

***Professional
Development
Plan
2018-2023***

***Attica
Unified School District 511***

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USD 511

BOARD OF EDUCATION

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Unified School District 511

PROFESSIONAL DEVELOPMENT COUNCIL 2018-2019

<u>School</u>	<u>Representative</u>	<u>Term</u>
Puls Elementary	Sheryl Grigsby, <i>3rd Grade Teacher</i> Co-Chairperson	(18-21)
Middle School	Jenn Freund, Title 1	(19-22)
High School	Mike Campbell, <i>K-12 Art Teacher</i> Co-Chairperson	(18-21)
Support Services	Heather Hutchison, SPED	(19-22)

<u>Administrative Level</u>	<u>Representative</u>	<u>Term</u>
District Superintendent:	Mike Sanders	(18-21)
Second District Administrator:	Brandy Waldschmidt, Asst Principal	(19-22)

<u>Technical Support</u>	<u>Representative</u>	<u>Term</u>
District IT Specialist:	Danton Hilton	(undefined)

Introduction

The Kansas Legislature mandates that the Kansas State Board of Education adopt rules and regulations for the administration of the “Kansas Professional Development Education Opportunities Act” and also mandates that public schools participate.

The design and implementation of this inservice plan shall be the legal authority of the Board of Education of USD 511 in cooperation with representatives of the certified personnel who are to be directly affected.

District Professional Development Plan

Attica, USD 511, Professional Development Plan Guidelines

- The purpose of the District Professional Development Plan is:
 - To advance and enhance the schools' programs of instruction.
 - To refine and extend the professional skills of the members of the teaching staff.

- Development of the Professional Development Plan
 - The Professional Development Council for Unified School District 511 exists to write, coordinate, and administer the District Professional Development Plan.

- Amending the Professional Development Plan
 - The Professional Development Plan will be reviewed at least once a year.
 - In order to amend the Professional Development Plan, the amendment will be discussed and considered during two consecutive meetings.
 - The amendment must be passed with an affirmative vote, of a simple majority, of the authorized membership of the Council present.
 - Amendments approved by the Council shall be submitted to the Attica USD 511, Board of Education for approval.

Professional Development Goals and Objectives

The essential goal of the district’s professional development program is that all staff engages in ongoing professional development based on outcomes identified in the school improvement plan, the results-based staff development goals, and district improvement goals, thus ensuring continuing improvement and enhancement of the programs of instruction that the schools of the district provide for its students.

The instrumental goal is to provide the opportunity and the material resources which enable participants to constructively engage in activities, which lead to both advancement of the instructional programs of the district and advancement of professional skills and knowledge of its professional educators. Based on Kansas Education Systems Accreditation (KESA) and staff input, the following district goals and revised objectives will be in effect.

<u>Goals</u>	<u>Objectives</u>
USD 511 staff will engage in ongoing professional development in the following areas:	USD 511 will demonstrate growth in targeted areas identified in school improvement plans. These targeted areas may include but not limited to:
1. Effective Schools Initiatives	<ul style="list-style-type: none"> A. School Improvement Processes B. School Improvement Committees C. School-Community Relations D. Positive Behavioral Interventions & Supports (PBIS) E. Multi-Tier Systems of Support (MTSS) F. Drug Free Schools G. Crisis Management/Safety
2. Outcomes Education	<ul style="list-style-type: none"> A. KESA Accreditation B. Professional Learning Communities (PLC) C. Formative Assessment D. State Assessment E. Performance Assessment
3. Curriculum	<ul style="list-style-type: none"> A. Curriculum Development B. Assessment Development C. Integration of 21st Century Skills <ul style="list-style-type: none"> C.1 Soft Skills: (The 4 C’s) C.2. Critical Thinking, Cooperation, Collaboration, and Creativity. D. Integration of Kansas State Standards
4. Teaching/Learning Strategies	<ul style="list-style-type: none"> A. Clinical Teaching Models B. Peer Coaching C. Differentiated Instruction D. Cooperative Learning E. Technology Integration F. Instructional Model

