



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Professional Development Banked Time Days
For the 2007-2008 School Year, Grades 1-12

NUMBER: MEM-3596.0

ISSUER: Liza Scruggs, Assistant Superintendent
Instructional Support Services, Secondary

DATE: March 19, 2007

PURPOSE: The purpose of the Memorandum is to provide information regarding the professional development for Banked Time Days for the 2007-2008 school year pursuant to Article IX-B of the agreement between the District and UTLA. The time that is provided on the Professional Development Banked Time Tuesday afternoons must be used to improve instruction.

MAJOR CHANGES: This Memorandum replaces MEM-2544.0 titled Professional Development Banked Time Days, Grades 1-12, dated May 18, 2006.

INSTRUCTIONS: The following guidelines apply.

ROUTING
Local District Superintendents
Local District Administrators of
Instructional
Local District Directors of
School Services
Principals
UTLA Chapter Chairs

I. GENERAL INFORMATION

The following are guidelines for both elementary and secondary schools:

- If some Professional Development Banked Time falls on the same days as State and District testing programs, schools must administer the mandated test. A special school schedule will be necessary to complete testing on a shortened day schedule.
- The required number of yearly instructional minutes for students remains the same.
- There are no changes in the length of the teachers' contractual workday.
- Minimum and/or shortened days may not be combined with the Professional Development Banked Time, but may continue to be used.
- Schools will receive a memorandum from the Budget Services and Financial Planning Division requesting the submission of revised bell schedules for the 2007-08 school year.
- The Transportation Branch will pay transportation costs for Banked Time Days.
- Charter schools that have Banked Time written into their charters will



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continue to implement Banked Time as designated in the Charter. A new waiver request must be submitted on a yearly basis.

- Banked Time Day Professional Development shall not be extended in length with additional meetings in Back-To-School, Open House, or Parent Conference days.

II. ELEMENTARY IMPLEMENTATION

The process that was initiated in the 2004-05 school year for adding the additional nine (9) instructional minutes to elementary schools will continue to be implemented on a daily basis (ten minutes in Concept 6 Schools) following the guidelines below. The additional minutes will continue on the first day of school for the 2007-08 school year for kindergarten (at schools implementing full-day Kindergarten programs) and for grades 1 through 5/6 at all schools. The additional instructional minutes have already been deducted from the teacher preparation time in the morning or at the end of the day. No changes are to be made to current recess or lunch schedules. Additionally, no changes should be made to the teachers' contractual obligation of arrival and departure times. Schedule changes are a responsibility of the Local School Leadership Council.

<u>Calendar</u>	<u>Instructional Minutes Added Daily</u>
Single Track	9
Four Track	9
Three Track	10

Students (including full-day kindergarten) will be dismissed sixty (60) minutes earlier than normal dismissal time on twenty-six (26) designated Tuesdays.

III. SECONDARY IMPLEMENTATION

The process that was implemented in the 2004-2005 school year for adding seven (7) instructional minutes on a daily basis in all secondary schools will continue to be implemented following the guidelines below (eight minutes in Concept 6 Schools). The additional minutes will continue on the first day of school for the school year 2007-08. The additional instructional minutes have already been deducted from the teacher preparation time in the morning and at the end of the day. No changes are to be made to passing, nutrition or lunch schedules. The start and end times of the teachers' workday may not be altered.



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The additional instructional minutes are to be distributed as equally as possible across all periods. The following are minutes that will be added on a daily basis. Schedule changes are a responsibility of the Local School Leadership Council.

<u>Calendar</u>	<u>Instructional Minutes Total Added Daily</u>
Single Track	7
Four-Track	7
Three-Track	8

Students in all secondary schools will be dismissed ninety (90) minutes earlier than normal dismissal time on fourteen (14) designated Tuesdays.

IV. SCHEDULING OF PROFESSIONAL DEVELOPMENT BANKED TIME TUESDAYS

See Attachments A through F for specific dates for Professional Development Banked Time Days. Span schools will use the elementary schedule for their elementary classes and the secondary schedule for their secondary classes.

- Attachment A - Elementary Single Track
- Attachment B - Elementary Three-Track
- Attachment C - Elementary Four-Track
- Attachment D - Secondary Single Track
- Attachment E - Secondary Three-Track
- Attachment F - Secondary Four-Track

It is not possible to schedule common Banked Time Tuesdays on the four-track schedule. Schools may wish to use minimum or shortened days for the track not scheduled for a Banked Time Day when it is desirable to have all teachers participate together.

V. CONTENT OF PROFESSIONAL DEVELOPMENT TUESDAYS

Principals are to work with their leadership councils and teams to create a comprehensive improvement plan that fosters and supports professional learning communities. Continuous adult learning shall include, but is not limited to, lesson study, analysis of data, and building a shared vision, mission and school culture. There should be numerous opportunities for staff to reflect on classroom practices and pedagogy that are results-based.



