

# UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: December 9, 2008

REVISED: December 9, 2014

333. PROFESSIONAL DEVELOPMENT	
1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and for maintaining active certification.
SC 517, 1205.1, 1205.2	The Board encourages all district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.
2. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement, when preapproved by the Superintendent.</p> <p>All eligible employees shall submit biannually by September 1<sup>st</sup> and February 1<sup>st</sup> a record and description of the attainment of approved credits to the Superintendent.</p>
SC 1144, 1151	Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

<p>Title 22 Sec. 4.13, 49.16 Pol. 100</p>	<p><u>Induction Plan</u></p> <p>The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p>
<p>SC 1205.5, 1217</p>	<p><u>Induction Program For School System Leaders</u></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</p>
<p>SC 1205.5</p>	<p><b>School system leaders</b> include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p>
<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100</p>	<p>The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, <del>the Strategic Plan,</del> and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>

<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.</p>
<p>SC 1205.2</p>	<p>If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1217</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Board Policy – 100, 806</p>

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text notes that without reliable records, it would be difficult to track the flow of funds and identify any irregularities.

2. The second part of the document outlines the specific procedures for handling cash and other assets. It details the steps for receiving and disbursing funds, including the use of receipts and vouchers. The text stresses the need for transparency and accountability in all financial dealings, and provides guidance on how to ensure that all transactions are properly documented and approved.

3. The third part of the document addresses the issue of budgeting and financial planning. It discusses the importance of setting realistic goals and limits for spending, and provides advice on how to monitor and control expenses. The text also touches on the need for regular financial reviews and reporting to ensure that the organization remains on track with its financial objectives.

4. The final part of the document concludes with a summary of the key points discussed. It reiterates the importance of honesty, integrity, and transparency in all financial matters, and encourages all individuals involved in the process to adhere to the highest standards of ethical conduct. The text ends with a statement of confidence in the ability of the organization to manage its finances responsibly and effectively.