

Ulysses USD 214 Professional Development Plan

Five-Year Plan
2014-2019



111 S. Baughman
Ulysses, Ks 67880

Adopted by USD 214 Board of Education:
Submitted for Kansas State Board of Education Approval:

Licensure Overview

USD 214-Ulysses certified employees may use district-approved professional development points to renew for licensure through the Kansas State Department of Education.

Licensure renewal may be accomplished by using professional development points alone, college credit alone, or a combination of points and credits. For both matters and baccalaureate degree participants, one clock hour of approved professional development activity equals one professional development point. One college/university credit is equivalent to 20 professional development points.

To accrue professional development points to recertify through the State Department of Education, employees may participate in the following: approved in-district inservice activities, out-of-district activities, and professional development activities (i.e. professional committees, supervision of student teachers). All activities must be approved.

Employee participation in the program is managed and monitored by the Professional Development Council (PDC). This group is representative of both administrators and teachers who are selected by the groups they represent.

Individual professional development plans (IPDPs) outlining goals and proposed activities for professional growth must be developed by the certified/licensed employee collaboratively with his/her supervisor. The goals and activities reflected in the plan are aligned with the individual's building school improvement plan which includes the result-based staff development plan, district goals, and/or individual goals for professional growth.

Upon completion of requirements and submission of required documentation, the Professional Development Council will approve the employee's request for licensure and provide the employee with appropriate documentation to be sent to the state for renewal of the teaching or administrative license.

Professional Development Council Members

<u>Name</u>	<u>Representing</u>	<u>Term Expiring</u>
Rodger Hilton	Assistant Superintendent	Ex officio
Scott Meitler	Building Level Administrator	2015-2018
Suzann Bouray	Ulysses High School Teacher	2015-2018
Jodi Flores	Kepley Middle School	2015-2018
Cherie Long (Chair)	Sullivan Elementary School	2015-2018
Nancy Ochoa	Hickok Elementary School	2015-2018

Mission Statement

It is the philosophy of USD 214-Ulysses that staff development is the combination of educational and personal experience that contributes toward competence and satisfaction in the professional role. The Professional Development Council will assist in developing and implement relevant and timely staff development that is based on the identified needs of the individual, the building and the district.

Purpose of Professional Development Plan (PDP)

The Professional Development Plan for USD 214-Ulysses is the officially submitted plan required by state regulation to permit the use of Inservice Education for renewal of certification of employees and certified substitutes. Authority for the design and implementation of the plan is in accordance with the Kansas Professional Development Program Regulations and the Kansas Renewal Regulations. The Professional Development Plan will be used for licensure only.

The Professional Development Council will assist in:

1. developing and recommending to the Board of Education and the district administration a five-year professional development plan.
2. aligning staff development with district mission.
3. implementing school improvement plans.
4. approving individual development plans.
5. recommending or disapproving validation of points for staff development.

Professional Development Council (PDC)

A. Membership

1. A standing membership shall be composed of six (6) members.
 - a. Assistant Superintendent ex officio member
 - b. Building Level Administrator one member
 - c. High School Teacher one member
 - d. Middle School Teacher one member
 - e. Elementary Teachers two members

Additional membership will be considered by the Board of Education upon recommendation of the Professional Development Council.

2. Qualifications
 - a. Teachers shall be defined as all certified/licensed members of the USD 214 Ulysses School District who are not currently employed under an administrative contract.
 - b. Building Level Administrator shall be defined as those persons who receive an administrator's contract approved by the Ulysses Board of Education.
3. All members will received PDC training annually.
4. Selection
 - a. All new PDC members will be selected in September of each year and will attend the annual training.
 - b. Members will be selected by their representative group.

B. Offices

1. President
 - a. Presides at all regular meetings
 - b. Receives any resignations from Professional Development Council
 - c. May select designee to serve in his/her absence
2. Secretary
 - a. Keeps minutes of all meetings
 - b. Prepares minutes for distribution to all members of the Professional Development Council
 - c. Prepares and distributes in-district transcripts
 - d. Prepares a list of files for review by PDC

C. Meetings

1. An annual PDC training will take place at the beginning of each school year, reflective of KSDE requirements. This training will be held as, or as part of, the first PDC meeting of the year, and will be facilitated by the PDC president, or trained designee.
2. Monthly meetings will be held on regularly scheduled dates determined by the Council from September through May, with optional meetings in June and July.
3. Special meetings may be called by the president as needed. Meetings shall also be called by the president at the request of the majority of the Council. One week's prior notice must be given for special meeting.
4. Voting- Decisions shall be made by majority of the PDC members present, unless otherwise specified.
5. All meetings will be open.
6. Necessary clerical staff, facilities for meetings, record keeping, communication, and other necessary services of the Council will be furnished by USD 214.

D. Records

1. Minutes of all meetings shall be distributed to the PDC members.
2. Copies of records, minutes, reports, and materials submitted to the PDC will also be kept in the assistant superintendent office.