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The focus shall be on continuous learning for all school staff through collaborative inquiry in professional learning communities.

VI. SCHOOL SCHEDULES FOLLOWING THE LAST BANKED TIME TUESDAY OF THE ACADEMIC YEAR

Schools must continue to bank time throughout the year.

VII. SUGGESTIONS FOR BANKED TIME AGENDAS

The following are suggested ways of using Banked Time to increase effective practices:

- Examine student work
- Review and analyze test results, e.g., CAHSEE, CST
- Implement A-G requirements
- Participate in lesson study
- Design service learning projects
- Select and analyze standards and student outcomes
- Achieve vertical alignment in instruction and assessment
- Design or study academic support systems to scaffold student learning
- Analyze periodic assessments
- Design, plan and coordinate the implementation of Small Learning Communities activities and instruction
- Plan for differentiated instruction and culturally relevant and responsive education
- Develop roles and responsibilities for collaborative model
- Other activities that support or enhance the school's instructional program

District directed seven (7) Banked Time Days are to be utilized for Grade 6-12 Achievement Solutions in schools designated for "readiness" and for all other schools to utilize for content teams to meet regarding the implementation of instructional guides and concept lessons. Additional time is provided to Achievement Solutions for extended professional development.

The District may utilize Banked Time Days for differentiated professional development of secondary counselors and counseling teams, deans, career-tech education teachers, physical education teachers and arts teachers.



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- RELATED RESOURCES:** Please see Bulletin No. 1918.0 titled School Schedule for Regular, Minimum, Shortened, and Banked-Time Days, dated August 17, 2005, and UTLA Bargaining Agreement Contract Article IX-B.2.0.
- ASSISTANCE:** For further information, please contact Jeanie Leighton, Director, Middle School Programs at 213 241-6040 or your Local District Director of School Services.



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ATTACHMENT A

2007-2008 PROFESSIONAL DEVELOPMENT DAYS – ELEMENTARY SINGLE TRACK

October 16, 2007
October 23, 2007
October 30, 2007
November 6, 2007
November 13, 2007
November 20, 2007
November 27, 2007
December 4, 2007
December 11, 2007
January 8, 2008
January 15, 2008
January 22, 2008
January 29, 2008
February 5, 2008
February 12, 2008
February 19, 2008
February 26, 2008
March 4, 2008
March 11, 2008
March 25, 2008
April 1, 2008
April 8, 2008
April 15, 2008
April 22, 2008
April 29, 2008
May 6, 2008



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ATTACHMENT B

2007-2008 PROFESSIONAL DEVELOPMENT DAYS –ELEMENTARY THREE-TRACK

TRACK A	TRACK B	TRACK C
September 25, 2007	July 31, 2007	July 31, 2007
October 2, 2007	August 7, 2007	August 7, 2007
October 9, 2007	August 14, 2007	August 14, 2007
October 16, 2007	August 21, 2007	August 21, 2007
October 23, 2007	October 30, 2007	August 28, 2007
October 30, 2007	November 6, 2007	September 4, 2007
November 6, 2007	November 13, 2007	September 11, 2007
November 13, 2007	November 20, 2007	September 18, 2007
November 20, 2007	November 27, 2007	September 25, 2007
November 27, 2007	December 4, 2007	October 2, 2007
December 4, 2007	December 11, 2007	October 9, 2007
December 11, 2007	December 18, 2007	October 16, 2007
December 18, 2007	January 8, 2008	October 23, 2007
March 4, 2008	January 15, 2008	January 8, 2008
March 11, 2008	January 22, 2008	January 15, 2008
March 18, 2008	January 29, 2008	January 22, 2008
March 25, 2008	February 5, 2008	January 29, 2008
April 1, 2008	February 12, 2008	February 5, 2008
April 8, 2008	February 19, 2008	February 12, 2008
April 15, 2008	February 26, 2008	February 19, 2008
April 22, 2008	April 29, 2008	February 26, 2008
April 29, 2008	May 6, 2008	March 4, 2008
May 6, 2008	May 13, 2008	March 11, 2008
May 13, 2008	May 20, 2008	March 18, 2008
May 20, 2008	May 27, 2008	March 25, 2008
May 27, 2008	June 3, 2008	April 1, 2008



