

Classified Learning Cooperative

CLC Program Manual

a program supported by:

Poway Unified School District *and*
Poway School Employees Association

Table of Contents

Table of Contents	2
CLC PROGRAM OVERSIGHT	4
Professional Learning Advisory Board Members 2023-2024	4
Professional Learning Advisory Board Meeting Dates 2023-2024	4
I. CLC PROGRAM OVERVIEW	5
A. Program Description	5
B. Purpose	5
C. Professional Learning Advisory Board Function	6
D. CLC Format/Participation Options	6
II. CLC PROPOSAL SUBMISSION AND REVIEW PROCESS	7
A. Process Overview	7
B. Funding the CLC Creation Process	7
C. Quality Criteria	8
III. COURSE FINANCIAL SUPPORT	8
A. Budget Allocation	8
IV. FACILITATOR GUIDELINES	8
A. Payment	8
B. Facilitator Limits	9
C. Facilitator Administrative Guidelines	10
V. PARTICIPANT GUIDELINES	10
A. Eligible Participants	10
B. Enrollment	10
C. Attendance:	10
D. Workplace Impact	10
E. Failure to Complete	11
F. Points & Stipend	11
G. COMPLETION	11
H. PROFESSIONAL FILE	11

CLC PROGRAM OVERSIGHT

Professional Learning Advisory Board Members 2023-2024

Classified Staff:

Melanie Rodriguez

Professional Learning Coordinator
Poway School Employees Association

Courtney Davis Martin

President
Poway School Employees Association

Nancy Brundrett

Vice President
Poway School Employees Association

Christina Abosamra

COSA Inclusive Practices
Special Education Department

Christina Figone

Office Assistant II, Special
Education Poway High School

Laura Hart

Lead Program Aide
Extended Student Services - CHES

Cindy Lee

Instructional Assistant -
ELL
Valley Elementary School

Vacant (Deb N)

Job Title
Department/Site

District Appointed Supervisors:

Vacant

Ricardo Cecena
HR Director, District
Office
Location

Vacant

Terry Worthington
Principal
Creekside Elementary
School

Vacant

District Representative
Location

Vacant

School Leader
Location

Optional Member:

Rebecca Lee

Director
Personnel Commission

Professional Learning Advisory Board Meeting Dates 2023-2024

September 20, 2023

October 18, 2023

November 15, 2023

December 13, 2023

January 17, 2024

February 28, 2024

March 19, 2024

April 17, 2024

May 15, 2024

June 12, 2024

I. CLC PROGRAM OVERVIEW

A. Program Description

1. The Classified Learning Cooperative (CLC) is a program funded by professional learning funds in collaboration between PSEA and PUSD for Classified Staff training and development. It is designed to support classified employees in acquiring occupational and professional skills at all levels of employment. Learning is created and fostered in a collaborative environment, resulting in an effective and economic use of employees' resources and skills to address the learning of staff, while accomplishing institutional goals.

In short: The CLC program is a collaborative and engaging learning opportunity, both created and attended by Classified Staff in areas sought by Classified Staff for professional development and growth.

B. Purpose

1. The purpose of the CLC Program is to offer training and support to a diverse and wide range of Classified Staff which is not readily available through other resources and funding. CLCs offer flexible and adaptable learning opportunities designed for small to mid-sized groups to collaborate, learn, apply, refine, and ultimately support student learning. Classified Staff are able to identify the areas of learning that are in high demand which are not currently being met. They have the ability and opportunity to create CLCs to fulfill those needs with collaboration and utilization of various learning platforms. Participants of a learning cooperative receive the benefits of the five identified essential elements of learning:
 - Positive interdependence - mutual respect allowing each participant to share their experience.
 - Individual and group accountability- engaged discussions and active participation by all
 - Face to face promotive interaction - individuals strengthening each other to overcome problems
 - Interpersonal and small group skills - personal and social development as they recognize how they have navigated solutions in a group setting
 - Group processing - working together and developing a new understanding of one another.

Within a cooperative setting, staff members will seek outcomes that are beneficial to themselves and to all other participants.

C. Professional Learning Advisory Board Function

The PSEA Professional Learning Advisory Board (PLAB) is composed of a minimum of (3) PSEA Classified Staff members and two (2) District members, designated by each organization respectively. The PLAB oversees the CLC Program. The PSEA Professional Learning Coordinator will implement, coordinate and manage the CLC Program.

