

UNIFIED SCHOOL DISTRICT 281



District Professional Development Plan
August 1, 2019-July 31, 2024

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UNIFIED SCHOOL DISTRICT #281

DISTRICT PROFESSIONAL DEVELOPMENT PLAN



PHILOSOPHY

In order to realize the intended improvement of the Kansas Vision for Education, USD #281 is committed to staff development with emphasis on Kansas Education Systems Accreditation and Outcomes-Based Education. It is the philosophy of the USD #281 Professional Development Council that staff development is a combination of educational and personal experiences which lead to professional growth of certified staff. The ultimate goal is better learning outcomes for students and continuous growth for certified personnel.

USD #281 DISTRICT PROFESSIONAL DEVELOPMENT COUNCIL

DEFINITION/PURPOSE

The USD #281 Professional Development Council (PDC) is a representative group of certified personnel which advises the USD #281 Board of Education in matters concerning the planning, development, implementation, and operation of the Professional Development Plan.

COMPOSITION

The members of the Professional Development Council shall be representative of the certified personnel employed by USD #281. The membership shall include at least as many teachers as administrators and be selected by the group they represent.

METHOD OF SELECTION

The representative to the Professional Development Council shall be selected by the group they represent.

TERM OF MEMBERSHIP

Each committee member will serve no less than a one-year term and not more than a three-year term. Members may serve succeeding terms. The membership will be on a rotating basis so continuity is maintained.

VACANCIES

If a member of the committee should leave the employment of the district or resign from the Professional Development Council, the vacancy shall be filled according to the selection procedure of the committee.

MEMBERSHIP

PDC membership starts the first fall meeting of each year. PDC membership shall be reviewed each May to determine the status of the council membership. PDC members will be assigned three year terms and may serve succeeding terms.

All certified members and administrators of District Steering Committee will be members of the Professional Development Council.

OFFICERS

The officers of the Professional Development Council shall consist of a Chairperson, a Vice Chairperson, and Secretary/Recorder/Timekeeper. All officers will serve, by consensus of the members, and shall begin their term at the first meeting in the fall. Vacancies in officer positions will be filled by a majority vote of the Professional Development Council. The duties of the officers shall include, but not be limited to:

The Chairperson shall:

- call and conduct all meetings;
- call special meeting as needed;
- carry out any other duties as described in this document or as assigned by the Professional Development Council, USD #281 Superintendent, or Board of Education
- participate in annual training related to professional development regulations and his/her role and responsibilities and provide the information to the rest of the Professional Development Council.

The Vice-Chairperson shall:

- act in the absence of the chairperson;
- carry out any other duties as requested by the chairperson or Professional Development Council

The Secretary/Recorder/Timekeeper shall:

- keep the records/minutes of meetings;
- maintain a file of all Professional Development Council minutes, Individual Professional Development Action Plans, correspondence, and all other pertinent documents

MEETINGS

The Professional Development Council shall meet a minimum of four [4] times a year.

All decisions, by vote, shall be made by a quorum of at least 50% of the voting membership.

MAJOR FUNCTIONS

The Professional Development Council will:

- Approve or disapprove Individual Professional Development Action plans based on building principal's recommendation.
- Recommend approved Individual Professional Development Action plans to the USD #281 Board of Education.
- Implement the "Needs Assessment" process annually to identify professional development education needs;
- Recommend to the Board of Education a District Professional Development Plan to be submitted to the Kansas State Department of Education;
- Recommend to the USD #281 Board of Education which professional development documentation should be accepted and given point credits;
- Design, coordinate, and approve USD #281 professional development activities as identified in the needs assessment and in alignment with USD #281 goals;

- Evaluate the professional development program activities, the total professional development program, and the implementation and operation of the District Professional Development Plan; and
- Implement the District Professional Development Plan according to the Kansas State Department of Education guidelines.

MAINTENANCE

Appropriate records pertaining to the District and Individual Professional Development Plans will be maintained by the individual certified employee using a computer record keeping system. Monitoring of records will be done by the Professional Development Council.

NEEDS IDENTIFICATION PROCESS

Needs assessment will be administered annually to teachers and administrators. Professional development will be planned according to the identified areas.

DISTRICT PROFESSIONAL DEVELOPMENT PLAN

PURPOSE

The District Professional Development Plan is designed to foster quality staff development through the following ventures:

- to provide all students the opportunity to grow socially, physically, and academically
in preparation for a global society.
- to promote staff development which will:
 - improve the quality of instruction
 - improve methods of delivery of information
 - improve the quality of student learning
 - improve chances of student success
- the sharing of information concerning quality procedures and best practices for staff development.
- the sharing of resources, both material and human, for staff development.
- through collaboration, inservice speakers, workshops for additional growth opportunities, and cost effective staff development.
- monitoring of computer record keeping system.

