

USD 273 Staff Development Guidelines

Professional Development Plans

All staff members will have a Professional Development Plan (PDP) on file with their supervisor. Pre-approval is required for all college hours and PDP points.

College Credit Guidelines

Each college or university semester credit earned with a grade of C or better as part of a USD 273 approved degree program counts as 20 inservice points. Semester hours earned with a C or better outside a degree program may count as 20 points per/hour if approved as directly applicable to the employee's current responsibilities.

PDP Points - General

Inservice opportunities such as workshops, seminars, etc., generate employees one PDP point per hour. Other professional presentations or activities like onsite visits to successful programs and supervising a student teacher are limited to 75 points within five years. Independent study, such as travel related to assignment, research, or grants require oral/written feedback. A maximum of 75 points are allowed per five-year period, for these activities. Advanced approval is required for points related to making presentations.

Two hours of preparation is allowed for each hour of presentation. Points for "implementing" workshop ideas range from one to three (1-3) depending on the length of the workshop. A one to nine hour workshop provides one point implementation. A ten to nineteen hour workshop provides two points for implementation. Points allowed for building committee work are limited to 100 in a five year period. Points allowed for district committee work are limited to 100 in a five year period. A transcript of earned PDP points is maintained at the USD 273 Board of Education Office.

PDP Points - License Renewal

The Kansas State Department of Education allows for renewal of teaching and administrative licenses through a combination of college credits earned and/or PDP points earned. A limit of 100 points is allowed for committee work during the effective life of a current certificate.

Note: Newly hired licensed staff can submit to the superintendent PDP points from their previous employer. USD 273 will recognize these PDP points if they are earned during their license dates and are accepted for re-licensure only.

PDP Points - Certified Personnel Salary Incentives

The USD 273 Board of Education included the use of approved PDP points for movement on the teacher pay schedule beginning with the 1995-96 school year. Any combination of professional staff development points, and/or college hours that equal 300 points over the previous column allows a person to move to Column B, Column D, or Column E. Each inservice hour equals one point. Each applicable college hour equals 20 points. Multiply college hours times twenty, and add the inservice points for a total of 300. Advancement to Column C requires a Master's Degree in an area related to the teacher's assignment. In Column B, a person will have to have at least 4 college hours gained between their current certificate's effective and expiration date. Only inservice points gained after August 1, 1994, will count toward the 300 points. College hours that have not been applied to any present column would count toward the 300 point total. A limit of 100 points is allowed for building committee work for each move on the salary schedule. A limit of 100 points is allowed for district committee work for each move on the salary schedule. Any movement on the schedule results in a loss of accumulated points, unless it's a change in position or job title.

PDP Points - Classified Personnel Salary Incentives

The USD 273 Board of Education took action, June 8, 1998, to implement enhancement of salaries for classified personnel. The plan was patterned after the incentives included on the teachers' salary schedule for movement based upon PDP points earned. The pay increases for secretaries, teacher aides and custodians are limited to three 5% increases for each 150 approved Professional Development Plan points, eight (8) approved college credits, or combination of the two. Paraeducators are limited to three 5% increases for each 300 approved Professional Development Plan points, fifteen (15) approved college credits, or a combination of the two. The 5% increase is in addition to the average percentage as calculated for teachers. All points earned must apply directly to the current position held by the employee and be approved by the employee's administrator. Pre-approved college credits are equal to twenty PDP points each. All points must be earned after June 1, 1998, or date of hire if hired after that date. PDP generated pay increases result in a loss of accumulated points. PDP points and/or college credits begin to accumulate at the beginning of the new contract year.

Note: Initial salaries for classified personnel are established by the administrator of the assigned program and the superintendent, and approved by the Board of Education at the time the initial contract is approved. Any individual transferred to a significantly different position may be eligible for three additional increases in the new position. *An individual earning a significant position change (i.e., from a paraeducator to a teacher) will not result in a loss of accumulated points.*

PDP Points - Administrators and School Psychologists Salary Incentives

The USD 273 Board of Education took action, June 8, 1998, to implement automatic enhancement of salaries for administrative personnel and school psychologists. The plan was patterned after the incentives included on the teachers' salary schedule for movement based upon PDP points earned. The automatic pay increases are limited to three 5% increases and cannot be awarded within three years of the previous increase. For each 300 approved Individual Development Plan points, fifteen approved college credits, or combination of the two above. This shall be effective at the start of the 2014-2015 school year. The 5% increase is in addition to the average percentage as calculated for teachers. All points earned must apply directly to the current position held by the employee and be approved by the employee's administrator. Pre-approved college credits are equal to twenty PDP points each. All points must be earned after June 1, 1998, or date of hire if later than that date. PDP generated pay increases result in a loss of accumulated points. PDP points and/or college credits begin to accumulate at the beginning of the new contract year.

