



TITLE: Professional Development Banked Time Days
Grades 1-12

NUMBER: MEM-XXXX

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Instructional Support Services, Elementary

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Instructional Support Services, Secondary

DATE: May XX, 2006

PURPOSE: In recognition of the critical role of professional development to bring about improved student achievement, Professional Development Banked Time has been identified through the LAUSD/UTLA negotiated contract. The time that is provided on the Professional Development Banked Time Tuesday afternoons must be used to improve instruction.

MAJOR CHANGES: This memorandum replaces Memorandum No. MEM-1647.2 of the same title, dated September 28, 2005. If some buy back days fall 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.

INSTRUCTIONS: The following guidelines apply.

I. ELEMENTARY IMPLEMENTATION

All elementary schools will add nine (9) instructional minutes on a daily basis (ten minutes in Concept 6 Schools) following the guidelines below. The addition of minutes will begin on the first day of school for the 2005-06 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 are to be 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. Schedule changes are a responsibility of the school leadership council.

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

ROUTING:
Local District Superintendents
Local District Directors
Instructional Support
Local District Directors
School Services
Principals
Chapter Chairpersons



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

II. SECONDARY IMPLEMENTATION

All secondary schools will add seven (7) instructional minutes on a daily basis following the guidelines below (eight minutes in Concept 6 Schools). The addition of minutes will begin on the first day of school for the school year 2006-07. The additional instructional minutes are to be 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 additional 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 SBM/LEARN/local school leadership councils.

<u>Calendar</u>	<u>Morning</u>	<u>End of Day</u>	<u>Total Added Daily</u>
Single Track	3 or 4	4 or 3	7
Four Track	3 or 4	4 or 3	7
Three Track	4	4	8

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

III. GENERAL INFORMATION

The following are guidelines for both elementary and secondary schools:

- The required number of yearly instructional minutes for students remains the same.
- There are no changes in the length of the teacher's 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 2006-07 school year.



- The Transportation Branch will pay transportation costs for Banked Time Days.
- Charter schools that have Banked Time written into their charters will continue to implement Banked Time as designated in the Charter. A new waiver request must be submitted on a yearly basis.
- Banked time is for professional development. Should a school wish to schedule a faculty meeting following to continue professional development or to conduct school business, time may be scheduled after school, in keeping with established guidelines.

IV. SCHEDULING OF PROFESSIONAL DEVELOPMENT BANKED TIME TUESDAYS

See Attachments A through F for specific dates of the 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 shared 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 desirable to have all teachers participate.

V. CONTENT OF PROFESSIONAL DEVELOPMENT TUESDAYS

The content for one half of the Professional Development Tuesdays will be determined by local districts. Local districts will identify the dates for which the local district will determine the content and work with the schools as sites implement the Local District Professional Development design. The content of the remaining Professional Development Tuesdays will be determined by SBM/LEARN/local school leadership councils and must be aligned to improve instruction. The content and design of those days will be included in the overall school *Professional Development Plan* that will be submitted to the local district superintendent on a yearly basis.



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 school data and periodic assessments
- Review and analyze test results, e.g., CAHSEE
- Plan course of instruction to implement A-G requirements
- Participate in lesson study
- Develop common standards-based assessments that demonstrate student mastery
- Design grade level, senior, or service learning projects
- Select and analyze standards and student outcomes
- Work with feeder schools to achieve vertical alignment in instruction and assessment
- Design or study academic support systems to scaffold student learning
- Design student led conferences
- Organize professional book clubs that focus on relevant educational literature
- Score periodic assessments
- Curriculum Development
- Design and plan instruction for the implementation of Small School Learning Communities including all of the attributes
- Coordinate Small Learning Community activities
- Other activities that support or enhance the school's instructional program

ASSISTANCE: For assistance or further information, please call your Local District Director, Support Services.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT A