PDC Points

- All points earned during an educator’s active license period will remain in effect until their expiration and may be used for recertification or movement on the salary schedule as defined in the Attica, USD 511 Negotiated Agreement.
 - Points will be awarded as
 - Level 1 – Knowledge – One hour of “seat time” equals one inservice point. Hours are rounded up to nearest quarter hour.
 - Level 2 – Application – 2 times Knowledge points
 - Level 3 – Impact – 3 times Knowledge Points
 - One semester of college credit shall count as 20 professional development points.
 - 20 professional development points shall count as 1 college credit on the salary schedule, unless college credit is awarded with the professional development at a different rate.
 - Points shall be counted as (1 hour = 1 point) out-of-class work.
 - Knowledge level points do not have to be earned during the same licensure period that application or impact level points are earned.
 - Professional development points used for renewal of a license must be earned in the areas of:
 - **Content** standards for your endorsement field(s) *as well as in one of the following additional areas:*
 - **Professional** Education standards (pedagogy) or
 - **Service** to the profession.
 - Knowledge level points earned under “Content” and “Professional Education” may be used as baseline points for application and Impact level points.
 - Points for “Service to the Profession” may only be counted at the Knowledge Level.
 - Proper documentation as listed must be presented to receive points.
 - There are no limits to the number of points that may be awarded at any level.
 - Points for "Service to the Profession" may be awarded for professional development presentations each time they are given.
- The individual must verify professional development points earned during the term of the license that is being renewed. Therefore any points awarded for the activities OR for semester credit hours must have been earned during the five-year current professional license period. However, knowledge points that are used as the baseline

to award application or impact points may have been earned during previous licensure period. The application or impact points must have been earned during the licensure period being renewed. Regulation 91-1-205(b)

PDC Points (continued)

1st Step: Choose area

2nd Step: Determine level

Content Area	Professional Education	Service to the Profession
Knowledge: 1 point = 1 contact hr. Application: 2 x Knowledge points Impact: 3 x Knowledge points	Knowledge: 1 point = 1 contact hr. Application: 2 x Knowledge points Impact: 3 x Knowledge points	Knowledge: 1 point = 1 contact hr. Application: No points awarded Impact: No points awarded

Areas:

- **Content** – The skills and knowledge required for the specific content endorsement in Kansas.
- **Professional Education** – Specific knowledge, competencies, and skills necessary to perform in a particular education role or position in the state of Kansas.
- **Service to Profession** – 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.

Levels:

- **Knowledge** – Gain/increase awareness and knowledge of instructional strategies related to building / individual / district goals.
- **Application** – Use instructional strategies in the classroom related to building/individual/district goals.
- **Impact**- Impacts and improves student performance and/or behavior through implementation of instructional strategies related to building/individual/district goals.

Documentation Accepted for PDC points

Level 1: Knowledge Learning = 1 point per clock hour

Must include the following:

- **In district inservice:**
 - Signature on district roster that shows dates and times of workshop.
- **Out of district inservice:**
 - Verification of attendance by presenting documentation from workshop to your PDC representative.
 - Completion of the Knowledge Validation Form on Frontline, and marking the activity complete.

Points will be awarded after documentation has been verified and the Knowledge Validation Form has been completed and the form Marked Complete.

Work days, not including professional development, for which a person receives a supplemental stipend will not be granted professional development points.

Level 2: Application Use of New Knowledge and Skills = 2 x Knowledge pts.

Must include at least one of the following:

- Direct observation using trained observers or video/audio tapes.
- Structured interviews with participants and their supervisors.
- Lesson plans and examples of student work selected throughout an appropriate period of time for the material covered.
- Sample of participant's journals, portfolios or other artifacts.

Points will be awarded after documentation has been verified and presented to the PDC.

Level 3: Impact Organizational Change = 3 x Knowledge pts.

Must include at least one of the following:

- Evidence of improved student academic performance.
- Samples of positive changes in students' behaviors over an appropriate period of time for the material covered, including: improved attendance; higher homework completion rates; independent observation of positive student classroom behaviors; increased enrollment in advanced classes; increased participation in school-related activities; or decreased dropout rate.
- Documentation of related district or school policy change.
- Revision of district, grade level, or content area curriculum.
- Evidence of application by others.

Points will be awarded after documentation has been verified and presented to the PDC.