PLAN DEVELOPMENT

The Professional Development Council will develop a district professional development plan that incorporates staff professional development, goals, and activities focused on identified areas of concern in the annual needs assessment as well as alignment with Kansas Education Systems Accreditation initiatives and USD #281 KESA goals.

GOALS FOR DISTRICT PROFESSIONAL DEVELOPMENT PLAN

The Professional Development Council will promote and provide staff development for all certified personnel to ensure maintenance of professional skills and knowledge for meeting the objectives of the educational program of USD #281.

- The Professional Development Council will provide the opportunities and material resources that make it possible for certified staff to constructively engage in activities that lead to both advancement for the instructional programs of USD #281 and the advancement of their professional skill and knowledge.
- The Professional Development Council will provide opportunities for USD #281 personnel to increase knowledge and strengthen skills in areas of student development.

- The Professional Development Council will provide opportunities for USD #281 personnel to develop curriculum and improve instruction.
- The Professional Development Council will provide opportunities for certified USD #281 personnel to strengthen and develop teaching skills.
- The Professional Development Council will provide opportunities for certified USD #281 personnel to renew certification through the use of inservice credit.

All certified persons living within the boundaries of USD #281 shall have access to these opportunities and programs for recertification purposes.

APPROVING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

The PDC will approve the District Professional Development Plan by vote, by a quorum of at least 50% of the voting membership and recommend the plan to the USD #281 Board of Education for approval. The USD #281 Board of Education will then submit the plan to the Kansas State Board of Education.

Upon approval, the District Professional Development Plan can be implemented as a professional development program appropriate for awarding points and credit toward licensure renewal.

EVALUATING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

1. Using evaluative criteria, focusing on a results-oriented outcomes-based professional development program, the professional development plan will be assessed in terms of its impact on the teaching/learning process.
2. The evaluation will concentrate on the following areas both during the process and at completion:
 - a. Professional development activities
 - b. Professional development program
 - c. Implementation and operation of the District Professional Development Plan

AMENDING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

1. The District Professional Development Plan may be amended at any time.
2. The amendment must be approved by the following prior to its submission to the state department of education and implementation of the change:
 - a. USD #281 Professional Development Council
 - b. USD #281 Board of Education
3. The approval process for an amendment is the same as that for the initial approval of the District Professional Development Plan.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

DEFINITION/PURPOSE

The Individual Professional Development Plan (IPDP) is a plan describing the professional development activities and studies to be completed by the individual filing such a plan during a specified period of time. The purposes of the Individual Professional Development Plans are to establish continuity and specificity in the job related training of an individual, to enrich knowledge, skill, and attitudes; to establish goals; to expand the options for renewal of certification, to improve job performance, and to increase satisfaction for educators.

PLAN DEVELOPMENT

All certified staff will participate in the district professional development action plan, according to state law. All requests and reports will be done online in the computer recording system using the staff member's username and password. Requests will automatically be forwarded to the appropriate personnel.

Certified staff are to complete or update the Individual Professional Development Plan annually.

It is understandable that the Individual Professional Development Plan participant, because of unavailability of such information, may be unable to list specific titles of courses, seminars, conferences, or workshops. On receipt of specific information, the certified employee will be expected to add same to his/her Individual Professional Development Plan.

Each participant may modify his/her plan with the approval of the Professional Development Council.

Professional development activities may include, but may not be limited to the following:

- college courses;
- professional conventions, conferences, workshops, seminars, clinics, lectures;
- curriculum development;
- observations and visitations;
- presentation at local, state, or national conferences;
- publications of professional articles;
- independent study, projects, or research;
- supervision of student teachers;
- practicum and supervision of practicum or special projects;
- additional individual activities approved by committee;
- participation on Professional Development Councils

Activities provided by the District Professional Development Plan may be included in the IPDP and used for renewal of an individual's current license.

Individuals seeking new endorsements may participate in activities and courses as part of the IPDP and for license renewal. However, individuals must be enrolled in an approved program through a college or university.

APPROVING INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS

The following approval process will be used:

- Building principal
 - Provides initial approval for IPDPs.
 - If an IPDP is not approved, the building principal will meet with the individual to address and correct any problems or concerns in the IPDP.
- Professional Development Committee
 - Provides final approval of all IPDPs considering the building principal's recommendation.
 - Recommends approved IPDPs to the USD #281 Board of Education.

EVALUATING INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS

The IDPD shall be reviewed and updated annually by the teacher and their building principal by October 1st of each school year. Evaluative criteria can include, but is not limited to, measurement of the impact of the program on improvement of skills of licensed personnel, measurement of the effectiveness of instructional skills, and improvement of student academic performance through supporting documents or artifacts.

