

It is expected that a portion of the CLC hours will occur outside of the workplace unless authorized by the immediate supervisor. Productive professional growth activities are embedded in the work that we perform daily. Therefore, some of the professional growth activities as defined in the specific CLC proposal will occur naturally during the work day. Participants must work with the CLC facilitator to project the amount of time that the CLC learning will take place within and outside the workday and plan accordingly so as not to interfere with their regular work schedule.

PSEA Classified employees who acquire 40 CLC points will receive financial compensation valued at \$700 per year, payable on a tenths basis, for three (3) years. During this three-year period, participants who wish to continue receiving this special compensation must accrue an additional 40 points. Failure to accrue 40 points during each three-year period will result in no longer receiving special compensation until such time as 40 points have been accrued. If a participant accrues more than 40 points in a three-year period, up to 20 points may be carried into the next three-year period. Participants may earn points beyond the 20-point carry over, but should be aware that some points may expire before they can be used. CLC work must be completed and verified by October 1 of the school year in order to be credited for a salary increase retroactive to July 1.

Participants must be enrolled before the CLC begins. Points cannot be claimed after the fact and will not be awarded retroactively.

Points will be awarded after satisfactory completion on the CLC as verified by the facilitator and Advisory Board. All proposal requirements must be completed within the proposal's initial timeline. No points will be awarded prior to the completion of the CLC or if the timeline is not met.

Once a proposal is satisfactorily completed as defined by the facilitator and Advisory Board, points will be awarded. If the hours spent on the CLC are more than originally applied for, a facilitator may submit a proposal amendment that includes justification for the additional hours. If approved by the Advisory Board, participants may earn extra points based on the additional hours.

## **LEAVE OF ABSENCE**

### *Paid leave of absence:*

An employee on paid leave of absence is subject to the same CLC point guidelines as described above.

### *Unpaid leave of absence:*

- If an unpaid leave of absence occurs for a partial year and paid employment equals at least 75% of the contracted work year, point accrual timeline runs and points may be earned.
- If an unpaid leave of absence occurs for a partial year and paid employment equals less than 75% of the contracted work year, points will be placed on hold and the accrual timeline will be frozen until the employee returns or until 39 months have passed, whichever occurs first. (If an employee in this category wishes to earn CLC points while on unpaid leave, they must get

authorization from Personnel and the Advisory Board. If this occurs, points will not be placed on hold and the accrual time line will continue).

If an employee is laid off, the earned points will be placed on hold until the employee is rehired or until 39 months have passed, whichever occurs first.

### **SUBSTITUTE EMPLOYEES**

Substitute Classified employees who are cleared to substitute in a job that is within the PSEA unit are welcome to audit a CLC class if space is available after the course has been offered to employees. He or she is responsible for purchasing his/her own materials for the course.

### **FINANCIAL COURSE SUPPORT**

A budget of up to \$500 has been established for any CLC course that is available to help cover the costs of participant materials and publishing fees. Reimbursement of up to \$500 is available, depending on the number of participants. Funds may not be requested for conference fees, substitutes to attend the CLC, food or guest speakers. This budget will fund up to \$250 for a small group CLC of less than 5 participants, up to \$375 for a group of 6-10 participants, and up to \$500 for a larger group of 10 or more participants.

Any participant who fails to complete a CLC and was supplied materials for that CLC, must either return all the materials (such as books, software, etc.) to the facilitator in a usable condition or reimburse the Advisory Board for the cost of the materials.

Facilitators may obtain CLC points for participating in a CLC as well as hourly pay for facilitation of that CLC. Or, they may simply receive facilitator pay and not participate in the CLC. Facilitator timesheets must be obtained and submitted to the Professional Learning Coordinator. An appropriate facilitator/participant ratio must be maintained in order to pay facilitators. Before the CLC begins, facilitator teams must agree that they will split the stipend if the enrollment drops below the needed ratio. Unless otherwise approved, timesheet hours will be paid as follows:

Number of Participants (in addition to the facilitator(s))	Number of Facilitators Paid on Timesheet
3-8	1
9-16	2
17-24	3

Facilitators who are not participants in the CLC may submit a timesheet for:

- Up to 15 hours for a 5 point proposal
- Up to 30 hours for a 10 point proposal
- Up to 60 hours for a 20 point proposal

Facilitators who are participants in the CLC may submit timesheets for:

- Up to 10 hours for a 5 point proposal
- Up to 20 hours for a 10 point proposal
- Up to 40 hours for a 20 point proposal

Timesheets must be submitted to the Professional Learning Coordinator for signature at the end of the CLC. Timesheets will not be processed until the conclusion of the CLC and must be presented within three (3) weeks of the CLC completion date.