3. A master file of the Professional Development points will be maintained and stored utilizing SWPRSC professional development system software. Access to these records will be in accordance with Board of Education policy and are readily available for certified employees at www.swppdc.com.
4. Records needed for licensure will be made available to the employees upon request.

E. Amendments

1. The Professional Development Council may adopt amendments to the USD 214-Ulysses plan by two-thirds majority of the full Council, provided that these amendments have been introduced in writing at the preceding regular meeting.
2. Amendments approved by the Professional Development Council shall be submitted to the USD 214-Ulysses Board of Education for approval. The plan as approved by the USD 214 Board of Education shall then be sent to the State Board of Education for approval.

F. PDC Members Point Allotment

All PDC members will receive 10 points per year for service to the profession.

Individual Professional Development Plans (IPDP)

A. Definition

An Individual Professional Development Plan (IPDP) contains an individual's professional goals and activities related to achievement of those goals. The goals and activities reflected in the Plan are aligned with the individual's building results-based staff development plan, district goals, and/or the individual's goals for professional growth.

The Plan is developed collaboratively with the individual and his/her supervisor, and is submitted to the local PDC for final approval. Regulation 91-31-18(b) requires that building level staff development be closely aligned with the school improvement plan. It is the responsibility of the building administrator to review the individual's Plan to ensure alignment with the district, building, and individual's professional goals before approving and employee's goals and activities reflected on his/her IPDP. In this way, alignment of the IPDP with building and district goals is ensured. As per regulation 91-1-206 9(d), if a person is unable to attain approval of an IPDP through the local PDC, the person may appeal to the licensure review committee for a review of the proposed Plan. The building administrator is also responsible for review of documentation and verification of activities in which the employee participates (and resulting professional development points awarded), as well as in the alignment of those activities with the goals on his/her Plan.

An individual evaluates the effectiveness of professional development activities and reports results in several ways. The first is by signing the attendance sheet at district-wide inservices. Secondly, an individual completes activity validation forms. These forms document the logistics of the professional development and

contain a reflective component for the employee. Finally, within each building's results-based staff development plan there is evidence to note implementation and success of instructional and behavioral strategies.

B. Purpose

The purpose of the IPDP is to continue growth in the professional's grade/discipline or school improvement efforts. The plan will:

- a. assess individual needs
- b. determine individual development goals
- c. determine individual professional development strategies

C. Plan Development

All staff must have an Individual Professional Development Plan (IPDP) on file in the district office. The plan can be amended at any time during the school term.

The Individual Professional Development Plan may be obtained from the district office.

Any person who resides in the school district will be eligible to file a professional development plan with USD 214 Professional Development Council. Certified substitute on the USD 214 substitute list will be contacted regarding the filing of a professional development plan.

D. Professional Development Points

The professional development points used for renewal of a license must be earned in at least two of three areas

1. Content Endorsement Standards: Skills or knowledge required to maintain or acquire endorsements, as defined by the KSDE, via conferences, workshops, staff development or college courses.
2. Professional Education Standards: Knowledge and competencies outside content/endorsement area(s); such as: cooperative learning, classroom management, multicultural education, etc.
3. Service to the Profession: Activities that assist others in acquiring educational proficiency through instructional systems, pedagogy or content, such as: academic supervision, professional offices, publications, etc.

College credits will be converted to professional development points. One semester hour of college credit equals twenty (20) inservice points.

E. Criteria for Acceptable Activities on an Individual Development Plan

The PDC may approve inservice and workshop points for activities: according to the following table. If an inservice activity is taken for college credit, then PDC points are not permitted for that same activity.

Professional Development Plan for licensure renewal	Content	Professional Education	Service to the Profession
Level I Knowledge “What do you know that you did not know before?”	1 Contact hour = 1 Point	1 Contact hour = 1 Point	1 Contact hour = 1 Point
Level II Application “What are you doing now that you did not do before?”	2 X Original Knowledge Level Points	2 X Original Knowledge Level Points	
Level III Impact “How was the student performance improved? What has changed about the program?”	3 X Original Knowledge Level Points	3 X Original Knowledge Level Points	

F. Three Levels for Awarding Points

Professional development points are awarded according to three levels. For each of the three levels, there are *no limits* on the number of points that may be earned. No limit means that there are no caps in reference to points earned for licensure renewal. The three levels are described below:

- Level I – Knowledge
 - Points awarded on a one-point per hour basis, provided the individual verifies that he/she has learned something as a result of the inservice activity.
- Level II – Application

- Points awarded based on the demonstrated application of the information gained at the knowledge level, and for which 2 X's the knowledge-level points are awarded.
- Level III – Impact
Points awarded based on demonstrated impact of the knowledge and skills acquired, and for which 3 X's the knowledge-level points are awarded.

Licensed personnel are responsible for knowing the procedures required for gaining professional development points for licensure renewal.

**Level I Knowledge Indicators:
What do I know now that I did not before?**

(Knowledge must occur in at least two areas: content, professional education or service to the profession.)