Earning of Specialized In-service Education Points

The following specific activity has a limited point total:

Projects,

- May apply for a maximum of 60 points per project.
- Points awarded upon completion of the project.
- *Each project:*
 - must be original
 - must be above and beyond regular classroom duties
 - must stimulate student motivation
 - will be used in the classroom or stem from activities already used in the classroom
 - can be shared with other educators
 - must have documentation and may be asked to present to the PDC.
- *Project points shall be counted as (1 hour = 1 point) out-of-class work up to the limit.*

Example on How to Accumulate Points through Levels

How Ms. Goodteacher Earns Professional Development Points at 3 Levels...

Ms. Goodteacher attends a staff development activity for six hours and verifies that she has gained knowledge because of her participation. She is awarded 6 professional development points.

After enough time has passed for Ms. Goodteacher to verify that her teaching has consistently changed because of what she has learned, she is awarded 2 times the knowledge points or 12 points. These 12 points are added to the original 6 points for a total of 18 points.

As time passes, if Ms. Goodteacher is able to verify that student learning has improved as a result of the changes in her classroom, she is awarded 3 times the original knowledge level points or 18 points. These points are added to the baseline 6 points earned at Level 1 and the 12 points earned at Level 2 for a total of 36 points.

Approved PDC Points will be added to education credits and will count towards movement on the pay scale per the negotiated agreement.

Guidelines for Submitting/Requesting IPDP Points, College Credit

Individual Professional Development Plan (IPDP)

- Any educator who is employed by or who works or resides in USD 511 is eligible to file an Individual Professional Development Plan (IPDP) with USD 511's PDC for the purpose of renewing a license.
 - As the result of cooperative planning with a designated supervisor, the educators will submit the IPDP - Individual Professional Development Plan on-line at www.mylearningplan.com at the start of the school year. **(See Appendix A)**
 - An IPDP may be amended at any time before expiration. The procedure is the same as for the original IPDP.

Individual Professional Development Plan and Forms

- Assistance with IPDP and Forms
 - The Professional Development Council member in each grouping (Elementary, Middle School, High School, SPED) is the best resource for assistance with IPDP, forms, evaluations and answering questions about the District's Professional Development Plan. In the absence of your grouping member, seek another member if you need immediate assistance.

Staff Development Activities

- Any individual with an IPDP may request to attend or participate in staff development anytime during the year.
 - After the completion of the activity, the individual may request PDC points by submitting the appropriate forms for the various levels of points. **(See Appendix B)**
- Before the PDC member reviews the activity for points the individual must:
 - Send any support documentation to the PDC member.
- The PDC will review the activity to specifications and documentation set in the USD 511 Professional Development Plan and in line with the state regulations.
 - Upon approval of the documentation, points will be entered on-line.
 - If the activity is disapproved, an appeals process may be setup with the local PDC, and put to a vote of the entire council, with the council vote being the final determining factor.

College Classes for Relicensure and Salary Advancement

- The PDC must approve college classes completed within 5 years, unless part of an approved licensure program for an additional endorsement area, so that they may be used for relicensure. The *College Hours Award Credit* form must be submitted online to the PDC **after** the course is completed. **(See Appendix C)**
- The PDC is not involved in the **granting** of salary movement. **For salary movement, an *Application for Approval of College Hours* form must be filled out, and submitted to the District Superintendent. It is strongly recommended that teachers verify with PDC that class credits will count toward PD points before attending College Classes.** Contact the District Board Clerk concerning this procedure for salary movement.

Guidelines for Submitting/Requesting IPDP Points, College Credit (continued)

Certified Transcript

- Request for Certified Transcript
 - Submit a request for a transcript to the District Professional Development Council at least 14 days prior to your filing date. You are responsible for seeing that the transcript is sent to the Kansas State Department of Education.

State Guidelines for Licensure Renewal

Licensure Renewal Requirement

- The local Professional Development Council must approve all professional development points - including college credit. All certified personnel must have an **Individual Professional Development Plan (IPDP)** on file with PDC to earn professional development points through Frontline (MyLearningPlan.com)
- Renewal activities must be completed during the term of the license.
- Renewal applications can be submitted not more than six months prior to expiration.
- No “masters plus experience” renewals will be allowed for graduate degrees earned after July 1, 2003.
- The total number of credits or professional development points required is based on level of degree held.

Bachelor’s degree	160 professional development points, half (80) of which must be college credit hours.
Master’s degree	120 professional development points – no specific college credit requirement. Points may be earned through any combination of college credit and other activities.

