

**USD 405**  
**Professional Development**  
**Council Handbook**  
**2023-2024**



Board of Education Approved: April 10, 2023

**USD 405  
Professional Development Council  
2023-2024  
Council Members**

Middle School	Dan Reazin, chair
Park Elementary	
Central Elementary	Janet Head
High School	Julie Tommer
Special Services	Greg Konda
Building Administrator	Darrin Ashmore
LUTA Representative	Dan Reazin
Secretary	Cheryl Davis

## **PHILOSOPHY**

The purpose of staff-learning for USD 405 is to provide a coherent and systematic program of learning opportunities for our certified staff. This will be an ongoing process based upon needs and interests of the staff and impact on student learning. The staff-learning program consists of a definite plan of action that promotes professional growth at the district, building and individual level.

## **OPERATIONAL PROCEDURES GOALS**

USD 405 will provide results-based staff learning for the certified staff that will:

1. Improve skills and knowledge in the processes of teaching.
2. Expand and improve knowledge and skills that support or enhance the role of the professional educator.
3. Offer opportunities for professional growth.
4. Relate to the current and future job responsibilities of the professional staff.
5. Foster the educational practices of children.

### **A. DEFINITION:**

The Professional Development Council is a representative group of local district certified personnel, which advises and informs the USD 405 Board of Education in matters concerning the planning, learning, implementation and operation of the Kansas State Department of Education Professional Development Education Plan.

### **B. COMPOSITION OF COUNCIL**

#### **1. Membership**

- a. The standing membership shall be composed of no more than 8 members. The breakdown could include:

1 administrator

1 professional educator from each attendance center

1 special services representative not permanently assigned to a USD 405 attendance center

As ex-officio non-voting members; (non-paid)

1 administrator appointed by the Superintendent

- b. Each member of the PDC must participate in annual training related to their roles and responsibility that is based upon

materials for Professional Development councils, provided by KSDE.

- c. Each membership group must be represented for points to be recommended to the board of education.

2. Method of rotation of membership

- a. Administrators shall serve 2 years.
- b. Professional Educators shall serve a term of 2 years. High School, Middle School and Park Elementary terms shall terminate at the end of odd numbered years. Central Elementary and Special Services terms shall terminate at the end of even numbered years.
- c. Recognized Bargaining Group member shall serve a 2-year term.
- d. The Board of Education member shall serve at the option of the Board of Education for a minimum 3-year term.

3. Term of office for the Professional Development Council shall be from August 1 to July 31.

4. Method of selection

- a. Board members, administrators, professional educators and the recognized bargaining group will be selected by their respective groups prior to the May meeting for the succeeding term beginning August 1. Newly selected members shall attend meetings as non-voting members from the date of selection until the new term begins.

5. Resignation and replacement

- a. Resignation of Membership: A member may resign his/her membership at any time. A letter of resignation shall be written and submitted to the Council at least two (2) weeks prior to the effective date of the resignation. A representative from the appropriate level will be appointed by the Professional Development Council to fulfill the unexpired term.
- b. A member of the Council may be requested to resign if meetings are missed (except under extenuating circumstances) or failure to fulfill the minimum duties and/or responsibilities of membership of the Council deems to be the cause for resignation for the good of the Council. Such a vacancy shall be filled according to the procedure in *a.* above.

6. Qualifications for professional educator representatives
  - a. Professional educators on the Council must have at least 2 years of professional experience in USD 405 (including the current contract year.)

C. POWERS, DUTIES AND FUNCTIONS

1. Implement the Professional Development Plan in the school district within the guidelines and criteria established by the State Department of Education.
2. Review and approve or reject the Professional Development Plan or Validation(s) submitted by each participating staff member.
3. Periodically, but not less than once a year, review, validate, and verify the Professional Development credit points to be granted for activities completed on the Professional Development Plan of each participating staff member.
4. Submit recommendations at least once a year on its activities to the Board of Education for the improvement of the plan and its administration.
5. Implement steps required to amend the Professional Development Plan, if necessary.
5. Necessary clerical and accounting staff and facilities for meeting, record keeping, communication, and other necessary business of the council shall be furnished by the district.

