

**PROFESSIONAL  
STAFF DEVELOPMENT  
PLAN**

**USD 377  
ATCHISON COUNTY  
COMMUNITY SCHOOL  
DISTRICT**

**JULY 1, 2003-JULY 1, 2008  
(Revised June 2005)**

# TABLE OF CONTENTS

Purpose of Staff Development	Page 3
Function of the Professional Development Council	Page 3
Term and Selection of PDC Members	Page 3-4
Term and Selection of Administration Members	Page 4
Non-Voting Members	Page 4
PDC Training	Page 4
Officers	Page 4
Selection of Officers	Page 5
Term of Office for Officers	Page 5
Duties	Page 5-6
Resignation of Officers	Page 6
Vacancies in Officers' Positions	Page 6
Unexpired Term	Page 6
Meetings	Page 7
Amending Procedure	Page 7-8
Needs Assessment	Page 8
Staff Development Procedures	Page 8
Professional Development Plans for Substitute Teachers and Certified Patrons	Page 9
Procedure for Informing Staff and Board of Education	Page 9
Appeal Procedures for Personal Development Plans	Page 9
Recertification Requirements	Page 10
Activities acceptable for Staff Development Points	Page 11-12
Appeal Procedures for Non-validated Points	Page 13

## Appendices

Criteria for Awarding Professional Development Points	Appendix A
Validation of Application/Impact	Appendix B

# **PURPOSE OF STAFF DEVELOPMENT**

Results based staff development is a process designed to foster district, building, and individual professional growth, having as its ultimate aim to impact student achievement through professional development of certified personnel. Staff development activities qualify for staff development education points and salary placement as designated in the delivery system of this document. Staff development activities will be a result of current and continuous needs assessment.

## **FUNCTION OF THE PROFESSIONAL DEVELOPMENT COUNCIL**

The functions of the Professional Development Council include the following:

1. Developing a system to identify the professional development needs of the school district and translating those needs into goals and objectives for the staff development program.
2. Evaluating proposed personal development plans and recommending their approval.
3. Validating professional staff development points which participants may use for recertification or licensure.
4. Developing and recommending to the Board of Education a five-year professional staff development plan to be submitted to the State Department of Education.

## **TERM AND SELECTION OF THE PROFESSIONAL DEVELOPMENT COUNCIL MEMBERS**

Elections shall be conducted to select teacher representatives to the Professional Development Council from each teaching level. The elections will be held at faculty meetings of each level: Senior High, Middle School, and Elementary. Members elected should include three (3) elementary teachers (preferably one from each attendance center), three (3) middle school teachers, and three (3) senior high school teachers. All

elected council members must be participants in the Professional Staff Development plan.

The term of office for council members shall be for three (3) years.

### **TERM AND SELECTION OF ADMINISTRATION MEMBERS**

One administrator will be appointed by the Superintendent of Schools to serve on the Professional Development Council.

### **NON-VOTING MEMBERS**

The Board of Education will appoint a member of the Board to be a non-voting member of the Professional Development Council and a liaison between the Board and the Council.

The Superintendent of Schools will also be a non-voting member of the Professional Development Council. **SIP** chairs may attend any PDC meeting as a non-voting member.

### **PDC TRAINING**

All PDC members will receive annual training related to his/her roles and responsibilities. Selected members will attend State training sessions and return to train remaining PDC members.

### **OFFICERS**

The officers of the U.S.D. 377 Professional Development Council shall consist of a chairperson, vice-chairperson, and a secretary.

## **SELECTION OF OFFICERS**

All officers shall be elected each year on or before June 15 at a regular meeting. They shall be elected by a simple majority of those members present provided there is a quorum for the meeting, that one member from each instructional level and an administrator composes a quorum. The chairperson and vice-chairperson must represent two different teaching levels.

## **TERM OF OFFICE FOR OFFICERS**

The chairperson, vice-chairperson, and secretary shall be elected to hold office for one (1) year. Members will not be limited to any specific number of terms in which they may serve as an officer.