PROFESSIONAL DEVELOPMENT ACTIVITIES

DEFINITION/PURPOSE

Professional Development Activities are the processes and experiences designed to accomplish the desired objectives of the District Professional Development Plan. These activities shall align with individual, building, and district goals and initiatives.

SUBMITTING PROFESSIONAL DEVELOPMENT ACTIVITY REQUESTS

Professional Development activity requests shall pertain to content, professional education, and/or service to the profession standards. Requests must be entered in the computer recording system prior to the activity/event.

APPROVING PROFESSIONAL DEVELOPMENT ACTIVITY REQUESTS

The Professional Development Council will approve professional development activities that

- are consistent with the goals and objectives of the district and/or individual professional development plans;
- contain clearly stated objectives which are attainable within the time frame of the activity;
- provided by presenters possessing the skill and knowledge necessary for successful attainment of the objectives of the activity;
- specify the group [s] to be involved;
- specify the number of inservice hours/points generated by the activity;
- specify the outcomes [utilization or results] consistent with the activity;
- specify a method of evaluation consistent with the activity.

The following approval process will be used:

- Building Representative (prior)
- Principal (prior)
- Superintendent (prior)
- Chair (final-acting on behalf of the committee)

EVALUATING PROFESSIONAL DEVELOPMENT ACTIVITIES

After participating in the activity, participants will evaluate the activity within 180 days of the completion date. Evaluation comments can be made when completing the knowledge validation section in the computer record keeping system.

Evaluations from each activity will be compiled and analyzed as to the relevance, effectiveness, validity, and impact of the activities and the degree to which the objectives were met.

The Professional Development Council may follow up with the participants on the effect of the activity on classroom performance, utilizing informal observation and interviews.

PROFESSIONAL DEVELOPMENT POINTS

AWARDING OF PROFESSIONAL DEVELOPMENT POINTS

All staff development points must be completed within the scope of the PDAP and the District Professional Development Plan. Content, Professional Education and Service to the Profession (see glossary) are the categories for which staff development points will be awarded. The following guidelines regulate the awarding of staff development points:

1. One staff development education point equals one clock hour of attendance at an approved staff development education activity.
2. One semester hour of college or university credit is equal to 20 staff development points. These credits/points must be reported to the PDC on the staff development form for approval.
3. Clock hours of attendance will be validated to the greater half hour.
4. Hours in attendance cannot include travel time, registration and meals.
5. For staff development and conferences, one knowledge point will be awarded for each hour of attendance, plus two times the points for each hour of documented application of knowledge or skills at the district level. Documented impact of student learning or changed teaching behavior will be awarded three times the number of knowledge points. See point schedule.
6. Teachers who do mentoring activities with their pre-service teachers/observers can log these activities for points.

VALIDATION OF POINTS

- The participant supervisor will review the documentation of the completed activity when a goal/objective/activity is completed.
- The council will determine if the criteria have been met for awarding inservice points for this part of the plan.
- The council may request input from the individual and/or supervisor in this determination.
- If the council does not validate the awarding of inservice points, the participant may appeal in writing and/or personal appearance before the council.
- A council member shall not vote on any action regarding his/her individual plan.
- When Individual Professional Development Action Plan activities are completed and validated, the professional development points earned will be reflected on the participant's Relicensure Transcript. Transcripts can be located in the computer record keeping system.

PROFESSIONAL DEVELOPMENT ACTIVITY POINT SCHEDULE

The following is a schedule of points to be awarded annually for approved activities. These activities will apply to one of three areas: Content, Professional Education, or Service to the Profession. Validation and the awarding of all staff development points require completion of all applicable professional development forms.

	Content The “What” Curriculum Subject Matter	Professional Education The “How” Instructional Strategies How We Teach	Service to the Profession School Improvement Building, District, State, and National Committee Work
	Those standards adopted by the Kansas State Board that define the skills and knowledge required for the specific content endorsements in a Kansas State Teaching License or Certificate.	Those standards adopted by the Kansas State Board that specify the knowledge, competencies, and skills necessary to perform a particular education role or position.	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.
Knowledge What do you know now that you did not know before?	1 point = 1 contact hour	1 point = 1 contact hour	1 point = 1 contact hour
Application What are you doing now that you could not/did not do before? Requirements: Submit application plan to principal and PDC in advance; demonstrate consistent application for a minimum of 6 months Application Assessment: Collect 3 forms of evidence during application period (pre/post-test; peer feedback; other documents and artifacts related to the application); Administrator verification of application in classroom is required; submit copies of each form of evidence to principal and PDC	2x Knowledge Level Points	2x Knowledge Level Points	No points awarded at this level
Impact How has student performance improved? What has changed about the program? Requirements: Submit impact plan to administration and PDC; show a positive change over a minimum of a 6-month period Impact Assessment: collect 2 forms of evidence during the impact period (one pre-approved pre/post assessment is required); acceptable forms of evidence include standardized achievement test, standardized performance assessment, teacher developed assessment, group task activities, portfolio collection of student work, questionnaires, interview, pre/post-test, other evidence approved by PDC	3x Knowledge Level Points	3x Knowledge Level Points	No points awarded at this level

