

**MEMORANDUM OF UNDERSTANDING
BETWEEN
PALISADES CHARTER HIGH SCHOOL
AND
UNITED TEACHERS LOS ANGELES-PALISADES CHARTER HIGH SCHOOL**

Regarding Salary Point Workshops Offered at PCHS
for the 2015-2016 School Year and Ongoing

This Memorandum of Understanding (“MOU”), is executed by and between Palisades Charter High School (“PCHS”) and United Teachers Los Angeles–Palisades Charter High School (“UTLA-PCHS”) in order to provide PCHS teachers with free, on-site workshops that can earn workshop attendees salary points.

NOW, THEREFORE, the parties hereby agree as follows:

Workshop Attendees

Teachers will earn Salary Points by attending PCHS Professional Development Workshops. 30 hours of Workshop attendance (*outside of school hours*) &/or hours of “homework” = 1 Salary Point.

Workshop attendees will maintain a Workshop Log to track Workshop participation, and, when completed, teachers will make a copy of their Log and Submit to HR to earn a salary point.

If the presenter offers homework, the Attendee may earn salary point hours for completing the homework.

Workshop Approval

Presenters will complete the PD Workshop Proposal form & submit to the PCHS Workshop Approval Committee (two UTLA members & two Academic Achievement Team members). Once approved, the Presenter will schedule his/her workshop and invite faculty members to attend, through Schoology and PCHS email.

Workshop Presenter Responsibilities

Once a workshop is approved by the PCHS Workshop Approval Committee, the Presenter will plan his/her workshop & schedule the Workshop. All PD hours for salary points must take place during unpaid time.

The Presenter will invite faculty members to attend the workshop, via Schoology and email. There must be at least three attendees in order for both the presenter and the attendees to be compensated.

The Presenter has the option of assigning homework, which is worth salary point hours for the attendees.: 1 hour of homework = 1 salary point hour of compensation for the attendee.

The Presenter will also keep documentation: s/he will have all the attendees sign-in on the Sign-In Sheet, s/he will sign the attendees workshop log for workshop attendance, s/he will provide a Workshop Evaluation to attendees, s/he will review the attendee's documentation of implementation of the homework, if assigned, and sign his/her Workshop Log.

Workshop Presenter Compensation

Workshop Presenters are eligible for:

1. Payment at their Hourly Rate (3 hours per 1 hour of workshop),
2. Salary Points (3 point hours per 1 hour workshop), or
3. National Board Hours (3 hours per 1 hour workshop).

If this is the first workshop/presentation after attending a school-paid Conference, the Presenter is not eligible for payment.

AUTHORIZED SIGNATURES:

UTLA-PCHS Representative

PCHS Representative

Date:

Date: