

USD #298 LINCOLN

PROFESSIONAL DEVELOPMENT PLAN



Honesty **E**mpathy **A**ccountability **R**espect **T**enacity

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Certified staff of USD #298 Lincoln will be given the opportunity to evaluate the effectiveness of the Professional Development Plan and its operation at the end of each school year. All certified staff of USD #298 Lincoln will be asked to complete an evaluation form and return it to their PDC building representatives. Results of the evaluation will be utilized to refine the plan and to ensure its usefulness to its members.

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Introduction

USD #298 Lincoln Board of Education, in a joint effort with the Kansas Department of Education and Greenbush Southeast Kansas Service Education Center, is making every effort to assist professional educators in maintaining their current licenses. The result of this effort is the following plan whereby all certified staff members of USD 298 may renew their present licenses. Renewal may be achieved by participating in this plan and successfully completing the approved activities included herein.

The USD #298 Lincoln Professional Development Committee (PDC) will assist in participating professionals in the preparation and completion of required forms and will maintain records of activities in its files. The PDC will work closely with the Kansas State Department of Education and Greenbush Southeast Kansas Service Center to ensure that all necessary documentation is available and properly handled in order that the licensure process will be as efficient and effortless as possible.

All USD #298 certified staff members are encouraged to participate in this plan, knowing that it will benefit professional growth and in complying with state regulations for license recertification.

Definition of Professional Development Committee

Professional Development Committee (PDC) is a representative group of licensed personnel from an educational agency that advises the governing body of the educational agency in matters concerning the planning, development, implementation, and operation of the in-service educational plan.

Composition of the PDC

The Professional Development Council shall be composed of four teachers, two administrators, the board clerk, superintendent, and a PDC chairperson. The PDC shall be represented by two certified staff members and principal from Lincoln Elementary School and two certified staff members and principal from Lincoln Jr. /Sr. High School.

USD 298 Professional Development Council

Lincoln Elementary School

Allison Ford, 6th Grade Teacher
Melodee Larsen, 4th Grade Teacher
Steve Koch, Principal

Terms
17-19
16-18

Lincoln Jr. / Sr. High School

TBA, LJSHS Teacher
Hillary Holeman, LJSHS Foreign Language Teacher
Christi Walter, Principal

17-19
16-18

USD #298 Lincoln

Greta Obermueller, Board Clerk
Kathy Robertson, Superintendent
TBA, PDC Chairperson

Term of Office for PDC

The terms of office for PDC members will be for a period of two years and no longer than four years. A system overlapping terms will ensure that there will always be experienced members on the council. The term of membership runs from August to August.

Selection of the PDC Members

The teachers from each attendance center will select their own representatives to the PDC from the teachers within the attendance center. Selections must be made by the August meeting of the PDC.

Qualification of Teacher Representatives

Teacher representatives on the PDC must have at least one year experience within the USD #298 Lincoln district. Teacher representatives must also participate in annual training related to roles and responsibilities of council members and PDP Toolbox.

Resignation of Membership

A PDC member may resign his/her position at any time by submitting the resignation in writing to the PDC Chairperson and Superintendent.

Vacancies

Vacancies for any representative to the PDC shall be filled within 30 days of the notice of vacancy. Vacancies will be filled by committee appointment.

Powers, Duties, and Functions of the PDC

1. Implement the professional development program in USD 298 within the guidelines and criteria established by the Kansas State Department of Education.
2. Annually review and approve the actual accomplishments of each participant, calculate the number of points earned for each completed activity, and notify the participant of points awarded.
3. Report annually to the USD #298 Lincoln Board of Education activities and make recommendations for improvement of the program and its administration.
4. Plan appropriate professional development activities to correlate with building and district goals.
5. Update teachers on any regulations that have changed at the state level.

Professional Development Committee Officers

The officers of USD #298 Lincoln PDC shall consist of a chairperson and other PDC members from throughout the district.

Duties of Officers

Chairperson

1. Schedule the meetings.
2. Prepare an agenda for all meetings.
3. Prepare an annual report to the USD #298 Lincoln Board of Education on the activities and actions of the PDC.

4. Meet with PDC to make final approval on PDC points requested through PDP Toolbox.
5. Carry out any and all duties necessary for the timely completion of PDC activities.

Meetings

The PDC shall hold meetings quarterly. A majority of the PDC members will be needed to take any official action. Voting will be decided by majority vote. All PDC meetings will be open to the public.

Meeting Agenda

The agenda shall be set prior to each meeting. The agenda may be amended at the start of each meeting by a simple majority vote.

Record Keeping

The PDC will be responsible for the completion of all reports to the Kansas State Department of Education required under the State Inservice Plan. The Chairperson will keep copies of evidence forms for group activities showing completion of the activity. Certified employees are responsible for keeping files of evidence for their individual activities. All other records will be kept in the PDP Toolbox.

Definition of the PDP

The Professional Development Plan (PDP) is a document describing the professional development goals and objectives leading to the renewal of a professional's license. Any certified staff member may pursue the renewal of a license by developing and fulfilling the terms of a Professional Development Plan and/or by successfully completing the required number of hours of college credit.

