

McPherson

Unified School District 418

**Kansas
In-service Plan**

Professional Development Council
Guidelines
Kansas In-service Plan Information
Forms

Revised 2/4/2014

USD 418
Kansas In-service Plan

PDC @ A GLANCE

Professional Development Plans (PDP)

All licensed staff members must:

- have a Professional Development Plan on file at Central Office.
- rewrite their PDPs each time a new license is issued or they change positions.
- address district and school goals on their PDPs.
- secure their building administrator's or the special education director's signature on their PDP.

Staff members are encouraged to:

- address personal goals on their PDPs.
- write their PDPs with input from the building administrator or PDC representative.

Professional Development Points

Points are awarded at three levels:

- Level 1 points are awarded for seat time (up to 6 points, unless agenda shows otherwise).
- Level 2 points are awarded for application of new knowledge.
- Level 3 points are awarded for impacting student learning or changing a program.

Validation Forms (forms found online at <http://data.mcpherson.com>)

Level 1:

- Can be used for workshops, conferences, book studies, staff meetings, college courses*, etc.
- Worth 1 point per 1 hour of seat time
- Submit within 60 days of activity.

Level 2:

- Used for applying knowledge learned through a Level 1 activity
- Worth 2 times the number of points awarded for Level 1
- Typically takes several weeks or months to demonstrate application
- Obtain administrator's signature and submit to central office

Level 3:

- Used for impacting student learning and/or a program through application of knowledge
- Worth 3 times the number of points awarded for Level 1
- Typically takes several months to demonstrate impact
- Create a plan with the PDC chair or Director of Instruction
- Obtain administrator's signature and submit to central office

*When requesting points using college credit, turn in a course syllabus and transcripts to Central Office.

PREFACE

The purpose of the In-service Plan is to provide a written professional growth plan as well as an alternative to college hours for licensure through professional development activities to be completed by the individual during the specified period ranging from one to five years.

This plan is available to all licensed personnel residing in the district, including certified substitute teachers, provided they complete and file an approved Professional Development Plan (PDP) and that completion of the plan is validated for credit by the Professional Development Council (PDC) and the McPherson Board of Education.

PHILOSOPHY

The purpose of staff development for USD 418 participants residing in district is to provide a coherent and systematic program of learning opportunities for our certified staff. This will be an on-going process based upon needs and interests of the staff. The staff development program consists of a definite plan of action that promotes professional growth at the district, building and individual level.

McPherson USD 418
District
GOALS FOR STAFF DEVELOPMENT

1. **All students will receive appropriate instruction and achieve curriculum outcomes.**
 - 1.1. Through Frameworks for Teaching/Brain Based Instruction all students will have equal access to the curriculum and instruction process.
 - 1.2. Through the collaborative teaching process and teaming all students will receive instruction in the regular classroom wherever possible.
 - 1.3. Through the implementation of a Multi-tiered System of Support and differentiated instruction at the elementary level, students will progress at an academic rate appropriate to their developmental level.

2. **Students will achieve curriculum objectives as a result of appropriate instruction utilizing mastery learning, thematic instruction, cooperative learning, technology, and brain compatible learning.**
 - 2.1. Students will progress through a mastery learning sequence to learn the intended curriculum.
 - 2.2. Students will engage in thematic learning in integrated classrooms.
 - 2.3. Students will use technology to assist in mastery of district curriculum.
 - 2.4. Students will master the language arts, mathematics, social studies, and science curriculum.

3. **Students will demonstrate mastery of district curriculum by successfully completing district authentic assessment and five-year career plans.**
 - 3.1. Students will complete district designed authentic assessment including the 6-trait writing model, mathematics curriculum assessments, reading assessments, listening assessments, speaking assessments, social studies, and science curriculum.
 - 3.2. Students will complete a five-year educational plan upon entering high school, utilizing career education and study, including completion of either a tech prep or university prep plan.
 - 3.3. Students will engage in school-to-work planning and various courses.

PROFESSIONAL DEVELOPMENT COUNCIL

DEFINITION

The Professional Development Council is a representative group of local district certified personnel, which advises and informs the USD 418 Board of Education in matters concerning the planning, development, implementation, and operation of the Kansas State Department of Education In-service Education Plan.

COMPOSITION OF COUNCIL

MEMBERSHIP - The standing membership shall be composed of no more than ten members. The breakdown will be one representative from each of the schools (elementary, middle, and high school), one special Ed representative, one representative from the early childhood center, a principal/asst. principal, and the Director of Instruction.

THREE-YEAR ROTATION OF MEMBERSHIP

Years	ECC	MHS	MMS	SPED	LES	WES	RES	EES
09-10	X		X	X	X		X	
10-11								
11-12		X				X		X
12-13	X		X	X	X		X	
13-14								
14-15		X				X		X
15-16	X		X	X	X		X	
16-17								
17-18		X				X		X
18-19	X		X	X	X		X	

TERM OF OFFICE

The term of office for the professional development council shall be from July 1st to June 30th. The term of office shall consist of three years for the educators.

METHOD OF SELECTION

Professional educators shall be selected by their respective groups by May 1st for the succeeding term beginning July 1st. The PDC chair and/or Director of Instruction shall approach building principals for replacements to the council as needed. Newly selected members shall attend meetings as non-voting members from the date of selection until the new term begins.

RESIGNATION AND REPLACEMENT

A member may resign his/her membership at any time. A letter of resignation shall be written by the resigning member and submitted to the council at least two weeks prior to the effective date of resignation. A representative from the appropriate level will be appointed by the PDC to fill the unexpired term.

RESIGNATION BY REQUEST OF COUNCIL

A member of the council may be requested to resign by the membership if more than three consecutive meetings are missed (except under extenuating circumstances), failure to fulfill the minimum duties and/or responsibilities of the position, or other circumstances which the membership of the council deems to be a cause for resignation for the good of the council. A representative from the appropriate level will be appointed by the PDC to fill the vacancy.

POWERS, DUTIES, FUNCTIONS

Implement the Professional Development Plan in the school district within the guidelines and criteria established by the State Department of Education.

Review and approve or reject the PDPs submitted by each participating staff member.

Report activities to the BOE and make recommendations for improvement of the plan and its administration. Implement steps required to amend the Professional Development Plan if necessary.

Clerical and accounting staff and facilities for meetings, record keeping, communication, and other business of the council shall be furnished by the district.

AMENDING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

The PDC may adopt amendments to the Professional Development Plan by a two-thirds majority of a quorum of council members provided these amendments have been introduced in writing at the preceding regular meeting. Amendments approved by the PDC shall be submitted to the superintendent, board of education, and the State Department of Education for approval.

CHAIRPERSON OF THE PDC

Office of Chairperson: To serve as chairperson, one-year experience on the PDC is recommended.

Selection: Members of the council shall elect the chairperson in May for the coming year. The term of office shall begin July 1st.

Terms of Office: Elected for one one-year term and may be re-elected for successive terms.

RESIGNATION AND REPLACEMENT

The chairperson may resign from office provided a letter of resignation is submitted at least one month prior to the effective date of resignation. The vacancy 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.

DUTIES OF CHAIRPERSON

The chairperson shall:

- Select a representative to ESSDACK
- Preside at all regular and special meetings
- Appoint PDC members to subcommittees
- Receive resignations from PDC members
- Establish yearly council tasks and time lines
- Carry out any other duties as described in this document or assigned by the council
- Be responsible to the Director of Instruction.

SECRETARY/RECORDER

The district shall provide a secretary/recorder to:

- Maintain files of all members of the Kansas In-service Plan
- Type, distribute, and file agendas
- Record, distribute, and file minutes of PDC meetings
- Provide correspondence
- Record and file validations
- Prepare in-service transcripts
- The secretary/recorder may ask a council member to record additional minutes of the meetings.

PROFESSIONAL DEVELOPMENT COUNCIL MEETINGS

Bi-monthly meetings will be held during the school year or as necessitated by an agenda. Meetings will be held at the district's central office. The chairperson with one week's prior notice may call special meetings. All meetings will be open to the public. The PDC may adjourn to executive session if the need arises.

QUORUM: A two-thirds majority of the PDC membership shall constitute a quorum.

VOTING: All decisions by vote shall be by simple majority, provided there is a quorum present.

DEVELOPMENT OF AN AGENDA

Items for consideration by the PDC may be proposed to the office of the Director of Instruction by members of the PDC or certified personnel of USD 418.

The agenda shall be distributed to members of the PDC and a copy to the superintendent of schools at least two days prior to the meeting.

MAINTAINING PERMANENT RECORDS

A master file of PDPs and validations shall be maintained in the central office. Records shall be kept confidential.

Professional educators will have access to his/her file. Original files may not be taken out of the central office.

INFORMATION PROCEDURE

The secretary/recorder of the PDC shall prepare minutes of all meetings and distribute to members of the PDC and the superintendent.

Level I validation forms are web-based and should be submitted via computer. Level II and III validation forms may be completed online and then printed off, and must be reviewed and signed by building administrator and/or special education administrator prior to submitting to the central office administrative assistant. PDC representatives are available at each building to assist with completing PDC forms. This includes one special education representative for staff in outlying districts.