### STEPS FOR PARTICIPATION

Participation in the Classified Learning Cooperative is completely voluntary. Although employees may engage in a variety of professional growth opportunities, only those that submit their proposal according to the requirements outlined in this document will be considered for approval by the PSEA Professional Learning Advisory Board. Proposals will be reviewed based on the defined Quality Criteria. If approved, points will be assigned prior to the start of the CLC. Points will not be awarded unless all requirements listed within this document are met. This program is available to all non-management classified employees.

To participate in the CLC Program:

Join a CLC that has already been approved and has not begun yet. Look at courses in the Professional Learning newsletter or go to the Poway Professional Development website to view current offerings.

or

Obtain a CLC Proposal Form and write your own proposal.



1. Obtain a CLC Proposal form. All CLC forms can be found on the PSEA website at <https://www.poway-psea.org/professional-learning/clc/>
2. Write a proposal that provides all of the information indicated on the form.
3. The completed proposal must then be submitted electronically via email attachment to Tania Rowe, Professional Learning Coordinator at [trowe@powayusd.com](mailto:trowe@powayusd.com). Proposals must be submitted a minimum of 4 weeks prior to the next Advisory Board meeting (see deadline calendar).
4. The CLC will then be reviewed by the Professional Learning Coordinator in detail. If necessary, modifications will be made with the writer.
5. The Professional Learning Coordinator will then submit the proposal to an Advisory Board member. If no modification is indicated, the proposal will be added to the next Advisory Board meeting agenda. If modifications are needed, suggestions will be made and the proposal will be returned to the writer for editing.
6. Proposals will be reviewed by the Advisory Board at regularly scheduled monthly meetings. After this review, proposals will either be returned to the writer with suggestions or approved. Once approval has been given, the originator will be contacted and work may begin on the CLC activities.
7. Proposals for summer work, or for work beginning before mid-September, must be received no later than April 29.
8. When the activities in the CLC proposal are completed, the following steps need to be done to receive credit for the CLC:



PRIMARY FACILITATOR	PARTICIPANT
<p>Collect and submit the following forms within 3 weeks of your last CLC session in order to receive facilitator pay. All items must be sent in one collective “package” to the PL Coordinator.</p> <ul style="list-style-type: none"> <li>• Complete Facilitator Timesheet (if applicable)</li> <li>• Complete Facilitator Summary</li> <li>• Complete Participants Roster (attached to Facilitator Summary)</li> <li>• 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.</li> </ul>	<p>To be given to facilitator within one (1) week of your last CLC session:</p> <ul style="list-style-type: none"> <li>• Your completed portfolio for evaluation</li> <li>• Your CLC Participant Summary</li> </ul>
<b>ALL CO-FACILITATORS</b>	
<p>Must complete and submit:</p> <ul style="list-style-type: none"> <li>• Complete timesheet if applicable</li> <li>• Complete Facilitator Summary</li> </ul>	

FACILITATOR GUIDELINES: Appendix A  
 FACILITATOR ON-LINE INSTRUCTIONS: Appendix B

**CLCS THAT CONTAIN A COLLABORATION COMPONENT**  
 When a CLC is written that involves collaboration with colleagues (two or more) as a component of the CLC, and sufficient numbers of colleagues do not register for the CLC, or the number drops below the level needed for collaboration to complete the CLC as written, the originator of the CLC must contact the Professional Learning Coordinator immediately to discuss and amend the CLC in order to receive points, which may be modified from those originally approved.

**EARNING CLC POINTS FOR CONFERENCES**

Within two months of attendance at an employee initiated job-related conference (not compensated by release time, timesheet pay or during the regular work schedule), a CLC proposal may be submitted that includes the conference in the acquisition hours of the CLC. Proof of registration and evidence of session attendance must be submitted with the CLC proposal. Proposals will be reviewed through the usual CLC process. If the conference occurs in the summer, participants have three months to submit a CLC.

**PROFESSIONAL FILE**

It is in the employee’s interest, but it is not required, to maintain a professional development file for a period of at least three (3) years that includes:

- Documentation (time logs, work samples, etc.) that provide evidence of time spent in CLCs
- Copies of CLC summaries
- Record of points acquired