Retired Educators

- Any retired educator taking part in an educational retirement system in any state can renew by completing half of the professional development points specified in the regulations.

Substitute License

- A five year substitute license may be renewed with 50 professional development points.
 - Points for renewal must be earned in at least one of the three areas:
 - **Content** standards for your endorsement field(s);
 - **Professional** Education standards (pedagogy) or
 - **Service** to the profession.
 - College credit, without PDC approval, may be allowed only if it is part of an approved licensure program for an additional endorsement area.
 - The professional must submit an application for renewal to the Kansas State Department of Education along with the licensure fee, verification (official transcript of activities) that the person meets the minimum professional development points required by the state and/or completion of the National Board Certification.

USD 511 Summary

Professional Development Program Requirements	Individual Focus	Building Focus	District Focus
How is the Professional Development program aligned with the mission, academic focus, and school improvement plan?	Individual priorities come from the professional teaching standards, and identified skills needed to improve student learning.	Building-level priorities flow directly from building improvement targets that are identified by examining students' academic achievement data related to academic standards.	District priorities flow directly from the mission and academic goals established by the Board of Education (BOE). These include graduation requirements and exit outcomes.
Who decides what the focus for staff development will be?	The individual licensed professional in collaboration with his or her designated supervisor.	Building staff, administration, parents, and other representatives of the particular school's community.	The local Board of Education (BOE) and the District Accreditation (KESA) team.
How is the focus of staff development determined at each level?	Based on individual needs identified through an analysis of staff skills related to student needs and licensure renewal requirements that include professional teaching standards as well as evaluation results. Each teacher should set two development goals annually.	By comparing desired student academic targets or goals to actual student performance. This is called identifying the achievement gap and includes analysis of the achievement of particular student groups.	The needs of the district are identified through collaboration with each school's staff, administration, and community leaders and for accreditation. The district needs are then determined by the schools' needs.
How are the goals written to meet a results-based focus?	Goals are written based on individual needs and professional teaching standards. Goals address 3 levels: knowledge, application, and impact. Goals address individual needs related to content, endorsement and professional education standards as well as service to the profession.	Building goals are established as a result of the KESA process needs assessment. The needs assessment reviews achievement and behavior data, surveys, and individual teacher goals.	District goals are based upon identified standards of performance for students at each academic level. The local BOE establishes district goals as a result of the KESA process with cooperation of the district's accreditation team, building action plans, and assisting in creating individual teacher goals.

USD 511 Summary (continued)

Must include the following:

<p>What activities / actions are present at each level to accomplish staff development priorities?</p>	<p>Level 1: Knowledge Learning = 1 point per clock hour</p> <p>In district inservice:</p> <ul style="list-style-type: none"> ● Signature on district roster that shows dates and times of workshop. <p>Out of district inservice:</p> <ul style="list-style-type: none"> ● Verification of attendance by presenting documentation from workshop to your PDC rep. ● Completion of the Knowledge Validation Form on Frontline (MyLearningPlan.com), and marking the activity complete. <p><i>Points will be awarded after documentation has been verified and the Knowledge Validation Form has been completed and the form Marked Complete.</i></p> <p><i>Work days, not including professional development, for which a person receives a supplemental stipend will not be granted professional development points.</i></p> <p>Level 2: Application Use of New Knowledge and Skills = 2x Knowledge pts.</p> <p style="text-align: center;"><i>Must include at least one of the following:</i></p> <ul style="list-style-type: none"> ● Direct observation using trained observers or video/audio tapes. ● Structured interviews with participants and their supervisors. ● Lesson plans and examples of student work selected throughout at least one semester. ● Sample of participant’s journals, portfolios or other artifacts. <p><i>Points will be awarded after documentation has been verified and presented to the PDC.</i></p> <p>Level 3: Impact Organizational Change = 3 x Knowledge pts.</p> <p style="text-align: center;"><i>Must include at least one of the following:</i></p> <ul style="list-style-type: none"> ● Evidence of improved student academic performance. ● Samples of positive changes in students' behaviors over a period of at least 1 academic year, including: improved attendance; higher homework completion rates; independent observation of positive student classroom behaviors; increased enrollment in advanced classes; increased participation in school-related activities; or decreased dropout rate. ● Documentation of related district or school policy change. ● Revision of district, grade level, or content area curriculum. ● Evidence of application by others. <p><i>Points will be awarded after documentation has been verified and presented to the PDC.</i></p>
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USD 511 Summary (continued)

