



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Participation in the Professional Development Buy-Back Days

**NUMBER:** MEM-2524.0

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

**DATE:** May 18, 2006

**PURPOSE:** The purpose of this memorandum is to provide information regarding District approved dates to be used for the professional development buy back days for the 2006-07 school year.

**RELATED RESOURCES:** This memorandum replaces Memorandum No. MEM-1640.01 titled, "Participation in the Professional Development Buy Back Days."

**ROUTING**  
Local District Superintendents  
Local District Directors of Instruction  
Local District Directors of School Services  
Principals  
UTLA Chapter Chairs

**GUIDELINES:** I. BACKGROUND

The Staff Development Reform Program, Senate Bill 1193, was established to enhance professional development opportunities for K-12 school-based classroom and non-classroom certificated personnel who work at schools. Each school is entitled to use the days for eligible certificated personnel. With the implementation of Assembly Bill 825, the *Categorical Education Block Grant*, schools may exercise greater flexibility in scheduling professional development Buy Back Days as an entire school or by tracks with the submission of a waiver approved by the local district.

Any school applying for a waiver to select alternate Buy Back Days must ensure that payroll is appropriately time reported. A payroll memo will follow that will identify payroll reporting procedures, specific eligible classified and certificated employees and their salary rates.

The professional development activities shall include teaching strategies, classroom management and other training designed to increase teacher and administrator expertise that will positively impact achievement for all students and to address academic content in the core curriculum areas.

II. GUIDELINES

The professional development Buy Back Days must incorporate activities and continued learning opportunities that address instructional goals and programs of the District and the school. They are to be consistent with the California Standards for the Teaching Profession, and with any applicable State and



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District mandates, standards, initiatives and/or priorities.

Professional development buy back days may be a full six (6) hours in length or they may be developed over several days providing a waiver has been submitted and approved by the local district.

Classroom instructional aides and teacher assistants will be given the opportunity to attend one professional development buy back day as determined by the school principal. The number of hours for classified employees is commensurate with their regular assignment hours.

Schools will not be required to submit agendas, sign in rosters and other materials during the 2006-07 school year.

### III. SCHEDULING OF PROFESSIONAL DEVELOPMENT BUY BACK DAYS

For the 2006-07 academic year, all schools will follow the same schedule for professional development buy back days. Staff is being provided a three-day schedule with at least two consecutive buy back days. For all middle schools, two of the three Buy Back Days are to be used for 7<sup>th</sup> Grade English/Language Arts Concept Lessons and 8<sup>th</sup> Grade Algebra Readiness.

With the District allocating three buy back days, all schools must adhere to the calendar shown on Attachment A unless a waiver has been submitted and approved by the local district. All waiver requests are due by June 1, 2006 and must be approved prior to implementation.

**ASSISTANCE:** For assistance or further information, please call Jeanie Leighton, Director, Middle School Programs at 213 241-6040.



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**ATTACHMENT A**

**PROFESSIONAL DEVELOPMENT BUY BACK DAYS – 2006-2007**

Single Track Traditional	August 29, 2006	August 30, 2006	August 31, 2006
Three-Track Track A	August 28, 2006	February 28, 2007	March 1, 2007
Three-Track Track B	October 25, 2006	October 26, 2006	April 26, 2007
Three-Track Track C	October 30, 2006	October 31, 2006	November 1, 2006
Four-Track Track A	August 15, 2006	August 16, 2006	February 8, 2007
Four-Track Track B	November 7, 2006	November 8, 2006	May 7, 2007
Four-Track Track C	September 28, 2006	September 29, 2006	March 22, 2007
Four-Track Track D	November 14, 2006	November 15, 2006	November 16, 2006





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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**ATTACHMENT C**

**WAIVER TO REQUEST ALTERNATE BUY BACK DAYS FOR THREE TRACK  
CALENDARS**

To: Local District Director  
School Services

**Due: June 1, 2006**

From: \_\_\_\_\_ School \_\_\_\_\_ Local District

Location Code \_\_\_\_\_ Telephone #: \_\_\_\_\_

Magnet School Location Code(s) \_\_\_\_\_ Fax #: \_\_\_\_\_

Subject: 2006-2007 WAIVER TO SELECT ALTERNATE BUY-BACK DAYS FOR **THREE TRACK** (CONCEPT SIX) CALENDAR SCHOOLS

Any school applying for a waiver to select alternate buy back days must ensure that the dates selected occur outside of the regular instructional school calendar and the two contract pupil-free days. Each school applying for a waiver to select alternate buy back days must also ensure that payroll is appropriately time reported. The one, two, or three requested alternate buy back days are:

<b><u>DAY</u></b>	<b><u>TRACK A</u></b>	<b><u>TRACK B</u></b>	<b><u>TRACK C</u></b>
One	_____	_____	_____
Two	_____	_____	_____
Three	_____	_____	_____

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
UTLA Chapter Chair Signature

Approved: \_\_\_\_\_  
Local District Director of School Services Date

After completing all sections of this form, please send to your Local District Director of School Services for approval before Thursday, June 1, 2006. Local districts will mail the signed form and, on or before Friday, June 9, 2006, send copies to:  
Karen Tillman, Payroll, Beaudry 27<sup>th</sup> Floor  
Didi Nubla, Budget Services, Beaudry 26<sup>th</sup> Floor  
Terri Minami, School Fiscal Services, Beaudry 26<sup>th</sup> floor



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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**ATTACHMENT D**

**WAIVER TO REQUEST ALTERNATE BUY BACK DAYS FOR FOUR TRACK CALENDARS**

To: Local District Director  
School Services

**Due: June 1, 2006**

From: \_\_\_\_\_ School \_\_\_\_\_ Local District

Location Code \_\_\_\_\_ Telephone #: \_\_\_\_\_

Magnet School Location Code(s) \_\_\_\_\_ Fax #: \_\_\_\_\_

Subject: 2006-2007 WAIVER TO SELECT ALTERNATE BUY-BACK DAYS FOR **FOUR TRACK** CALENDAR SCHOOLS

Any school applying for a waiver to select alternate buy back days must ensure that the dates selected occur outside of the regular instructional school calendar and the two contract pupil-free days. Each school applying for a waiver to select alternate buy back days must also ensure that payroll is appropriately time reported. The one, two, or three requested alternate buy back days are:

<b><u>DAY</u></b>	<b><u>TRACK A</u></b>	<b><u>TRACK B</u></b>	<b><u>TRACK C</u></b>	<b><u>TRACK D</u></b>
One	_____	_____	_____	_____
Two	_____	_____	_____	_____
Three	_____	_____	_____	_____

_____ Principal	_____ Signature
_____ UTLA Chapter Chair	_____ Signature

Approved: \_\_\_\_\_  
Local District Director of School Services Date

After completing all sections of this form, please send to your Local District Director of School Services for approval before Thursday, June 1, 2006. Local districts will mail the signed form and, on or before Friday, June 9, 2006, send copies to:

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