License Recertification

1. A staff member can renew up to 6 months before his/her license expires.
2. Points earned after the issue date but before the expiration date can be utilized as license recertification points.
3. Points used toward renewal must have been accumulated during the five-year period preceding the renewal of license.

Bachelor Degree: 180 points. 100 PDC points and 80 points/4 college hours.
Master's Degree or other advanced degree: 6 graduate hours or 120 in-service points
or any combination of college credit and in-service credit.

If a participant wishes to submit his/her official in-service transcript to the State for licensure certification, he/she must notify Ginger Mein, Greenbush PDP Toolbox Program Coordinator. The State requires an official in-service transcript and college transcript to be sent at the same time. Ginger Mein will send you all necessary PDP documents needed for license recertification. The staff member is responsible for requesting his/her college transcript.

Procedures for Implementing a PDP

1. Staff must meet with building principal annually to update goals. Goals must be entered into PDP Toolbox for approval.

Obtaining Prior Approval

1. A member must log into www.pdptoolbox.org and select "New" under "Upcoming Learning Events".
2. Complete a new learning activity request and await the approval of their administrator.
3. Submit a new learning activity request **BEFORE** participating in the event.
4. Prior approval must be received from the member's administrator before attending the event or the member will not receive points for their request.
5. All college courses must be pre-approved.
6. All application points must be pre-approved.
7. All impact points must be pre-approved. Staff member will schedule and present a short presentation to the PDC Committee.

Accountability for In-Service Education Points

1. No points will be awarded without first submitting a new activity request.
2. Round partial hours to the nearest quarter hour for all activities.
3. To account for college credits, submit documentation which shows completed courses to the board clerk.
4. Submit the pre-approval form to the building principal for signature then give to the PDC Chairperson to keep on file.
5. Points will be approved quarterly by the PDC.

6. Service to the profession points for committees. A designated time keeper for the committees will complete the timesheets and submit to PDC Chairperson for entry into PDP Toolbox.
7. KNOWLEDGE LEVEL POINTS: Submit within 30 days after the activity is completed.
8. APPLICATION LEVEL POINTS: Submit within one semester after the application has occurred for one semester but within one calendar year after the activity has been completed with documentation that the member has shown application in the classroom. An evidence form will be submitted to the building principal along with evidence. The form will then be given to the PDC Chairperson to keep on file.
9. IMPACT LEVEL POINTS: Submit for activities in PDP Toolbox sustained for at least two semesters or one academic year after the member can show impact in the classroom. An evidence form will be submitted to the PDC Chairperson along with documentation of impact in the classroom. An evidence form will be submitted to the building principal along with evidence. The form will then be given to the PDC Chairperson to keep on file. A presentation will be scheduled with the PDC Committee showing impact on the classroom.
10. A teacher cannot earn points for staff meetings with general procedural matter or updates.
11. A teacher cannot earn points for paid regular classroom duties.
12. At a teacher's discretion, he/she can either earn points or get paid for stipend activities.
13. Knowledge points for summer professional development activities must be submitted by **May 1** for movement.

Salary Movement

1. Points earned at the Knowledge, Application, and Impact Levels can be used for license recertification and movement.
2. Teachers planning on movement on the salary schedule must notify the district office in writing by May 1.
3. Twenty in-service points are equivalent to one college hour for movement on the salary schedule.
4. Transcripts (unofficial) are due to the Board Clerk on or before August 1st, with an official transcript to follow promptly.

Activities Acceptable For Professional Development Credit

| Content *See Glossary | Professional Education Standards *See Glossary | Service to the Profession *See Glossary | College Credit |
|---|---|--|--|
| Coursework related to current endorsement or towards new endorsement. | Out-of-district in-service District In-Service | Professional Committees 1 pt/clock hour *See Glossary Supervision of Student Teacher 1 point/week Presentation for Workshop 1 pt/presentation hour 1 pt/prep time per hour | College credit hours must be translated to in-service points for purposes of license recertification and movement. |

Appeals Procedure

If the need arises to settle a dispute concerning a professional's PDP, the following steps may be taken:

1. The participant will submit in writing, the reasons why he/she feels that the decision of the council was incorrect. Additionally, the participant may meet with the PDC to further discuss why the plan does not meet the criteria for approval.
2. The Superintendent of Schools will be contacted if the dispute remains unsettled.
3. The final step to resolve unsettled matters will be a hearing with the Board of Education.
4. Should it be necessary to go through all three steps listed above, the final decision rests with the USD #298 Lincoln Board of Education

Evaluation of the Professional Development Plan

Certified staff of USD #298 Lincoln will be given the opportunity to evaluate the effectiveness of the Professional Development Plan and its operation at the end of each school year. All certified staff of USD #298 Lincoln will be asked to complete an evaluation form and return it to their PDC building representatives. Results of the evaluation will be utilized to refine the plan and to ensure its usefulness to its members.