## **DUTIES**

### **A. Chairperson**

1. Presides at all regular meetings
2. Prepares an agenda for all meetings to be distributed at least five days in advance of the meeting.
3. Calls and presides at all special meetings.
4. Serves as an x-officio member of all subcommittees.
5. Appoints Professional Development Council members to ad Hoc subcommittees, subject to the approval of the Professional Development Council.
6. Represents the Professional Development Council at all appropriate public functions or appoints a Professional Development Council member to represent the Council.
7. Receives all resignations from Professional Development Council members.
8. Carries out any duties as described in this document or as assigned by the Council.
9. Provides notification to the various categories represented on the Professional Development Council of elections and vacancies.

10. Makes a yearly report on the status of the Professional development Council and staff development activities to the USD 377 Steering Committee.
11. Signs all validated staff development points, and signs all staff development forms needed for recertification or licensure. The chair shall oversee PDP Toolbox and is responsible for application of PDC points as per PDP Toolbox directions.

B. Vice-Chairperson

Assumes the duties of the Chairperson in the absence of said Chairperson or if the Chairperson is unable to complete the elected term of office.

C. Secretary

1. Keeps minutes of all meetings
2. Publishes the minutes of all meetings and distributes them to all members of the Professional Development Council, Board of Education, and school buildings.
3. Maintains all Professional Development Council minutes and correspondence.

### **RESIGNATION OF OFFICERS**

Any officer may resign from office at any time provided a letter of resignation is submitted to the Professional Development Council at least one meeting before the resignation is to become effective.

### **VACANCIES IN OFFICERS' POSITIONS**

Vacancies in officers' positions will be filled by a majority vote of the Professional Development Council.

### **UNEXPIRED TERM**

A council member who is elected to fill someone's unexpired term may be elected for a subsequent full term.

## MEETINGS

### A. General Procedure

1. At the start of each school year, all regular meeting dates will be posted in each school building.
2. Notification of all extra or rescheduled meetings shall be given at least five (5) days prior to the meeting.

### B. Regular Meetings

1. A minimum of one meeting per month shall be held.
2. The chairperson shall reserve the right to waive a regular meeting if there is not an agenda. (No two consecutive meetings can be waived.)
3. Special meetings may be called by the chairperson or a majority agreement of the Professional Development Council.

### C. Voting

1. Except in the amending procedure, all decisions by vote shall be by simple majority of the quorum of the Professional Development Council.
2. In the case of a tie vote, the issue will be decided by the Chairperson.

### D. Quorum

1. A simple majority of the Professional Development Council membership shall constitute a quorum if one voting member from each level is present.

## AMENDING PROCEDURE

The document may be amended in the following manner:

1. The Professional Development Council may adopt amendments to the Personal Development Plan by a two-thirds (2/3) majority of the members assembled provided there is a quorum present and further provided that the amendments have been introduced in writing at the preceding regular meeting.

2. An amendment will be approved by the Board of Education prior to submission to the State Department of Education.

## **NEEDS ASSESSMENT**

The Building School Improvement Team may conduct a needs assessment to determine the staff development needs of the district, building, and individuals. This assessment may serve as a guide in determining the district's long-range staff development plans.

## **STAFF DEVELOPMENT PROCEDURES**

1. All Personal Development Plans and goals will be submitted via PDP Toolbox to the Professional Development Council for approval. Goals must be approved before points requested will be considered.
2. All activities will be accepted for points at the Knowledge level.
3. Knowledge level. Points for staff development will be valued at 1 point per hour.
4. All Level 2 or 3 (Application or Impact) points must be validated according to the rubric in appendix C.
5. For out-of-district activities or learning events, a copy of the agenda, program, or certificate must be kept by the participant as evidence of attendance. Members must also retain all evidence required for application and/or impact.
6. A participant should include professional and school improvement goals on their Personal Development Plan.
7. Participants must submit all learning activity requests and points requests via PDP Toolbox.
8. Access to PDC points is available via PDC Toolbox. All transcript requests by members of the USD 377 plan for recertification or licensure must be requested through PDP Toolbox.
9. Participants must retain copies from PDC Toolbox of all approved points with the appropriate evidence in their Professional Development portfolios. The notebook for the portfolio will be provided by the PDC.
10. A certificate for district learning activities will be provided to all members of the USD 477 plan.