<p>How are measures of the impact of staff development priorities at each level determined?</p>	<p>Impact is measured through:</p> <ol style="list-style-type: none"> 1. Assessment of students’ academic performance on specific academic targets annually. 2. Analysis of related student behaviors annually. 3. Analysis of teachers’ implementation and effective use of related knowledge and skills through surveys given each academic year.
<p>How are inservice points assigned?</p>	<p>There are no limits to the number of points that may be awarded at any level.</p> <p>Level 1: One hour of inservice equals one inservice point.</p> <p>Level 2: 2 x Knowledge points</p> <p>Level 3: 3 x Knowledge points</p>
<p>Who reports what staff development results to whom, when, and in what manner?</p>	<ol style="list-style-type: none"> 1. Individual teachers share evidence related to each level with his/her designated supervisor when IPDP points receive initial validation. 2. PDC results will be shared with administration through web-based reports. 3. Results are reported to the BOE annually.
<p>How has PDC representation been chosen?</p>	<p>To build continuity across the district, USD 511 PDC is made up of one member from each elementary, middle, high school, school support services, and an administrator. Because this is mandated by the state, if there are no qualified volunteers, then the district reserves the right to appoint people to this council. This body comes together regularly to chart district direction and to do the work of the PDC. This group is comprised of district administrators. This body has developed guidelines and procedures for the operation of the professional development system, including the approval and disapproval of points for licensure renewal and salary movement.</p>
<p>When was the plan adopted by the local BOE?</p>	<p>BOE Approved: 10 December 2018</p>

Professional Development Council Design

Council Purpose

- The Professional Development Council for Unified School District 511 exists to write, coordinate, and administer the Professional Development Council inservice plan.

Council Responsibilities

- Develop a local in-service plan for staff development that is approved by the local school board of education and that meets the criteria established by the Kansas State Board.
 - These criteria are:
 - Establishment of a Professional Development Council.
 - An assessment of inservice needs through input from the USD 511 Accreditation (KESA) Committee
 - Identification of goals and objectives based on these needs.
 - Identification of activities based on these needs.
 - Evaluation criteria for these activities.
 - Implementation for a procedure for awarding professional development points.

Council Membership

- **District-level PDC**
 - Membership of the Council will be representative of the educational certified or licensed personnel.
 - Membership will include at least one more teacher than administrators which are selected in-part by the group they represent.
- **The Membership will consist of:**
 - One teacher from the elementary school, and one from middle school, and one from high school who are selected from a pool of volunteers, by district superintendent, and approved by the school board.
 - One teacher selected from the special education cooperative faculty or other support service staff member.
 - The District Superintendent and/or designated administrator.
 - District Administration will only have one vote, regardless of the amount of members on the council from administration, with the exception of breaking a tie.
 - The district IT specialist will serve as a tertiary PDC tech assistant.
- **Term of Membership**
 - Council members will serve a term of three (3) years beginning with the final meeting of the year, with a suggested term limit of two consecutive terms.
 - New members will be invited as non-voting members to the final meeting of that school year.
 - All members will receive annual training at the beginning of each school year from a trained PDC member.

Professional Development Council Design (continued)

- **Transfer of Members**
 - When a transfer of faculty occurs causing a shift in PDC membership by building and double representation at the building, the member with the longer remaining term stays on the council. A flip of the coin decides when remaining terms are equal.

- **Attendance**
 - The Professional Development Council shall have the right to review a member's representation after absence from three (3) regularly scheduled meetings. Such review may result in a request for a replacement from that member's respective group.

- **Stipend**
 - The Professional Development Council shall receive a supplemental stipend in accordance with the Negotiated Agreement.

- **Vacancies**
 - Should a vacancy occur prior to the end of a term, the group represented will designate a person to complete the unexpired term.
 - For vacancies at the end of the year, district administration will seek volunteers and choose member(s) from the pool of volunteers to seek approval from the school board. If there are no volunteers, or not enough volunteers to fill vacancies, then the district superintendent will nominate people to fill positions.
 - Efforts should be made to avoid having all members leave at the same time. USD 511 PDC committee will reserve the right to retain at least one member per year to avoid completely changing membership in one calendar year.