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ATTACHMENT C

2007-2008 PROFESSIONAL DEVELOPMENT DAYS – ELEMENTARY FOUR-TRACK

TRACK A	TRACK B	TRACK C	TRACK D
September 11, 2007	July 31, 2007	July 31, 2007	July 31, 2007
September 18, 2007	August 7, 2007	August 7, 2007	August 7, 2007
September 25, 2007	August 14, 2007	August 14, 2007	August 14, 2007
October 2, 2007	August 21, 2007	August 21, 2007	August 21, 2007
October 9, 2007	August 28, 2007	October 2, 2007	August 28, 2007
October 16, 2007	September 4, 2007	October 9, 2007	September 4, 2007
October 23, 2007	September 11, 2007	October 16, 2007	September 11, 2007
October 30, 2007	September 18, 2007	October 23, 2007	September 18, 2007
November 6, 2007	September 25, 2007	October 30, 2007	September 25, 2007
November 13, 2007	November 13, 2007	November 6, 2007	October 2, 2007
November 20, 2007	November 20, 2007	November 13, 2007	October 9, 2007
November 27, 2007	November 27, 2007	November 20, 2007	October 16, 2007
December 4, 2007	December 4, 2007	November 27, 2007	October 23, 2007
December 11, 2007	December 11, 2007	December 4, 2007	October 30, 2007
December 18, 2007	December 18, 2007	December 11, 2007	November 6, 2007
February 12, 2008	January 8, 2008	December 18, 2007	January 8, 2008
February 19, 2008	January 15, 2008	January 8, 2008	January 15, 2008
February 26, 2008	January 22, 2008	January 15, 2008	January 22, 2008
March 4, 2008	January 29, 2008	January 22, 2008	January 29, 2008
March 11, 2008	February 5, 2008	January 29, 2008	February 5, 2007
March 18, 2008	February 12, 2008	February 5, 2008	February 12, 2008
March 25, 2008	February 19, 2008	April 1, 2008	February 19, 2008
April 1, 2008	February 26, 2008	April 8, 2008	February 26, 2008
April 8, 2008	March 4, 2008	April 15, 2008	March 4, 2008
April 15, 2008	March 11, 2008	April 22, 2008	March 11, 2008
April 22, 2008	March 18, 2008	April 29, 2008	March 18, 2008



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ATTACHMENT D

2007-2008 PROFESSIONAL DEVELOPMENT DAYS – SECONDARY SINGLE TRACK

September 18, 2007
September 25, 2007
October 16, 2007
October 23, 2007
November 13, 2007
November 27, 2007
December 11, 2007
February 12, 2008
February 26, 2008
March 4, 2008
March 25, 2008
April 8, 2008
April 22, 2008
June 3, 2008

***The three professional development days following the administration of the periodic assessments must be designated for the analysis of the assessment results.**



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ATTACHMENT E

2007-2008 PROFESSIONAL DEVELOPMENT DAYS –SECONDARY THREE-TRACK
2007 – 2008

TRACK A	TRACK B	TRACK C
September 18, 2007	July 10, 2007	July 10, 2007
September 25, 2007	July 17, 2007	July 17, 2007
October 9, 2007	August 7, 2007	August 7, 2007
October 23, 2007	August 14, 2007	August 14, 2007
November 13, 2007	November 13, 2007	September 18, 2007
November 27, 2007	November 27, 2007	September 25, 2007
December 4, 2007	December 4, 2007	October 9, 2007
December 11, 2007	December 11, 2007	October 23, 2007
March 4, 2008	January 8, 2008	January 8, 2008
April 1, 2008	January 29, 2008	January 29, 2008
April 8, 2008	February 26, 2008	February 26, 2008
April 29, 2008	April 29, 2008	March 4, 2008
May 27, 2008	May 27, 2008	April 1, 2008
June 10, 2008	June 10, 2008	April 8, 2008

***The three professional development days following the administration of the periodic assessments must be designated for the analysis of the assessment results.**



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ATTACHMENT F

2007-2008 PROFESSIONAL DEVELOPMENT DAYS – SECONDARY FOUR-TRACK

TRACK A	TRACK B	TRACK C	TRACK D
August 21, 2007	July 10, 2007	July 10, 2007	July 10, 2007
August 28, 2007	July 24, 2007	July 24, 2007	July 24, 2007
September 11, 2007	August 7, 2007	August 7, 2007	August 7, 2007
September 25, 2007	August 21, 2007	October 9, 2007	August 21, 2007
October 9, 2007	August 28, 2007	October 23, 2007	August 28, 2007
October 23, 2007	September 11, 2007	November 13, 2007	September 11, 2007
November 13, 2007	September 25, 2007	December 4, 2007	September 25, 2007
December 4, 2007	November 13, 2007	January 22, 2008	October 9, 2007
February 26, 2008	December 4, 2007	February 5, 2008	October 23, 2007
March 11, 2008	January 22, 2008	April 1, 2008	January 22, 2008
April 1, 2008	February 5, 2008	April 15, 2008	February 5, 2008
April 29, 2008	February 26, 2008	April 29, 2008	February 26, 2008
June 3, 2008	March 11, 2008	June 3, 2008	March 11, 2008
June 10, 2008	June 3, 2008	June 10, 2008	April 1, 2008

***The three professional development days following the administration of the periodic assessments must be designated for the analysis of the assessment results.**