INFORMATION ON PROFESSIONAL DEVELOPMENT PLANS DEVELOPMENT AND SUBMISSION OF A PROFESSIONAL DEVELOPMENT PLAN

Each licensed staff member with a professional license under contract with USD 418 **must** have a PDP on file. Staff submits the PDP to the Professional Development Council (PDC) to be acted on at their next scheduled meeting. PDP's are written for the duration of the license.

Staff members submit all plans to the principal on the *Professional Development Plan* form. The principal shall sign the PDP indicating review and approval of that plan.

The principal shall forward all PDP's to the Administrative Assistant to the Superintendent's office within ten working days (excluding school holidays) from the time the plan is submitted.

A substitute teacher, employed for any period of time by the district, may participate in the district's in-service plan. A minimum of 100 in-service education points during the duration of the license shall be required for renewal of a substitute teaching endorsement.

Community members holding a professional license may participate in the district's In-service Plan by contracting the Director of Instruction.

CRITERIA FOR APPROVING PLAN

The PDC will act upon plans using the following criteria:

- Goals and activities included in a Professional Development Plan (PDP) must address established district goals, school improvement goals, and/or personal-professional goals.
- Plan includes building administrator's or special education director's signature.

INFORMATION: VALIDATION & LICENSURE

VALIDATION PROCEDURE

All documentation for validation of in-service activities (not including college hours) (Form A) shall be provided to the council within **sixty days** of completion of any activity unless prior arrangements have been made with the PDC, such as in the case of a year long or multi-year project.

The PDC representatives will review the documentation and approve in-service points. The approved validated points will then be forwarded to the BOE for final approval, recorded, and documentation filed.

INSERVICE EDUCATION REQUIRED FOR LICENSE RENEWAL

All in-service credits to be used for re-licensure must be completed within the scope of an approved PDP and must be accumulated during the “window” of the license (example: 1/1/2001-1/1/2006). Each licensed staff member should refer to his/her license for the exact requirements for re-licensure.

1 CLOCK HOUR OF APPROVED EDUCATION ACTIVITY = 1 POINT
1 SEMESTER HOUR OF COLLEGE/UNIVERSITY CREDIT = 20 POINTS

PROFESSIONAL DEVELOPMENT POINTS

Participation in professional or staff development activities must be used to gain professional development points for licensure renewal.

Professional development points are awarded not just according to whether or not an educator has attended training. Points are awarded according to:

- How professional or staff development has led to increased knowledge;
- How it has been applied in practice; and
- What the results of that practice have been.

Professional Development Points and Semester Credit Hours for Licensure Renewal			
91-1-20G “Professional development plans for licensure renewal”	Content	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1 pt. = 1 contact hr.	1 pt. = 1 contact hr.	1 pt. = 1 contact hr.
Application What are you doing now that you could/did not do before?	2 x Knowledge Level points	2 x Knowledge Level points	No points awarded at this level.
Impact How has student performance improved? What has changed about the program?	3 x Knowledge Level points	3 x Knowledge Level points	No points awarded at this level.

Predetermined Points of Service:

- fill out information at the top of the page on the level 1 validation form
- supervision of pre-service teachers
 - clinical student teacher = 20 points full semester,
= 10 points half semester
 - field experience (practicum) = 5 points

IN-SERVICE POINTS FOR SALARY SCHEDULE ADVANCEMENT

In-service points earned may be applied to salary schedule horizontal advancement according to the following guidelines.

1. All licensed staff must have an approved PDP on file. There must be a clear relationship between the employee’s PDP goals and the objectives of the in-service activity.
2. The following are requirements for horizontal advancement on the salary schedule for all licensed staff holding either a bachelor’s degree or a master’s degree.
 - 2.1. An employee must accumulate 12 college hours for salary advancement or a combination of college hours and in-service points as described below.
 - 2.1.1. An employee with a bachelor’s degree must accumulate 12 college hours or up to 180 in-service points with a minimum of 3 college hours or a combination of college hours and in-service points up to the maximum number of points available for salary advancement is 180 points. Points may be used once for salary advancement with a Bachelors degree.
 - 2.1.3. An employee with a Master’s degree may accumulate 12 college hours or a combination of college hours and in-service points. The maximum of in-service points available for salary advancement is 240. Points may only be used one time for salary advancement with a Masters.
 - 2.1.4. An employee with a Master’s degree may accumulate up to a maximum of 720 points for salary advancement if the employee completes the Post-Masters graduate level program approved by the Director of Instruction and the Professional Development Council.
 - 2.2. Kansas State Board of Education requirements for **re-licensure** differ from these salary schedule requirements. Employees should consult state or the Director of Instruction for **licensure** requirements.
3. The following formula will apply for calculating points toward salary schedule advancement:

1 college credit	=	20
points		
1 college credit from continuing education hours	=	20
points		