- **Elections**
 - At its final meeting of any school year, the Council will elect from the membership a chairperson and a secretary. These officers will perform the duties ordinarily expected of such office and serve in the elected capacity until the final Council meeting of the succeeding school year.

- **Council Management**
 - Meetings
 - A tentative schedule of meetings for the upcoming year will be set at the last meeting of the current school year.
 - The chair may cancel scheduled meetings and/or call special meetings with 48 hours advance notice required.
 - All meetings of the Council will be posted on the district inservice calendar and are public and open to whoever wishes to observe.

Professional Development Council Design (continued)

- Except on request of the chair, nonmembers may address the Council only if their desire to do so has been made known to the chair prior to additions being made to the agenda at the opening of the meeting and only within such time limits as may be set by the chair and/or the Council.
- Decisions
 - The decision of the Council will be indicated by an affirmative vote, of a simple majority, of the authorized membership of the Council present.
 - Consensus (unanimous consent) may be recognized and stated by the chair as the decision of the Council where a simple majority of the authorized membership is present, provided no member requests a formal vote.
- Agenda
 - Members and others wishing to set matters before the Council are urged to make such desires known to the chair in a reasonable time frame prior to the meeting in which they wish these matters discussed.
 - The first action of the Council at any meeting will be to review any tentative agenda and to approve an agenda for that meeting.
- Record of Meeting
 - The secretary will make record of all Council meetings, such record to include:
 - date, time and place of meeting
 - list of members present
 - statement of all formal actions to include the means by which taken consensus or vote.
 - The secretary will send minutes to each member of the Council within a reasonable time following any meeting and not later than the issuance of a call of the Council to a further meeting.

Responsibilities of Elected and or Appointed Officers

- *Chairperson*
 - Presides at all regular meetings and all special meetings.
 - Represents the Professional Development Council at all appropriate public functions or appoints a Professional Development Council member to represent the council.
 - Receives all resignations from Professional Development Council members.
 - Provides notice to the various categories represented on the Professional Development Council when elections and vacancies occur.

- *Secretary*
 - Keeps records of minutes of all meetings.
 - Prepares an agenda for all meetings to be distributed at least five (5) days in advance.
 - Provides for notification of all meetings.
 - Distributes the minutes to all members of the Professional Development Council, Board of Education, District Office Staff and Licensed staff.
 - Maintains all Professional Development Council minutes, Individual Development Plans, correspondence, and all other pertinent documents.
 - Informs the Professional Development Council of active/inactive status of Individual Development Plans of all participants.
 - Fulfills all the duties of the chairperson in the chairperson's absence.
 - Carries out all other duties assigned by the chairperson.

- *Council as a Group*
 - Establishes yearly council tasks and timelines.
 - Meets quarterly to fulfill PDC commitments.
 - Brings PD ideas, wants, and concerns from the faculty to the committee meetings and discusses options with Administration and School Board as needed.
 - Finds meaningful ways to ensure that PD aligns with accreditation, district goals, and individual goals.

Logistical Concerns

Term of Office

All officers shall hold office for one (1) year. They may be re-elected to serve a successive term in an office. Council chair will be a certified teacher and not an administrator. Selection of officers will be chosen by council vote at the last meeting of each school year and will take effect July 1st of the following school year.

Resignation

Chairperson or Secretary may resign from office at any time, provided a letter of resignation is submitted to the Professional Development Council.

Vacancies

Vacancies in officers' positions will be filled by a majority vote of those members of the Professional Development Council present at the meeting at which any resignation is effective, provided a quorum is present.

Conflict of Interests

Members should abstain from voting in measures that personally impact themselves.

Resolution of Voting Ties

If there are two administrators in the district, the second administrator's vote will be the tie-breaker. In the event that a second administrator is not available, the President or Vice President of the School board will be asked to break the tie.