Inter-Local Agreements

USD #298 Lincoln partners with Greenbush Southeast Kansas Education Service Center which has a professional development program approved by the Kansas State Department of Education.

The PDC will allow certified employees to transfer earned points toward licensure recertification from the professional's former district of employment into the USD #298 Lincoln provided such activities are on the USD #298 Lincoln's list of Approved Activities for Professional Development.

The professional must provide the Professional Development Chair with a copy of his/her In-Service Education Transcript from the former district of employment. A copy of the transcript can be submitted to Ginger Mein, Greenbush PDP Toolbox Coordinator, for entry of points into PDP Toolbox.

Glossary

Regulations and Standards for Kansas Educators 2016-17

Regulation 91-1-215 (a)

"Content endorsement standards" mean those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements prescribed in [K.A.R. 91-1-202](#). (See page 795 in linked document.)

Regulation 91-1-215 (j)

"Professional education standards" means those standards adopted by the state board that specify the knowledge, competencies and skills necessary to perform in a particular role or position.

Standard #1: The educator demonstrates the ability to use the central concepts, tools of inquiry, and structures of each discipline he or she teaches and can create opportunities that make these aspects of subject matter meaningful for all students.

Standard #2: The educator demonstrates an understanding of how individuals learn and develop intellectually, socially, and personally and provides learning opportunities that support development.

Standard #3: The educator demonstrates the ability to provide different approaches to learning and creates instructional opportunities that are equitable, that are based on developmental levels, and that are adapted to diverse learners, including those with exceptionalities.

Standard #4: The educator understands and uses a variety of appropriate instructional strategies to develop various kinds of student learning including critical thinking, problem solving, and reading.

Standard #5: The educator uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Standard #6: The educator uses a variety of effective verbal and non-verbal communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Standard #7: The educator plans effective instruction based upon the knowledge of all students, community, subject matter, curriculum outcomes, and current methods of teaching reading.

Standard #8: The educator understands and uses formal and informal assessment strategies to evaluate and ensure the continual intellectual, social and other personal development aspects for all learners.

Standard #9: The educator is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community), actively seeks out opportunities to grow professionally, and participates in the school improvement process (Kansas Quality Performance Accreditation).

Standard #10: The educator fosters collegial relationships with school personnel, parents, and agencies in the larger community to support all students' learning and well-being.

Standard #11: The educator demonstrates the ability to integrate across and within content fields to enrich the curriculum, develop reading and thinking skills, and facilitate all students' abilities to understand relationships between subject areas.

Standard #12: The educator understands the role of technology in society and demonstrates skills using tools and technology to gather, analyze, and present information, enhance instructional practices, facilitate professional productivity and communication, and help all students use instructional technology effectively.

Standard #13: The educator is a reflective practitioner who uses an understanding of historical, philosophical, and social foundations of education to guide educational practice.

Regulation 91-1-215 (k)

"Service to the profession" means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.

USD #298 Lincoln Professional Development Plan
Professional Development Points Information

- Points will be awarded from May 1st to May 1st
- Points will be awarded in a 5-year period from May 1st
- Example - 5-year period from May 1st, 2018 minus 5 years is May 1st, 2013
- College Classes will be counted towards movement if preapproved and noted on May 1st form

Professional Development points will be awarded for:

- New information
- College Courses
- In-service / staff development
- Service to the profession means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content or that directly relates to licensure of professional educators, accreditation processes, or professional organizations
- BLT & DLT – points or paid with signed sheet (outside is either points or paid, inside the contract day (7:45 am – 3:45 pm) only points)
- Wellness Committee – points or paid with signed sheet
- MTSS Committee – points or paid with signed sheet
- Advisory Committee – points or paid with signed sheet
- PDP Committee – points or paid with signed sheet

If there are questions regarding PD points, awarded, please get your question to Mr. Koch, Mrs. Ford, PDP Member, Mrs. Walter, Mrs. Holman, PDP Member, Mr. Lange, PDP Member or Mrs. Larsen, PDP Committee Chair.

If there are questions regarding the PDP toolbox process, please talk with Mrs. White.

USD 298 LINCOLN
REQUEST FOR HORIZONTAL MOVEMENT
ON SALARY SCHEDULE

Name _____ Date _____

To facilitate budget planning for the 2018-2019 school year, please indicate below if you plan to move from one salary schedule column to another. Your reply does not lock you in to movement should your final course of action be different than the one you indicate on this sheet.

This is a request for placement on the appropriate column on the salary schedule effective the next contract year. Necessary hours have been obtained through:

_____ In-Service points only

_____ *In-Service points plus College credit

Attached is a copy of my In-Service Points Record provided by the Professional Development Council.

_____ Present salary Schedule Column

_____ Present salary Schedule Step

*Transcripts documenting college credits are due in the district office by August 1 if a columnar movement is to occur.

_____ Date _____
Building Principal

_____ Date _____
Superintendent

YEARLY DEADLINE FOR SUBMISSION OF THIS FORM IS MAY 1.