D. OFFICES OF THE PROFESSIONAL DEVELOPMENT COUNCIL

1. Officers: The officers of the Council shall consist of a chairperson and vice-chairperson. It is recommended that officers have one year of experience on the Professional Development Council. All officers must be building representatives and voting members.
2. Selection of Officers: All officers shall be elected in May by the members of the Council for the coming year, and the term in office shall begin August 1.
3. Terms of Office: All officers are elected for one (1) year and may be re-elected for successive terms.

4. Resignations and Replacement:

- a. An officer may resign from office provided a letter of resignation is submitted at least one month prior to the effective date of the resignation.
- b. Vacancies in officer positions will be filled by a majority vote of a quorum of the Council at its next regular meeting or at a special meeting if no regular meeting is scheduled for a period of more than one month.

5. Duties

- a. Chairperson
  - (1) Presides at all regular meetings.
  - (2) Calls and presides at all special meetings
  - (3) Receives resignations from Council members.
  - (4) Establishes yearly Council tasks and timelines.
  - (5) Carries out any other duties as described in this document or assigned by the Council.
- b. Vice-Chairperson
  - (1) Fulfills all the duties of the chairperson in the chairperson's absence.
  - (2) Works with chairperson to outline yearly Council tasks and timelines.
  - (3) Carries out all other duties assigned by the chairperson.
- c. Secretary (This will be a non-voting position appointed by the Superintendent of USD 405).
  - (1) Keeps minutes of all meetings.
  - (2) Publishes notifications of all meetings and distributes them to the Board of Education representative and members of the Council (for posting). Publishes the minutes for the Board of Education representative and Council chairperson.
  - (3) Maintains all local Council minutes, Professional Development Plans, correspondence, and all other pertinent documents.
  - (4) Notifies each professional educator with a Professional Development Plan in writing as to the Professional Development points he/she has earned for Professional Development activities each month.
  - (5) Ensures that all Professional Development Plans are safely and accurately kept in a centralized file.

#### E. MEETINGS OF THE PROFESSIONAL DEVELOPMENT COUNCIL

1. Monthly meetings will be held from September through November and January through June as necessitated by an agenda.
2. All meetings will be posted on the district monthly calendar.
3. Meetings will be held at the Frisbie Education Center (FEC).
4. Special meetings may be called by the chairperson or a majority of the Professional Development Council with one week's prior notice
5. Quorum: Four voting members of the Professional Development Council membership shall constitute a quorum.
6. Voting: All decisions by vote shall be by simple majority, of those voting members present, provided there is a quorum.
7. All meetings will be "public" and "open" to whoever wishes to observe. The Professional Development Council may adjourn to executive session, to protect the privacy interests of an identifiable individual.

#### F. LEARNING AGENDA FOR PROFESSIONAL DEVELOPMENT COUNCIL MEETINGS

1. Items for consideration by the Professional Development Council may be proposed by members of the Council.
2. Agenda items must be submitted in writing to the chairperson of the Council at least two weeks prior to the scheduled meeting of the Council.
3. The agenda and notification of the meeting shall be distributed to members of the Professional Development Council.
4. The Council shall determine the amount of time to be spent on each agenda item.

#### G. PROCEDURE FOR MAINTAINING PERMANENT RECORDS

1. Records of meetings, and all materials submitted to the Council shall be filed in the district office by the Council secretary.
2. Minutes of all meetings shall be retained by the Council secretary.
3. All Professional Development Plans will be maintained by the Council secretary in the FEC. Prudent supervision of the files by the secretary will guarantee confidentiality of this information.

4. Professional Development information shall be available to employees subject to the following:
  - a. All Professional Development Council minutes shall be available during regular FEC hours, except records of a confidential nature.
  - b. Individual professional educators will have access to his/her file.
  - c. The Board, while in session, may have access to all Professional Development Council materials, but shall respect the confidentiality of such files.
  - d. Original Professional Development Council files may not be taken out of the administration building.
5. Once a professional educator has resigned their position or is terminated from the district, they may request their records at their exit interview.