Appendix A

Step-By-Step Guide

Individual Professional Development Plan (IPDP)

Submitting an Individual Professional Development Plan (IPDP):

- On the USD 511 homepage under the “**USD 511**” tab click the “*Frontline Education*” link or open the internet and go to <https://login.frontlineeducation.com/login?signin=099a00aa7dcd651bc54256b82855ed27&productId=pd&clientId=pd#/login>
- Complete the Log In information on the main screen; your “**user name**” is your complete USD 511 e-mail address. Example: first.lastinitial@usd511.org. Or the e-mail address you have given the PDC Team. The “**password**” is: _____, then click the “Log In” button to enter the site.
- On the left navigation, click on “My User Profile” to verify your account information and preferences are accurate. Make any changes and submit the online form. You will receive a “Form Saved” message confirming success.
- Click on “IPDP Form” and complete your “Individual Professional Development Plan”. **Highlight In-Service Goals, etc. copy and paste into respective boxes.** You will receive a “Form Submitted” message confirming success. **Each time you renew your license you will need to submit a new IPDP.**
- From the main “*Learning Plan*” screen, you can also:
 - Browse the District Catalog/Calendar –
 - Click the “District Catalog” link or the “Calendar” link.
 - Browse the district offerings and click the title of an activity if you are interested in participating.
 - Click the button to request approval/sign up for the activity.
 - Complete the form (if necessary) and submit it.
 - The activity should then be available in your “My Current Activities” box in the appropriate status.
 - Submit a Form –
 - Click the appropriate form on the left side.
 - Complete the form. Submit the form.
 - View your Portfolio –
 - Click the My Portfolio Link to view all of your professional development.
 - Use the Left Navigation to view your activities based on different criteria.
- For further details on using this and other functions of MyLearningPlan.com, you can access tutorials, how-to’s, and other resources, click the (?) at the top on the left.

Request for Points

Submitting a Professional Development Request for Points: After you have attended a workshop, conferences etc. submit this form to request in-service points. After you have submitted the request, the online form is routed for approval. To receive **Final Approval**, you **MUST submit documentation verifying attendance for sessions attended to your PDC building representative.**

This form is used for workshops, conferences, not listed in the catalog or sponsored by the district. To use it:

1. Log into Frontline (MyLearningPlan.com)
2. Click the Prof. Dev. Request form listed under the Fill-In Forms on the left menu
3. Complete the form
4. Click submit
5. If submitted successfully, you will receive a Form Saved message

After submitting a “*Professional Development Request for Points*” you will **NOT** receive **IPDP Points until the “*Professional Development Request for Points*” is Marked Complete.**

So, it should go something like this from start to finish:

1. You attend a workshop or conference.
2. You submit a “*Professional Development Request for Points*”.
3. Your form gets approval from the appropriate admin, PDC rep etc.
4. The request will then show up in your “*My Requests*” folder on MLP as *Approved and In Progress*.

(Reminder) To Receive Final Approval AND IPDP Points you MUST ...

5. Complete the *Knowledge Validation Form* and,
6. **Important step**, Mark the activity Complete and submit for final approval.
7. Final approver (the PDC) reviews and approves. Your record is complete and can be viewed in your portfolio.
8. Once Final Approval has been given, the IPDP points will show on your transcript.

Submitting a Request for College Credit

For District Salary Increment you will need to fill out additional paperwork with the District Office.

Submitting a Request for College Credit: All classes taken for College Credit must have a ‘Prior Approval for College Credit’ form filled out and submitted to the Superintendent for approval, before the class is taken.

After you have completed the College Course, log into MLP and complete the application for College Credit form located on the left. After you have submitted the request, the form is routed for approval.

This form is used for College Credit

1. Log into MLP
2. Click the College Course form listed under the Fill-In Forms on the left menu
3. Complete the form
4. Click submit
5. If submitted successfully, you will receive a Form Saved message

After submitting a “*College Hours Award Credit*” form you will **NOT** receive **IPDP College Credit hours until the “*College Hours Award Credit*” form is Marked Complete.**

So, it should go something like this from start to finish:

1. You request a Prior Approval for College Credit, attend the College Class.
2. You submit a “*College Hours Award Credit*” form for approval.
3. Your form gets approval from the appropriate admin, PDC rep etc.
4. The request will then show up in your “*My Requests*” folder on MLP as *Approved and In Progress*.

(Reminder) To Receive Final Approval and IPDP College Credit points you MUST

5. Complete the evaluation/validation form and,
6. **Important step**, mark the activity complete and submit for final approval.
7. Final approver (the PDC Committee) reviews and approves. Your record is complete and can be viewed in your portfolio.
8. Once Final Approval has been given, the IDP College Credit points will show on your transcript.