PROFESSIONAL DEVELOPMENT DAYS – ELEMENTARY SINGLE TRACK
2006 - 2007

October 24, 2006
November 7, 2006
November 14, 2006
November 21, 2006
November 28, 2006
December 5, 2006
December 12, 2006
January 9, 2007
January 16, 2007
January 23, 2007
January 30, 2007
February 6, 2007
February 13, 2007
February 20, 2007
February 27, 2007
March 6, 2007
March 13, 2007
March 20, 2007
March 27, 2007
April 10, 2007
April 17, 2007
April 24, 2007
May 1, 2007
May 8, 2007
May 15, 2007
May 22, 2007

*out
10 in
after:
reorganization*

L = Language Assessment
M = Math Assessment
S = Science Assessment



LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT B

PROFESSIONAL DEVELOPMENT DAYS -ELEMENTARY THREE-TRACK
2006-2007

TRACK A	TRACK B	TRACK C
September 26, 2006	August 1, 2006	August 1, 2006
October 3, 2006	August 8, 2006	August 8, 2006
October 10, 2006	August 15, 2006	August 15, 2006
October 17, 2006	August 22, 2006	August 22, 2006
October 24, 2004	November 7, 2006	August 29, 2006
November 7, 2006	November 14, 2006	September 5, 2006'
November 14, 2006	November 21, 2006	September 12, 2006
November 21, 2006	November 28, 2006	September 19, 2006
November 28, 2006	December 5, 2006	September 26, 2006
December 5, 2006	December 12, 2006	October 3, 2006
December 12, 2006	December 19, 2006	October 10, 2006
December 19, 2006	January 9, 2007	October 17, 2006
March 6, 2007 <i>intimfest</i>	January 16, 2007	October 24, 2006
March 13, 2007	January 23, 2007	January 9, 2007
March 20, 2007	January 30, 2007	January 16, 2007
March 27, 2007	February 6, 2007	January 23, 2007
April 3, 2007	February 13, 2007	January 30, 2007
April 10, 2007	February 20, 2007	February 6, 2007
April 17, 2007	February 27, 2007	February 13, 2007
April 24, 2007	May 1, 2007	February 20, 2007
May 1, 2007	May 8, 2007	February 27, 2007 <i>writing</i>
May 8, 2007	May 15, 2007	March 6, 2007
May 15, 2007 <i>festivity</i>	May 22, 2007	March 13, 2007 <i>CSI</i>
May 22, 2007	May 29, 2007	March 20, 2007
May 29, 2007	June 5, 2007	March 27, 2007
June 5, 2007	June 12, 2007	April 3, 2007

Grade 4



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT C

**PROFESSIONAL DEVELOPMENT DAYS – ELEMENTARY FOUR-TRACK
2005 – 2006**

TRACK A	TRACK B	TRACK C	TRACK D
September 12, 2006	August 1, 2006	August 1, 2006	August 1, 2006
September 19, 2006	August 8, 2006	August 8, 2006	August 8, 2006
September 26, 2006	August 15, 2006	August 15, 2006	August 15, 2006
October 3, 2006	August 22, 2006	October 3, 2006	August 22, 2006
October 10, 2006	August 29, 2006	October 10, 2006	August 29, 2006
October 17, 2006	September 5, 2006	October 17, 2006	September 5, 2006
October 24, 2006	September 12, 2006	October 24, 2006	September 12, 2006
November 7, 2006	September 19, 2006	November 7, 2006	September 19, 2006
November 14, 2006	September 26, 2006	November 14, 2006	September 26, 2006
November 21, 2006	November 14, 2006	November 21, 2006	October 3, 2006
November 28, 2006	November 21, 2006	November 28, 2006	October 10, 2006
December 5, 2006	November 28, 2008	December 5, 2006	October 17, 2006
December 12, 2006	December 5, 2006	December 12, 2006	October 24, 2006
February 13, 2007	December 12, 2006	January 9, 2007	November 7, 2006
February 20, 2007	January 9, 2007	January 16, 2007	January 9, 2007
February 27, 2007	January 16, 2007	January 23, 2007	January 16, 2007
March 6, 2007	January 23, 2007	January 30, 2007	January 23, 2007
March 13, 2007	January 30, 2007	February 6, 2007	January 30, 2007
March 20, 2007	February 6, 2007	March 27, 2007	February 6, 2007
March 27, 2007	February 13, 2007	April 3, 2007	February 13, 2007
April 3, 2007	February 20, 2007	April 10, 2007	February 20, 2007
April 10, 2007	February 27, 2007	April 17, 2007	February 27, 2007
April 17, 2007	March 6, 2007	April 24, 2007	March 6, 2007
April 24, 2007	March 13, 2007	May 1, 2007	March 13, 2007
May 1, 2007	March 20, 2007	May 8, 2007	March 20, 2007
May 8, 2007	March 27, 2007	May 15, 2007	March 27, 2007