## **PROFESSIONAL DEVELOPMENT PLANS FOR SUBSTITUTE TEACHERS AND CERTIFIED PATRONS**

All approved substitute teachers and patrons holding a current teaching certificate may participate in the Professional Development Plan of USD 377. Having a professional development plan that has been requested via PDP Toolbox and validated by the PDC allows substitute teachers and certified patrons to attend USD 377 staff development activities as a member at their own expense and to earn points toward recertification and licensure.

### **PROCEDURE FOR INFORMING STAFF AND BOARD OF EDUCATION**

Certified staff will be informed of any nonvalidated points via PDP Toolbox. All other activities of the PDC will be recorded in the minutes of the PDC meetings and will be posted in each building.

### **APPEAL PROCEDURES FOR PERSONAL DEVELOPMENT PLANS**

1. The participant will submit an appeal in writing to the PDC chairperson within sixty days of notification of denial of approval of the Personal Development Plan listing the specific reasons why he/she feels the decision was incorrect.
2. Upon review, the PDC will send findings to the building administrator for a second review.
3. Should the decision remain unresolved by the PDC and administrative reviews, the participant may appeal to the USD 377 Board of Education.
4. Should the decision still remain unresolved following the appeal to the Board of Education, the participant may appeal to the state licensure review committee for a review of the proposed personal development plan. (*State reg. 91-1-206d*)

## RECERTIFICATION REQUIREMENTS

All staff development credit to be used for recertification and licensure must be completed within the scope of a personal development plan, within the approval of the local Staff Development Plan, and within the guidelines of the State Department of Education.

Bachelor's Degree	8 college hours* or combination of college hours from an approved program and individual staff development points (at least 80 of the points must be college credit.)
Master's or Other Advanced Hours	6 college hours* from an approved program or 120 individual staff development points or any combination of the two.

\*One semester hour of college credit equals 20 personal staff development points.

When staff development points are used for recertification or licensure, points for activities may include one or more of the following areas: content, professional education, or service to the profession.

For the purposes of renewing a certificate or license, the professional development council shall not impose a limit on the number of professional development points that may be earned. However, the council may impose limits on the number of professional development points that may be earned for the purposes related to employment or other local matter. (i.e. movement on the pay scale as related to the negotiated agreement)

## ACTIVITIES ACCEPTABLE FOR STAFF DEVELOPMENT POINTS

1. **College courses from accredited institutions.**  
*1 semester college hour=20points*
2. **Continuing education courses**
3. **Workshops/Seminars/Building Staff Development Activities**  
*Attendance Only*  
*1 hour=1 point*  
*Presentation of program, Level 2 or 3*
4. **Independent Study/Project**  
*Must be pre-approved by building administrator.*  
*Must have two forms of validation attached. (See appendix)*
5. **Supervision or participation in clinical experiences**  
*Supervision of Student Teacher, Level 2 or 3*  
*Supervision of practicum students, Level 2 or 3*  
*Shared expertise experience (panel presentation, etc.)*
6. **Attendance at subject area meetings or building, conferences, conventions**  
*1 meeting hour=1 point*
7. **Attendance at lectures by persons with expertise in area of education**  
*1 lecture hour=1 point*
8. **Observation or programs related to the educational setting. Visits to other schools/school systems.**  
*Journal of visit required.*  
*1 hour=1point*
9. **Publication of professional articles in professional journal or other recognized education publication.**  
*An issue containing the published article.*  
*Level 2 or 3*

