

**Staff Development Agreement  
2017-2018 School Year  
Conejo Valley Unified School District and Unified Association of Conejo Teachers**

The first staff development day of the 2017-2018 school year is Monday, August 21, 2017. All six (6) hours of August 21<sup>st</sup> will consist of site-led professional development.

In addition, Association members will be required to participate in twelve (12) hours of staff development in lieu of November 22 and December 22, 2017, which are pupil free, non-work days. The twelve (12) hours shall consist:

- Five (5) hours of site-determined/approved staff development
- One (1) hour of Praesidium/Armatus Training, which is required to take place from July 1, 2017 to September 30, 2017, outside of the school day (Use District username and last four digits of employee ID number [found on checkstub] + the letters "ca" to sign into [Praesidium/Armatus](#)) Example: 1247ca.
- Six (6) hours are Association member self-directed staff development

Association members will need to account for their twelve (12) hours through professional development attended outside their work day.

In participating in the designated staff development hours, the following criteria must be met:

1. Examples include but are not limited to the following: staff development activities, collaboration/articulation meetings, and/or grade-level/department meetings. Agendas must be collected and provided for verification purposes.
2. Association members that work in a job share contract must each complete the full twelve (12) hours of staff development activities.
3. Association members who work a percentage contract will need to complete the activities equivalent to their contract. If an Association member works an 80% contract, he/she would need to complete 9.6 hours, 60% would need to complete 7.2 hours and 50% contract would need to complete 6 hours of staff development activities.
4. Percentage contract, Association members who attend, on a voluntary basis, the full six (6) hours on August 21, will be able to apply the additional hours to the hours required for the November 22 and December 22 staff development days.
5. Activities eligible for credit must support site or district improvement goals.
6. Staff development activities must be in alignment with the following Education Code language: "Staff development in instructional methods including teaching strategies, classroom management, and other training designed to improve pupil performance, conflict resolution, intolerance and hatred prevention, and academic content in the core curriculum areas that are provided by the school district or county office of education." (Ed Code 44579)
7. These twelve (12) hours must be completed outside of the contractual work day or work calendar.
8. Association members not assigned to a specific site will collaborate with their evaluator, or the Assistant Superintendent of Personnel, to decide which staff development activities they will participate in.
9. Attendance for any site staff development activity must have sign-in/sign-out verification. Off-site staff development activities must have a documented registration form as verification or a meeting agenda.

All Association members that do not complete the required twelve (12) hours of staff development will lose a proportional amount of sick leave.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
STAFF DEVELOPMENT ACTIVITY FORM 2017-2018

Twelve (12) Hour Verification

Due by **Friday, May 11, 2018** to Site Principal or Designee

All Association members will participate in twelve (12) hours of staff development in lieu of November 22 and December 22, 2017. The twelve (12) hours shall consist of six (6) hours of site-determined/approved staff development, and six (6) hours of Association member self-directed staff development.

Association members will be required to participate in twelve (12) hours of staff development in lieu of November 22 and December 22, 2017, which are pupil free, non-work days. The twelve (12) hours shall consist:

- Five (5) hours of site-determined/approved staff development
- One (1) hour of Praesidium/Armatus Training, which is required to take place from July 1, 2017 to September 30, 2017, outside of the school day (Use District username and last four digits of employee ID number [found on checkstub] to sign into [Praesidium/Armatus](#))
- Six (6) hours are Association member self-directed staff development

All staff development activities must be completed outside of the contractual school day or work calendar.

The staff development activities must meet the requirements of Education Code 44579, "Staff development in instructional methods including teaching strategies, classroom management, and other training designed to improve pupil performance, conflict resolution, intolerance and hatred prevention, and academic content in the core curriculum areas that are provided by the school district or county office of education."

Attendance verification can be obtained from the activity sign-in/sign-out verification form, a registration form of the agreed upon activity, or by providing staff development and/or meeting agendas. **THESE TWELVE HOURS MUST BE COMPLETED, AND THIS FORM RETURNED TO YOUR SITE PRINCIPAL OR DESIGNEE BY MAY 11, 2018.**

Activity	Date	Hours of Credit	Verification, reference sign-in/sign-out form or attach verification

Total Hours: \_\_\_\_\_

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature**

\*\*All Association members that do not complete the required twelve (12) hours of staff development and return this form to their site principal or designee by Friday, May 11, 2018, will lose a proportional amount of sick leave.