	Content	Professional Education	Service to the Profession
	<p>Possible Activities This area includes but is not limited to:</p> <p>College courses required for the specific content endorsements in a Kansas State Teaching License or Certificate.</p>	<p>Possible Activities This area includes but is not limited to:</p> <p>Research-based publication in a professional journal or other recognized educational publication (20 points)</p> <p>Completion of college or university credit (20 points per semester hour)</p> <p>Book Study (20 points)</p> <p>Presentations and Projects approved in advance by the building principal (1 point per hour; maximum of 20 points per activity)</p> <p>Professional Visitation (1 point per hour of attendance)</p>	<p>Possible Activities This area includes but is not limited to:</p> <p>District Sponsored Councils and Committees (1 point per hour of group or individual work with a maximum of 40 points; Officers may accumulate an additional 40 points)</p> <p>Mentor Teacher for 1st/2nd year district teacher (1 point per hour with a maximum of 40 points)</p> <p>Supervision of Teacher Candidate (5 points per week of supervision with a maximum of 40 points)</p> <p>Independent Study Observer/H.S. Student (2 Points)</p> <p>College Intern (1 point per hour/max of 15/year)</p> <p>GenY Students (2 points)</p>

COMPARISON OF RELICENSURE AND SALARY MOVEMENT POINTS

	<u>Relicensure Points</u>	<u>Salary Movement Points</u>
Knowledge Plans	1 hour = 1 point	No salary movement points awarded at this level
Application Plans	2x Knowledge Points	.25x Knowledge Points
Impact Plans	3x Knowledge Points	.75x Knowledge Points
Point Expiration Date	PDC Points are good for five years. 1 credit hour = 20 points	Never expire; accumulate until used to move on salary scale 1 credit hour = 20 points
College Credit	Must be on PDC transcript; credit must occur within 5-year period prior to renewal	Never expire; accumulate until used to move on salary schedule

Salary Movement Sample:

Knowledge Plan=	26 points
Application gets .25 x 26=	6.5 points
Impact gets .75 x 26=	19.5 points
Application points + Impact points=	26 points
Divide by 20 to determine credits: 26/20=	1.3 <u>credits</u> good for salary movement

The idea is that application points plus impact points will add up to the same number of points as the original knowledge plan.

REQUIREMENTS FOR RELICENSURE

Professional Development points and post-graduate hours are used for relicensure.

Relicensure of teachers with a **Bachelor's degree**:

1. requires 160 professional development education points.
2. requires that each of the 160 points be earned during a five-year period immediately preceding renewal of the certificate.
3. requires that a minimum of 80 points (4 credit hours) be the result of college or university credit.
4. allows for a maximum of 80 points to be earned through professional development activities.

Relicensure of teachers who have an **advanced degree**:

1. requires 120 professional development education points.
2. requires that each of the 120 points be earned during a five-year period immediately preceding renewal of the certificate.
3. allows the 120 points to be any combination of points earned through professional development activities or college or university credit.

It is each participant's responsibility to submit a Relicensure Transcript and a Teacher Certificate/Licensure Renewal Application to the KSDE. Applications for teaching certificate/licensure renewal must be made within the guidelines of KSDE.

Glossary

Certification: The process by which an agency or association grants professional recognition to an individual who has met certain qualifications specified by that agency or association. *See also Licensure.*

Content endorsement standards: Those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements in a Kansas State Teaching License or Certificate.

Individual professional development plan (IPDP): A plan describing the professional development activities and studies to be completed during a specified period of time by the individual filing such a plan.

Levels of implementation: A three-point rubric used by schools to report progress on staff development goals. These are:

Level 1 – Knowledge: Teachers know something that was not known before.

Level 2 – Application: Teachers consistently use this knowledge and skill on the job.

Level 3 – Impact: Student learning is improved and this is demonstrated by appropriate assessments that are aligned with specific improvement targets.

Licensure: The official recognition by the Kansas State Board of Education that an individual has met state requirements and is approved to practice as a duly licensed (certified) professional. *See also certification.*

Professional development point: One clock hour of in-service education. One semester hour of college credit counts as 20 professional development points.

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

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

Professional development: Continuous learning offered to groups of professionals that develops the skills of education professionals to meet common goals, or targets of a school or school district.

Substitute teaching license: A type of Kansas State Board of Education license issued to an individual that allows access to practice as a substitute. Individuals holding a substitute teaching license are allowed to teach in a single school district throughout the school year, but are limited to 125 days in a single assignment. A district may request a waiver from the state board to allow teachers to remain in the same assignment in an emergency situation.