

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Occupational Education**

**BULLETIN NO. 50**  
**August 26, 1988**

**SUBJECT: CLASS SIZE STAFF DEVELOPMENT -- POINT PROJECT CLASSES**

- I. Background Information
- II. Guidelines

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

**I. BACKGROUND**

In accordance with Board Rule 3826, adopted September 8, 1975, the size of point project classes for staff development purposes shall be organized on the basis of 15 or more participants, unless otherwise determined by the appropriate superintendent. Therefore, staff development classes are not required to meet the minimum attendance of other adult education classes.

**II. GUIDELINES**

- A. The Region and Division offices shall organize staff development classes to meet a minimum size of at least 15 and shall encourage participation of at least 20 persons per class.
- B. The staff development class leaders will continue to secure registers and registration forms from the adult school office and will fill out payroll information and other data as needed.
- C. Questions regarding classes for staff development purposes should be referred to Maxine Hammond at (213) 625 - 6651.

**For assistance, please telephone Maxine Young, Program Information Community Outreach, at 625-6651.**

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent**  
**Division of Adult and Occupation Education**

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