#### H. PROCEDURE FOR AMENDING THE DISTRICT STAFF LEARNING PLAN

1. The Professional Development Council may adopt amendments to the District Professional Development Plan by a two-thirds majority of a quorum of Council members, provided that these amendments have been introduced in writing at the preceding regular meeting.
2. Amendments approved by the Professional Development Council shall be submitted to the Superintendent, Board of Education and the State Department of Education for approval.

### **NEEDS ASSESSMENT**

Staff learning is a continual process, and the goal of the State plan is to provide for the professional/personal needs and interests of all educators. Effective staff learning should meet the needs of students by using disaggregated student data to determine adult learning priorities, monitor progress and help sustain continuous improvement. Staff learning should also use multiple sources of information to guide improvement and demonstrate its impact.

#### **RATIONALE:**

Needs assessments will be conducted to determine both the continuing appropriateness of the primary purpose and the kinds of staff learning programs best suited to meeting that purpose. Members of the Council will be responsible for a needs assessment based on test data.



## **PROCEDURE:**

Members of the Professional Development Council shall use a variety of needs identification procedures, including district informal needs assessment activities.

District: District staff learning goals shall be adopted annually following a needs assessment of certified staff and input from the Board of Education.

Building: The individual assessments will be compiled by the building administrator and shared with Professional Development Council members in each building. These needs assessments will then be used to determine and implement Professional Development programs for building level needs. The total grouping of individual needs assessments will then be utilized to determine district needs.

Individual: Based on results of the needs assessment process, individual learning plans may reflect any or all of the following areas: teaching skills, Professional Development, curriculum and instruction and/or student learning.

## **ANALYSIS:**

The Professional Development Council will meet with board members, administrators, and teaching staff to prioritize the needs in our district.

## **EVALUATION**

### **PROCEDURE:**

The Professional Development activities of the district shall be reviewed relative to the objectives set forth in the building and district improvement goals.

### **PROCESS:**

The review will involve:

1. Needs
  - a. Periodic review of needs assessment.
  - b. Periodic review of appropriateness of activities to specific objectives.
2. Activities
  - a. Each participant will be given the opportunity to complete an evaluation form.

### **ANNUAL:**

The annual evaluation of the Professional Development Program on or before the final regular May meeting of the Professional Development Council will involve:

1. Objectives - A review and revision of program objectives and accomplishments.
2. Priorities - A review and revision of program priorities based on needs.
3. Needs assessments - A review and revision of the needs assessment procedure
4. Point system - A review of the point system for Professional Development credit.
5. Activities - A review of the activities sponsored for Professional Development credit.
6. Professional Development Council - A review of the Professional Development Council.
7. Evaluation - A review of the evaluation process.

## **PROFESSIONAL DEVELOPMENT PLANS**

### **PROCEDURE FOR LEARNING AND SUBMISSION OF PROFESSIONAL PLANS:**

1. All certified staff members are required by the State to have a Professional Development Plan. USD 405 uses Frontline Education.
2. All Professional Development Plans shall be submitted on the "Professional Development Plan" form. The PDP will be reviewed at the next Council meeting for consideration by the Council members. A plan may be withdrawn if the submitting individual decides to do so.
3. All staff members are notified of the date, time, and location of the Professional Development Council meeting as stated on the school calendar.
4. Staff members submitting Professional Development Plans may be present at the Council meeting in which their plan will be presented.
5. Notification of approval or disapproval of the plan will be made to the participating staff member following the Board of Education action, which made the decision.
6. PDP's will be approved only if error-free.

Professional Development plans expire on the same date as the certificate/license renewal date. "Mark complete" on your previous plan. Update your plan at the same time your certification/license is renewed and submit a new plan in Frontline Education.