Verification for knowledge-level points must include the following:

- In-district activities
 - Sign in sheet

- Out-of-district activities
 - Activity validation form (Form K or S completed following activity)
 - Agenda provided if requesting 5 or more points
 - One of the following
 - Copies of the meeting minutes or personal notes
 - Handouts
 - Curriculum guided or completed product
 - Log of work done as a result of activity
 - Script-tape of application of information learned
 - Copy of attendance certificate

For self-directed professional activities such as independent study, publication of articles in professional journal or other recognized publication presentation at workshops and inservices, one of the following is required. All self-directed professional activities must be pre-approved by building administration and PDC council.

- Activity validation Form K or S
- Log of dates and time spent
- Copy of product, if applicable
- Copy of agenda, if applicable

Service to the Profession = 1 point per clock hour. Service to the profession may take place during contractual time. Some examples: serving on curriculum committees, textbook adoption committee, school improvement team, PDC, holding an office or serving on a committee for an educational organization, serving on an onsite team for another school or district, etc. Paid committee membership negates the opportunity to receive PDC points.

Supervision of a student teacher will be awarded based on the actual time spent counseling, coaching or mentoring the student teacher. A log of dates and times will be necessary for documentation.

**Level II Application Indicators:
What am I doing now that is different than what I did before?**

(Application may occur in either content or professional education areas.)

Use of new knowledge and skills = 2 times the number of points earned at level 1
(Knowledge)

Verification required must include the following:

- Activity validation Form A/I
- Direct observation using trained observers or video/audio tapes
- Structured interviews between participants and their supervisors

Evidence might include such documentation as:

- Lesson plans
- Pre- and post-examples of students work
- Examination of participants' journals, portfolios or other artifacts

**Level III Impact Indicators
What changes have occurred in classroom, school, district or
among colleagues as a result of my learning?**

Organizational Change = 3 times the number of points earned at level 1 (Knowledge)

Verification required may include one of the following:

- Activity validation Form A/I
- Evidence of related district or school policy change
- Evidence of Level II application activities by others
- Revision of district, grade level, or content or curriculum

Student learning = 3 times the number of points earned at level 1 (Knowledge)

Verification required may include one of the following:

- Evidence of improved student academic performance
- Samples of positive changes in students behaviors, such as:
 - Study habits
 - Improved school attendance
 - Improved homework completion rate
 - Independent observation of positive students' classroom behavior
 - Increased enrollment in advanced classes
 - Increased participation in school-related activities
 - Decreased drop-out rates

G. Professional Development Points and Semester Credit Hours for Licensure Renewal

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 lead to increased knowledge.
- How it has been applied in practice, and
- What the results of that practice have been

According to the Kansas State Board of Education revised regulation #91-1-205C, renewal of certification/licensure based on inservice education shall meet the following requirements in a five-year period:

Certified/Licensed Staff

Highest Degree Earned	Total Professional Development Points	Locally-awarded professional development points	College Credit
Bachelors	160 points	80 points maximum	80 points minimum, (1 college credit hour = 20 points) or 8 credit hours in an approved program
Masters	120 points		1 college credit = 20 points

If an individual holds a bachelor degree, they must submit 160 professional development points earned under an approved individual development plan to renew their professional license. Half of the professional development points (80 points) must be awarded for completing appropriate college or university credit. One semester credit hour is equal to 20 professional development points. The Professional Development Council will determine the appropriateness of college credit before awarding points.

If an individual holds an advanced degree, they must submit 120 professional development points earned under an approved individual development plan to renew their professional license. The PDC will determine the appropriateness of college credit prior to awarding points. An individual with an advanced degree is not required to earn any points from completing semester credit hours. They may submit professional development points earned through any combination of semester credits and other professional development activities.

Individuals may apply semester credit hours directly to license renewal without being awarded professional development points for the credits ONLY if the credit hours are earned as part of an

approved teacher preparation program for an added endorsement area, or for a school specialist or leadership license.

The professional development points used for renewal of a license must be earned in at least one of three areas: content, professional education, or service to the profession.

H. Appeal Process:

If a person is unable to attain approval of an individual development plan through the USD 214 Professional Development Council, the person may appeal to the licensure review committee for a review of the proposed plan.

APPENDIX

**Southwest Plains Regional Service Center Professional Development
Software Users Guide**

Table of Contents

First time registration.....	2
Logging in.....	3
Transcripts.....	4
Submit Transcript / Points Request – Knowledge.....	5
Submit Transcript / Points Request – College Credit.....	7
Submit Transcript / Points Request – Application.....	9
Submit Transcript / Points Request – Impact.....	10
Submit Transcript / Points Request – Service to the Profession.....	11
Development Plans.....	12
District Chair Information.....	14
Individual Development Plan and Transcript Approvals.....	14
Edit District Info.....	16
Add / Edit Users.....	16
View Transcripts.....	18
Activity Load.....	19
Email Notification.....	20