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ATTACHMENT D

**PROFESSIONAL DEVELOPMENT DAYS – SECONDARY SINGLE TRACK
2006 - 2007**

September 19, 2006	
September 26, 2006	
October 17, 2006	L
October 24, 2006	L
November 14, 2006	S (6,8)
November 28, 2006	S (7)
December 12, 2006	
February 13, 2007	
February 27, 2007	
March 6, 2007	
March 27, 2007	
April 10, 2007	
April 24, 2007	S (6,8), S (7), M
June 5, 2007	

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

L = Language Assessment
M = Math Assessment
S = Science Assessment



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ATTACHMENT E

PROFESSIONAL DEVELOPMENT DAYS - SECONDARY THREE-TRACK
2006 - 2007

TRACK A	TRACK B	TRACK C
September 19, 2006	July 11, 2006	July 11, 2006
September 26, 2006	July 25, 2006	July 23, 2006
October 10, 2006 L	August 8, 2006 L	August 8, 2006 L
October 24, 2006 M	August 15, 2006 L, M	August 15, 2006 L (7)
November 7, 2006 S (6-8)	November 7, 2006	September 19, 2006.
November 14, 2006	November 14, 2006 S (6-8)	September 26, 2006
November 28, 2006 L	November 28, 2006 L	October 10, 2006 L
December 5, 2006 L	December 15, 2006 L	October 24, 2006 M
March 6, 2007	January 9, 2007 S (6,8)	January 9, 2007
April 3, 2007 L	January 30, 2007 L	January 30, 2007 S, L (6-8)
April 10, 2007	February 27, 2007 (CST-W)	February 27, 2007 CST-W
May 1, 2007 CST-W	May 1, 2007	March 6, 2007 S (6-8)
May 29, 2007	May 29, 2007	April 3, 2007
June 12, 2007	June 12, 2007	April 10, 2007

CHANGE

July 18.

replace Nov 7th with March 13th

July 18th

Adult school
Dec 7, 9

new dates for CHASE
July 25/26

single track
11/12 Nov 5 7/8
Feb 6/7 March 20/21
May 8/9

Feb 6th
choose one for 10 in spring for 11 choose for grade 11 fall/spring

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

10 grade 11/12 retreat
make up for 10 only

list of names by Esther Wong



LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT F

PROFESSIONAL DEVELOPMENT DAYS – SECONDARY FOUR-TRACK
2006 - 2007

TRACK A	TRACK B	TRACK C	TRACK D
August 22, 2006	July 11, 2006	July 11, 2006	July 11, 2006
August 29, 2006	July 25, 2006	July 25, 2006	July 25, 2006
September 12, 2006	August 8, 2006	August 8, 2006	August 8, 2006
September 26, 2006	August 22, 2006	October 11, 2006	August 22, 2006
October 10, 2006	August 29, 2006	October 24, 2006	August 29, 2006
October 24, 2006	September 12, 2006	November 14, 2006	September 12, 2006
November 14, 2006	September 26, 2006	December 5, 2006	September 26, 2006
December 5, 2006	November 14, 2006	January 23, 2007	October 10, 2006
February 27, 2007	December 5, 2006	February 6, 2007	October 25, 2006
March 13, 2007	January 23, 2007	April 3, 2007	January 23, 2007
April 3, 2007	February, 2007	April 17, 2007	February 6, 2007
May 1, 2007	March 14, 2007	May 1, 2007	February 28, 2007
June 5, 2007	March 21, 2007	June 5, 2007	March 13, 2007
June 12, 2007	June 6, 2007	June 12, 2007	April 3, 2007

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