



Cupertino Union School District
Cupertino, California

MEMORANDUM

Date: September 4, 2024

To: All Certificated Staff

From: *A.L.* Adolfo Laguna, Director, Human Resources

Subject: **PROFESSIONAL GROWTH/GOAL DIRECTED COURSEWORK**

In accordance with Article 3.11, Professional Growth, of the agreement between the CUSD and CEA, the District is providing you with information regarding salary advancement for professional growth and the procedures/criteria for receiving credit for approved coursework. Please note that this is applicable only to those certificated staff who are placed on the CEA salary schedule.

1. Upon request, the District will advise teachers of present placement on the salary schedule, number of units on file, number of units needed for advancement to the next step or column, and the year that the advancement would be effective. You may call or come to Human Resources to obtain this information. (Contact Galina Melamed, Human Resources Certificated Analyst, at Extension 61-219.)

Official transcripts or grade cards verifying units must be submitted to Human Resources to receive credit to move on the salary schedule that year. An approved Goal Directed Coursework Form must be on file **before** you take the class. Grade cards and transcripts without pre-approved goal directed coursework forms cannot be processed. (See 2.B below.) During negotiations in 2004-2005, changes were made to Section 3.11.4 of the contract as follows:

- 3.11.4 Credit for additional units for salary advancement must be submitted to the Human Resources Department according to the following schedule: (2002, 2004)
 - 3.11.4.1 Fall salary moves: Official transcripts/grade cards verifying additional units for course work must be submitted to the Human Resources Department no later than October 15 in order for credit to be given for additional units for that school year. (2004)
 - 3.11.4.2 Mid-year salary moves: Official transcripts/grade cards verifying additional units for course work completed by December 31 must be submitted to the Human Resources Department no later than January 31 in order that credit to be given for additional units for a mid-year salary move. The mid-year salary change for these units will be

effective as of the following February 1, or the first workday thereafter. (2004)

3.11.4.3 District Staff Development hours being used for salary advancement as described in 3.11.11a may be used for a mid-year salary advancement if the courses for that credit have been completed by December 31. Only credit hours for completed classes may be applied for a mid-year salary move. Partial credit for classes in progress will not be counted. (2004)

2. Article 3, Subsections 3.11.8 through 3.11.11 describes the requirements and procedures for approval of goal directed courses for salary advancement. Points to remember as you submit courses for salary advancement are:

- A. **Goal Directed Coursework Form:** You must submit a Goal Directed Coursework Form first to your principal or District supervisor and then to Human Resources **BEFORE** the class or workshop/conference begins. Goal directed coursework forms are available in the school office and on the Human Resources page of the District's staff portal (via the CUSD website).

The goal-directed coursework forms must be filled out completely. Information must include the course title, course number (upper division or graduate level), educational institution, and the number of units. A copy of the course description should accompany the goal directed form. The course must be approved by the site or program administrator **prior** to submission to the Human Resources office. Human Resources must approve courses for credit to be granted for salary advancement.

- B. **University/College Classes:** Courses should be upper division or graduate level (Subsection 3.11.8b) from an accredited college or university. Lower division courses may be approved depending on the applicant's previous coursework or training and the specific course. Courses that base credits on practicums or self-directed work will be given credit only for the time actually spent in class. On-line classes may be approved on a case-by-case basis following review of the course description and requirements.
- C. **Outside Conference and Workshops:** Outside conference and workshops may also be approved if the purpose is to upgrade ongoing skills if they are within the parameters of the District's defined needs and goals. Conferences and workshops must also meet the standards of time (minimum 2 hours) and content. You may accumulate hours from outside conferences or workshops and convert them to semester hours for salary advancement only. You may not add them to District staff development hours for salary advancement or for the other incentive options available for District courses. Credit is permitted only for the contact time in classes (i.e., meal time at conferences does not count for credit). A Conference Attendance Verification Form should be obtained from the HR page in the District's intranet **prior** to attending outside workshops/conferences. It must be signed at the conference for you to be given credit.

3. Units are recorded in semester units only. One semester unit equates to 15 hours of coursework. One quarter unit or one C.E.U. (continuing education unit) equals 2/3 semester unit.
4. Independent study, practicum/directed studies, travel, correspondence or taped courses from non-accredited institutions are NOT approved for credit. Courses that are duplicates of courses previously taken are not approved for repeated credit with the exception of first aid and CPR.
5. Many professional growth opportunities are available through local universities (San Jose State, Santa Clara University, UC Santa Cruz and our County Office of Education). These courses normally qualify for goal-directed coursework and are considered according to the guidelines outlined above.
6. Assistance: The Human Resources staff can review specific courses with you, **prior to your enrollment**, to determine whether the activity qualifies and the credit allowed.
7. District catalog course credits may be accumulated towards salary advancement. Each 15 hours as Option A is transferred as 1 semester unit. Option B hours are converted to C.E.U.'s from San Jose State once each year in the late spring. Those C.E.U.'s are recorded and credited when you bring the grade card or transcript for that credit to Human Resources. You must turn in those C.E.U.'s by the October 15th or January 31st deadline described in #1 above. You do not need to submit a goal directed form for these classes.
8. The teacher's selection of option choice is FINAL. Conversion of District hours from one option to another is not permitted.
9. Option C hours: Each Option C hour is worth \$3.00; hours are accumulated for a two-(2) year period only. Hours expire automatically if not redeemed within the two-year period.

You may choose from one of the following:

- a. Apply towards a day of release time for professional activity. (a minimum of 25 hours required)
- b. Apply towards conference registration/expense fees.
- c. Convert the hours into Professional Development Award. Please note that if this option is selected, the award will appear on your pay warrant and statutory deductions will be applied.