## **PROFESSIONAL DEVELOPMENT EDUCATION REQUIRED FOR CERTIFICATE/LICENSE RENEWAL**

All Professional Development credit to be used for relicensure must be completed within the scope of a Professional Development Plan and within the approved local Professional Development Plan.

Required for re-licensure for bachelor's degree

- 160 Professional Development education points accumulated during the 5-year period preceding renewal certification.
  - at least 80 of the Professional Development education points (4 college hours) must be college/university credit earned during the certification period of the license.

Required for re-licensure for master's or other advanced degrees

- 120 Professional Development education points:
  - all Professional Development education
  - all college/university credit
  - any combination of the two

## **PROCEDURES FOR USING PDC POINTS FOR SALARY MOVEMENT AND RELICENSURE**

### **SALARY MOVEMENT:**

If planning to move over on the salary schedule with PDC points, you must submit a "Completed Activities by Purpose" document from Frontline Education to the District Office by "the Friday prior to Labor Day". The ratio of PDC points will be 20 PDC points equals one (1) graduate credit hour.

Inservice points or college credits awarded in addition to a person's master's degree must have been earned after the date listed on the diploma for salary advancement. A person that receives a master's degree may not use any inservice points or college credits earned prior to the date listed on the Master's degree diploma for salary advancement.

### **RELICENSURE:**

PDC points will be used for relicensure. You will need to contact the PDC secretary and inform him/her of your intentions. The PDC secretary will compile all your PDC points for validation by the superintendent or his/her designee and the chairperson of the council. You will need to obtain those signatures once you receive the information from the secretary, and then give the form to the board office. All PDC points that you have acquired will be used, you may not request to use part of your points.

## **FOR TEACHERS TRANSFERRING TO LYONS PUBLIC SCHOOLS**

1. Anyone requesting a transfer of points from a previous district must have a USD 405 Professional Development Plan approved prior to the transfer of any points earned in their previous district.
2. PDC points earned in another district must be submitted to the USD 405 Professional Development Council within the first year of employment in USD 405 for approval by the council and BOE.
3. **PRIOR PDC POINTS FROM OTHER DISTRICTS WILL NOT BE ACCEPTED FOR SALARY MOVEMENT, AS THEY ARE ALREADY CONSIDERED FOR ORIGINAL SALARY PLACEMENT.**

### **APPEALS PROCEDURE:**

1. Participants shall be notified of Professional Development Council decisions within 10 working days of the Council meeting.
2. Any participant who is aggrieved by a decision of the Professional Development Council may appeal said decision to the Council. Such appeal shall contain a copy of the notice from the Council, advising the participant of the decision. Also, the participant shall submit in writing the reason(s) why he/she feels that the decision of the Council was incorrect. The participant may submit whatever other information he/she feels will be of assistance to the Council in acting upon the appeal.
3. The appeal and its accompanying materials must be mailed or hand delivered to the chairperson of the Council no later than 30 working days, excluding school holidays, following the date the original decision was presented to the aggrieved participant.
4. Appeals will be considered at the first meeting following the receipt of the written appeal, provided that the written appeal is in the chairperson's hands a minimum of 5 working days prior to the regularly scheduled meeting.
5. Within 5 working days of making its decision on the appeal, the Professional Development Council shall deliver to the grievant, in writing, its decision on the appeal.
6. If upon receipt of the Council's decision, the individual wishes to continue his/her appeal, he/she may meet with the Council at its next scheduled meeting to personally discuss why the plan does not meet the criteria for approval.
7. If, after having met with the Professional Development Council, the question is still unresolved, the aggrieved participant may appeal in writing to the superintendent and the local Board of Education.

## CRITERIA FOR APPROVING PLANS:

Plans will be acted upon by the Professional Development Council using the following criteria:

1. Each activity meets the needs as expressed in the goals/activities of the USD 405 Professional Development Plan, which support the philosophy and goals of USD 405.
2. Each activity meets the needs, which were addressed in the plan or in building or district goals.
3. Annual goals and objectives are clearly stated.

## VALIDATION PROCEDURE:

1. All documentation for validation of Professional Development (in-service/ Professional Development activities and/or college credit) shall be provided to the Professional Development Council upon the completion of the activity.