- 10. Supervised planning of new educational programs to be used in the schools done at the direction of the administration**  
*Developing a new course of study or program*  
Levels 2 or 3  
*Curriculum Writing*  
Levels 2 or 3  
*Planning and producing videos, TV programs, etc.*  
Levels 2 or 3  
*Miscellaneous activities*  
Levels 2 or 3
- 11. Committee work**  
*Service on designated subject-area committees, Student Improvement Team, School Improvement Team, etc.*  
1 meeting hour=1 point  
*Service on district-wide committees*  
1 meeting hour=1 point  
*Service on education-related community/committee boards*  
1 meeting hour=1 point
- 12. Participation in professional associations as related to educational teaching assignment**  
1 meeting hour=1 point
- 13. Community relations**  
*Presentation of program related to educational topic to any community Group or the media*  
1 program presentation, Level 2 or 3  
*Miscellaneous activities*  
Level 2 or 3
- 14. Additional kinds of experiences require advance approval—see Appendix**  
*Miscellaneous programs appropriate for the school district, the individual or a particular educational level.*  
Level 2 or 3

### **APPEAL PROCEDURES FOR NONVALIDATED POINTS**

1. Participants who wish to appeal nonvalidated points must do so within sixty days of notice of nonvalidation of points in person to the PDC at a regularly scheduled meeting.
2. The PDC will grant as much agenda time is needed for the participant to provide his/her information regarding validation of said points.
3. The PDC will readdress the nonvalidated points for a final vote.
4. All the findings of the PDC will be final.

**APPENDIX A  
UDF 377**

**CRITERIA FOR AWARDING PROFESSIONAL DEVELOPMENT POINTS**

<b>Level</b>	<b>Points</b>
<p><b>Level 1 – Knowledge or Service to the Profession</b></p> <p>Attendance at sessions related to improvement of student learning. These sessions can include workshops, conferences, seminars, or study groups. Points are also awarded at this level for service to the professional in such things as committee work.</p>	<p>1 point per contact hour</p>
<p><b>Level 2 – Application</b></p> <p>Implementation of knowledge using <b>three indicators with feedback.</b> Indicators include:</p> <ul style="list-style-type: none"> <li>Teaching resources/unit</li> <li>Approval</li> <li>Review of student product</li> <li>Teacher log/journal</li> <li>Student achievement</li> <li>Presentation to BOE, Site Council</li> <li>Teaching teachers</li> <li>Formal/informal data collection</li> <li>Peer coaching</li> <li>Classroom observation</li> <li>Video presentation</li> <li>Staff Development presentation</li> </ul>	<p>2 X knowledge points or as designated by PDC with advance</p>
<p><b>Level 3 – Impact</b></p> <p>Follow-up indicating long term implementation and benefit to learning process. Within one year or a logical cycle following implementation, use two additional indicators to provide evidence of impact on student learning or sharing professional development with peers</p>	<p>3 X knowledge points or as designated by PDC with advance approval</p>

**APPENDIX B  
USD 377**

**VALIDATION OF APPLICATION/IMPACT  
CHECK OFF LIST**

Some items at this level require advance approval of building level administrator and/or PDC. Have this form signed before activity is started. Keep this form with your request for points in your PDC portfolio.

Advance approval by Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Date of Implementation \_\_\_\_\_  
\_\_\_\_\_ School Improvement

Building \_\_\_\_\_  
Number of Points Requested \_\_\_\_\_  
Grade Level (s) \_\_\_\_\_  
\_\_\_\_\_ Professional Development

Individual Goal(s) Addressed 1 2 3 4  
Level(s) of implementation being validated  
\_\_\_\_\_ Level 2 Application  
(three indicators)

\_\_\_\_\_ Level 3 (Impact)  
(2 additional indicators)

**Check the indicators used:**

- \_\_\_\_\_ Teaching resources/units
- \_\_\_\_\_ Review of student product (attach summary)
- \_\_\_\_\_ Teacher log/journal (attach summary)
- \_\_\_\_\_ Student achievement (attach results)
- \_\_\_\_\_ Presentation list date, length of presentation, and audience

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- \_\_\_\_\_ Written paper (attach paper)
- \_\_\_\_\_ Formal/informal data collection (attach summary)
- \_\_\_\_\_ Video presentation
- \_\_\_\_\_ Project (attach summary)
- \_\_\_\_\_ Peer observation (attach summary)
- \_\_\_\_\_ Classroom observation (attach summary)
- \_\_\_\_\_ Other (please list)

Student Impact: What learning, behavior change, or impact was realized?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

