



Teaching and Learning Cooperative

Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS:

1. Who is the contact person to answer TLC questions?

The Professional Development Advisory Board meets monthly to review proposals and manage the TLC Program. You can contact any member of the Professional Development Advisory for answers to your questions about TLC. The Advisory Board members are:

- Bonnie Corduan bcorduan@powayusd.com
- Jean Cox jcox@powayusd.com
- Cindy DeClercq cdeclercq@powayusd.com
- Alex Fousek afousek@powayusd.com
- Marc Houle mhoule@powayusd.com
- Eric Lehew elehew@powayusd.com
- Greg Magno gmagno@powayusd.com
- Janet Malone jmalone@powayusd.com
- Kevin Skelly kskelly@powayusd.com
- Marc Vitti mvitti@powayusd.com
- Karen Wusthoff kwusthoff@powayusd.com

2. Can any teacher write and/or lead a TLC?

Yes, any teacher can submit a TLC proposal by identifying the professional learning outcomes and activities. Proposal forms, quality criteria, and guidelines for writing proposals are available to help with the process.

The Advisory Board reviews all proposals to verify alignment with the quality criteria. Monthly Advisory Board meetings are held throughout the school year for this purpose.

3. Is there a way to get the paperwork necessary and an explanation of that paperwork? All documents to support TLC, including proposal forms, quality criteria, proposal writing guidelines, etc., as well as the TLC Resource Guide are available from any member of the Professional Development Advisory Board or on the website at

<http://www.powayschools.com/projects/literacy/SSTTL/TLC.htm>)

4. How many TLC points can you earn each year?

The recommended annual maximum is 40 TLC points. A waiver process enables appropriate exceptions, up to a maximum of 50 points. Refer to the Resource Guide or contact a Board member if you would like an explanation of the waiver process and the rationale for the recommended cap.

5. How do you get a waiver if you are earning more than the recommended maximum points in one year?

You may request a waiver by writing a letter to the Advisory Board explaining why you need one. In your letter include: the activities you are involved in and the number of TLC points for each; a rationale for being in all activities during the same school year; and an explanation of how you will manage the additional time required for each without having a negative impact on your other professional responsibilities. The Professional Development Advisory Board screens all requests for waiver.

6. What if you earn more than 40 TLC points in three years?

Teachers who are on steps C, D, or E on the teacher salary schedule are eligible to move to the appropriate C' or D' or E' columns of that schedule after earning 40 TLC points. The deadline for completion and verification of the 40 points for a salary increase in a current school year is October 1st. Placement on the Prime (') column is for a period of 3 years. During this time, teachers may continue to accrue TLC points. For each additional 40 TLC points, the salary increase is effective for 3 years. If a teacher has more than the required 40 points, up to 20 "extra" points are "carried over" and applied to the subsequent 40-point requirement.

7. Can TLC participation also serve as an alternative evaluation?

TLC and Alternative Evaluation are not the same; however TLC activities and Alternative Evaluation goals may have the same professional focus. As part of the Alternative Evaluation process, a teacher must identify both a professional development goal and steps for achieving that goal. One of the ways to achieve alternative evaluation goals may be participation in a TLC activity that has the same professional focus.

8. If a TLC activity is taking place at a site other than mine, can I participate in that TLC if I can make (date, time, place) the sessions?

The facilitator of each TLC activity has identified the "target audience" for the activity. If you are part of that target audience, you may contact the facilitator to be a participant, even if you are not at the same school site as the facilitator.

9. Who has the responsibility for keeping track of participants' points?

Each participant has the responsibility for completing the required work and obtaining the point award certificate from the TLC facilitator. The points are submitted to Personnel Support Services. We recommend a professional growth notebook or file system, documenting your work. In addition, Personnel has a record of teachers earning 40 TLC points for payroll purposes and the Professional Development Advisory Board is maintaining a participant database. The ultimate responsibility, however, rests with the participant.

10. Can I write a TLC project for just myself as a participant?

Yes. TLC proposals may be for individuals, pairs, teams, or larger collaborative groups. However, all TLC proposals must be linked with the work you do, must support district goals, must be pre-screened, and must include new learning, application, and reflection on results, regardless of the number of participants.

11. How and when are the TLC points awarded?

TLC points are awarded at the completion of proposal activities. They are issued by the Professional Development Advisory Board based on summary submissions and facilitator reports.

12. What are the criteria for TLC proposals?

The Professional Development Advisory Board uses objective criteria to screen all proposals. You can obtain a copy of the Criteria from any member of the Advisory Board or from the TLC website:

<http://www.powayschools.com/projects/literacy/SSTTL/TLC.htm>

13. Who advertises the TLC proposals?

The Professional Development Advisory Board sends updates on approved proposals following each of its monthly meetings to all district teachers and administrators. Facilitator contact information is included in the updates.

14. How big or small must a TLC proposal be?

TLC proposals are approved for 10 or 20 points. Approximately 40 hours of work is equivalent to 10 TLC points, and approximately 80 hours of work is equivalent to 20 TLC points. In all cases, more than 50% of the planned activities should be outside the contracted work day.

15. Is anyone keeping a record of past TLC projects and their effectiveness?

The Professional Development Advisory Board maintains a notebook of current and past TLC activities and a database of participants. Summative reports and review of documentary evidence from participants and facilitators are used to judge activity completion, and effectiveness as judged by the participants. The Professional Development Advisory Board is also collecting data to assess the impact of TLC work over time.