Approval must be made by the committee within the following timeline:

Knowledge—within 6 months of the final date of the activity

Application—within 6 months of the final date of the activity

Impact—points awarded after oral presentation to PDC council

**All Professional Development hours, college hours and workshops must be on currently approved forms.**

2. The Professional Development Council designees will review the documentation and recommend Professional Development points to the Council. The college credit form must be followed by 1 piece of documentation for proof of course completion. (ie transcript, grade, etc. – turned in to your individual PDC Representative)
3. The recommended Professional Development points will be awarded by the Council.
4. The validated plan will then be presented to the Board of Education for the final approval.

*\*Professional growth gained through Study Groups or Professional Organizations (KNEA, CEC, KRA, etc.) may be considered for Professional Development points if evidence is given that the individual has gained knowledge and planned for how that knowledge may be used in the academic classroom (if the individual is a classroom teacher) or implemented within the organization through policy, procedure, or programs (if the individual is an administrator).*

## VALIDATION AND TIMELINE INFORMATION

All of the following validations must have no more than two errors when submitted. Otherwise they will be returned to the staff member.

Submit PD points in increments of .5 or whole points.

### KNOWLEDGE

- Points are awarded on activities indicated on the **Professional Development Committee Request Form** in Frontline Education at <https://login.frontlineeducation.com/>.
- Points are awarded as 1 point per hour of attendance as it relates to professional licensure.
- Points are awarded as 1 point per week, with a maximum of 15 points, for mentoring Student Teachers
- Must be turned in for point validation within 6 months of attendance
- Must be submitted online.

- After attending a Professional Development activity, you must select the "mark complete" option in order to receive FINAL APPROVAL.

**Independent learning:** This category includes Professional Development done by individuals, including professional reading. Points requested should be based on the content and applicable knowledge gained. PDC recommends values range from 1 to 5 points

**Content:** Knowledge gained in areas of content as related to professional licensure. For example: math workshop for a math teacher, 6-Trait Reading for a language arts teacher.

**Professional Education:** Knowledge gained in areas such as cooperative learning, classroom management skills, use of technology.

**Service to the Profession:** Knowledge gained through activities that benefit other teachers or the teaching profession.

## **APPLICATION:**

- Use of knowledge and skills equals up to two times the points approved at Knowledge Level.
- Verification is required using methods shown on Application Validation.

## **IMPACT:**

- Equals up to three times the points approved at Knowledge Level.
- Individuals seeking points under the impact level must show evidence of policy change, revision of curriculum, and/or improved student academic performance.
- Individuals seeking points under impact activities will use 3 methods for evaluation
  1. Administrator Observation form
  2. Oral presentation to PDC council
  3. A portfolio of evidence showing the impact on students or other professionals.
- Final points will be awarded after the final oral presentation of the impact level activity to PDC

Sample: How Mrs. Goodteacher Earns Professional Development Points at 3 Levels

Mrs. Goodteacher attends a staff learning activity for six hours and verifies that she has gained knowledge because of her participation. She is awarded 6 Professional Development points.

After enough time has passed for Mrs. Goodteacher to verify that her teaching has consistently changed because of what she has learned, she is awarded up to 2 X's the knowledge level points or up to 12 points. These 12 points are added to the original 6 points for a total of 18 points.

As time passes, if Mrs. Goodteacher can verify that student learning has improved as a result of the changes in her classroom, she is awarded up to 3 X's the original knowledge level points or up to 18 points. These points are added to the baseline 6 points earned at the Knowledge Level and the 12 points earned at the Impact Level for a total of up to 36 points.

## **DISTRICT GOALS**

If you attend Professional Development training, workshops, or make presentations that pertain to this goal, please state on validation form.

**Goal #1:** Improve student achievement in mathematics.

**Goal #2:** Improve student achievement in reading.

**Goal #3:** Improve student achievement in communications-oral and written.

**Goal #4:** Improve student achievement in science and social science.