The primary functions of the PLAB with regard 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) Oversee 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. Oversee the implementation of the CLC Program in close collaboration with the PSEA Professional Learning Coordinator
 - a) Clearly communicate the program, its purpose and process
 - b) Solicit proposals from participants
 - c) Review proposals and assign appropriate number of points based on outline criteria
 - d) Manage on-going communication regarding CLC opportunities
 - e) Project and manage the budget in support of CLC Program
3. Support for facilitators
 - a) Provide support to participants during the proposal development phase
 - b) Assist the Facilitators of each offering as needed
 - c) Review and approve final submittal for payment of CLC stipend upon completion.
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

D. CLC Format/Participation Options

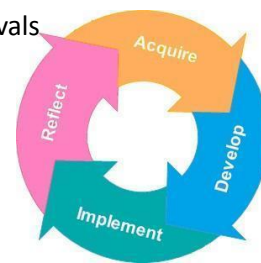
1. Recognizing that each one of us learns in our own unique way, CLC Facilitators are offered the opportunity to choose a delivery and participation method that best meets their needs. Options may include, but are not limited to:
 - Peer group study teams (example: workbook style of study)
 - Action research (example: attempting different activities and reflecting on results)
 - Subject matter coaching expert (example: sharing job expertise and skills)

- Continuous improvement project (example: improving teamwork or communication skills)
- Content study (example: book study)
- Participation in conferences or workshops (example: sharing knowledge and tools obtained)
- Job-specific activity (example: Synergy, My Plan, Follette, Destiny, etc.)
- Participation in on-line learning opportunities (example: using Lynda.com videos in combination with collaborative practice sessions)

II. CLC PROPOSAL SUBMISSION AND REVIEW PROCESS

A. Process Overview

1. All proposals must be submitted electronically to Melanie Rodriguez, Professional Learning Coordinator, at melanierodriguez@powaysea.org. The Proposal Packet is located in the Facilitator Handbook, which is available on the PSEA website for download. Information provided in the CLC Proposal Packet will be used by the PLAB to review each proposal. All CLC Proposals will be reviewed, and feedback will be provided to the originator.
2. The PLAB will meet once a month, September through June, to review CLC proposals. The goal is to assist in designing proposals that will enable quality professional growth opportunities for all participants. Submissions will be assigned to, and evaluated by a PLAB Representative (Rep) for initial review.
3. In collaboration with the Professional Learning Coordinator, the Rep will work directly with the CLC Facilitator to ensure a complete and quality proposal submission. Additional assistance will be provided to participants whose proposals do not meet the criteria for submission and approval by the PLAB. **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.
4. All CLC proposals must be APPROVED before work begins. There will be no retroactive approvals, thus classes cannot begin prior to approval.. All approvals must:
 - a) Meet the quality criteria as defined above
 - b) Include the CLC Proposal Form
 - c) Identify professional growth objectives
 - d) Include plans for acquiring learning goals, development, and implementation in support of goals within the workplace, measures of success and reflection of the process



B. Funding the CLC Creation Process

1. We recognize the work required to create a new CLC. Therefore, participants can participate in a self-paced CLC Squared course that will assist in proposal development as well provide funding for the time to develop the proposal.
 - a) New 5 point classes and revisions to 10 point classes will receive 5pts for CLC Squared upon approval of the proposal.
 - b) A new 10 point CLC course proposal will receive 10 points upon approval of

- their proposal.
- c) Updates to 5 point CLC courses can coordinate with the Professional Learning Coordinator for timesheet hours that are approved PRIOR to the update process.

C. Quality Criteria

1. We acknowledge that a wide range of job functions and professional growth needs exists within the PSEA Classified Staff. The PLAB has established the following criteria to ensure the quality of all CLC professional growth offerings. Each proposal shall:
 - a) Directly or indirectly align with and support the District’s Mission of Inspiring passion and preparing every student to thrive in college, career, and life by providing personalized, rich, and rigorous learning experiences.
 - b) Be aligned with District Goal Number 3: Provide High Quality Professional Learning for Teachers and Staff to promote the culture and conditions that empower world-class learners.
 - c) Be derived from a problem in practice and/or be relevant to a job function within PSEA Classified Staff job descriptions.
 - d) Define a goal that directly supports professional growth aligned to a job function within the PSEA Classified Staff unit.
 - e) Include planning, strategies for implementation, measures of success, and reflection.
 - f) 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.

III. COURSE FINANCIAL SUPPORT

A. Budget Allocation

1. Reimbursement of up to \$500 is available, per the guidelines below, for any CLC course that is available to help cover the costs of participant materials and publishing fees.
 - a) This budget will fund up to \$250 for a small group CLC of less than 4 participants, up to \$375 for a group of 5-9 participants, and up to \$500 for a larger group of 10 or more participants.
2. Funds may not be requested for conference fees, substitutes to attend the CLC, food or guest speakers.

IV. FACILITATOR GUIDELINES

A. Payment

1. Stipends
 - a) The first time a Facilitator offers a CLC, they may receive CLC points for participating in the CLC, as well as hourly pay for facilitating the CLC. Participation in the CLC would be counted the 10 point CLC maximum per fiscal year
 - b) Alternatively, if a Facilitator is not interested in receiving points, they may simply receive Facilitator pay.

2. Facilitator pay:
 - a) Timesheet Submittal: Facilitator timesheets must be submitted to the Professional Learning Coordinator. A description of how the time was used must be provided on a timesheet. Timesheets will not be processed until the conclusion of the CLC and must be presented within three (3) weeks of the CLC completion date.
 - b) Facilitators who **are not** participants in the CLC may submit a timesheet for:
 - (1) Facilitated class time + 30 min per hour of class time for prep
Example: Class with 5 two-hour sessions would be paid 12.5hours
 - (2) Up to 5 hours for additional class paperwork (wrap up, etc.) and student correspondence
 - (3) **Maximum TOTAL** time on a timesheet for a 5 point class would be 20 hours and for a 10 point class, the maximum hours would 30 hours
 - c) Facilitators who **are** participants in the CLC may submit timesheets for:
 - (1) Up to 10 hours for a 5 point CLC (Up to 5 hours of prep for class facilitation and 5 hours of additional paperwork (wrap up, etc).
Facilitation time is not included as it is covered by the class stipend.
 - (2) Up to 20 hours for a 10 point CLC (Up to 15 hours of prep for class facilitation and 5 hours of additional paperwork (wrap up, etc).
Facilitation time is not included as it is covered by the class stipend.
 - d) Pay Rate: Facilitators will receive the approved Community Lecturer hourly rate.
 - e) Facilitation Maximums Ratios: 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
0-5	0
6-10	1
11-15	2

**If a participant feels that a CLC warrants more than one Facilitator outside of what the above chart allows, a request can be made to the PLAB during the approval process.*

B. Facilitator Limits

1. Classified Staff are limited to facilitating/participating in a maximum of 10 points per fiscal year (July 1-June 30). Once that has been achieved, first priority will be given to other facilitators who have not already hit the maximum.. Those who want to

facilitate additional classes and where there is a need, a facilitator may receive facilitator pay but not the CLC stipend for classes exceeding the 10 point maximum. Class offering decisions will be based on a variety of factors including interest, budget, availability and training needs.

C. Facilitator Administrative Guidelines

1. See Facilitator Guide for Guidelines on what documentation needs to be submitted.

V. PARTICIPANT GUIDELINES

A. Eligible Participants

1. CLC participation is available to all contracted PUSD Classified staff who have achieved permanency. Those who have not achieved permanency may participate and can submit for stipend payment upon achieving permanency .
2. 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. Substitutes are responsible for purchasing their own materials for the CLC. No credits or stipend payment will be awarded to Substitute Classified employees who choose to audit CLC classes.
3. Classified Staff who are actively employed are limited to participating in CLCs for a maximum of 10 points per fiscal year (July 1–June 30).
4. Participants cannot be enrolled in multiple CLCs concurrently.
5. If a Classified employee elects to participate in the same CLC more than once, they may “audit” the course **only if** space is available **after** the course has been offered to other Classified employees. If a Classified employee audits a CLC, they are responsible for purchasing their own materials, and no credits or stipend payment will be awarded.

B. Enrollment

1. Eligible employees will be able to enroll on the PUSD Professional Learning Webpage. Emails will be sent to notify staff when courses are available for registration.
2. Some classes may have enrollment limitations based on site, knowledge prerequisites, etc. depending on the CLC format and location.
3. All participants must sign a participant agreement to be officially enrolled in a CLC
4. CLCs involve collaboration between colleagues as a component of learning. Should an insufficient number of colleagues register for the CLC, or if 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.

C. Attendance:

1. Attendance is a key ingredient for the success of the collaborative process.
2. Participants are responsible for reviewing the posted session dates of the CLC prior to enrollment to ensure that they can attend all sessions.
3. Participants must be enrolled before the CLC begins.
4. If unable to attend a subsequent session, the participant must notify the Facilitator prior to the session date, and the participant will be responsible for any missed

assignments.

5. Missing more than one session in the course of the CLC will cause the participant to be dropped and the participant will not be eligible for the stipend.

D. Workplace Impact

1. It is expected that a substantial 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.
2. 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.

E. Failure to Complete

1. 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 PLAB for the cost of the materials.

F. Points & Stipend

1. Points:
 - a) PSEA Classified Staff will be compensated for continuing to grow professionally through a point system and stipend payment that is earned based on the amount of time invested in the CLC opportunity. CLC points will be awarded as follows:
 - (1) Approximately 20 hours of work = 5 CLC Points
 - (2) Approximately 40 hours of work = 10 CLC Points
 - b) Partial points will not be allocated.
2. Stipend:
 - a) Participants will receive a one-time paid stipend valued at \$75.00 per CLC point for a successfully completed CLC course. Once completion of the CLC has been confirmed, and points are awarded to the participant, documentation verifying earned points and allocated stipend amounts will be submitted by the Professional Learning Coordinator to Payroll.
 - b) The employee should receive the compensation within 90 days on their pay warrant.
 - c) If there are any concerns about an individual's participation and/or completion of the CLC, the Facilitator will consult with their CLC Rep. If further discussion is needed, the Rep will work with the Professional Learning Coordinator to come to a resolution.

G. Completion

1. Points will be awarded after satisfactory attendance and completion of the CLC as verified by the Facilitator, the Rep, and the Professional Learning Coordinator.
2. 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.

H. Professional File

1. 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:

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