Note: Initial salaries for administrators and school psychologists are established by the administrator of the assigned program and the superintendent, and approved by the Board of Education at the time the initial contract is approved. Any individual transferred to a significantly different position may be eligible for three additional increases in the new position.

PDP Points - Substitute Teachers

Persons working for USD 273 as substitute teachers may attend staff development activities sponsored by the district. They may also have the district maintain a PDP in their name for the purpose of relicensure.

PDP Points – Important Dates

PDP Year, August 1 – July 31

Submit letter of intent to move on pay scale by **March 15** to the USD 273 Superintendent of Schools.

KESA:

Annual Report data, reported to the Kansas State Department of Education each year, is a part of the KESA requirement for schools. This Annual Report requests information concerning results-based staff development and staff levels of implementation. Also required under the school accreditation program is the evaluation of results-based staff development plan as it relates to the School Improvement Plan.

Professional Learning Communities

Professional Learning Communities at each building are responsible for developing the "strategies" that will be utilized to achieve the goal of each targeted area. Staff development is, of course, an important component of many strategies. PLC's provide direction related to effective staff development activities as part of the School Improvement Plans they generate. Recommendations should be compatible with the staff development recommendations made as part of the curriculum revision process.

Beloit Instruction & Curriculum Committee/PDC

Listed as one of the functions of the Beloit Instruction & Curriculum Committee is to serve the dual role as the Professional Development Council. BICC members receive PDC training annually, usually during the summer. Recommendations for staff development as it relates to curriculum, instruction, and assessment should be considered by each sub-committee. Their recommendations should be included as the sub-committee chairs report on the progress of curricular revisions. Final staff development recommendations need to be approved by BICC/PDC, along with the adoption of the curriculum revisions and resources.

Professional Development Council (PDC)

Our local Professional Development Council is the committee charged with approving Professional Development Plans. USD 273 is part of the inter-district consortium known as the Smoky Hill Educational Service Center Regional Professional Development Council. While local district flexibility is permitted, the Regional PDC helps us to "identify, organize, and promote professional activities that are based on sound principles of staff development."

Building, District, Individual Guidelines

Each building establishes their own staff development priorities while keeping building and district goals in mind. Individuals may include personal/ professional goals in developing their Professional Development Plan. However, individuals must consider the building and district goals in designing a personal plan.

Role of Employee Council

The Employee Council is consulted on professional development concerns regarding possible changes to the pay scale. Recommendations are voted on by all employees and the results are communicated to the Board of Education.

The following Guidelines are for PDP awarding points. If inservice is required and/or during a work day, certified and classified staff will be paid and acquire inservice points. If the inservice is not required, only PDP points will be awarded.

GUIDELINES FOR PROFESSIONAL DEVELOPMENT PLAN POINTS

- A. College Courses related to assignment
Each 1 Semester College Hour 20 points

- B. Out of District Inservices**
*Workshops, seminars, clinics,
conventions, conferences, lectures* *1 point per clock hour*

- C. Local Inservices** *1 point per clock hour*

- D. Committee Points**
 - 1. *Building Committees* *Maximum 150 points/5 year period*
 - 2. *District Committees* *Maximum 150 points/5 year period*

****Paid committees (i.e. BICC) will NOT be awarded inservice points**
*****Building committees include PLC, Character Ed and BLT**

E. Professional Activities or Presentations - Maximum of 100 points within 5 years.
Advanced approval of supervisor required.

- 1. *Observation of programs related to the educational setting* *1 visit / 1 point*
- 2. *Visits to other schools* *1 hour / 1 point*
- 3. *Supervision of student teacher/practicum student* *1 week/1 point*
- 4. *Presentations* *See Section G Below*
- 5. *Publication of professional articles in professional journal or other recognized publication.* *See Section H Below*

F. Independent Study - Maximum 75 points within 5 years. Advance approval of supervisor is required. Oral or written feedback required.

- 1. Independent study in content area or pedagogy.
- 2. Travel related to assignment. (ie. Spanish teacher travel to Spain)
- 3. Independent project/research. (ie. Scientific research related to curriculum)
- 4. Grant writing.

NOTE: Points for independent study, travel and independent projects/internet research will be awarded based upon a product (presentation, report, etc.) as pre-approved by the administrator.

G. Workshop Presenter - Advance approval of supervisor is required.
 Two hours preparation work for each hour presentation. (i.e. 1 point per hour of presentation; 2 points per hour of preparation for preparation).

H. Publication of professional articles in professional journal or other recognized publication. Maximum 75 points within 5 years. Based on length of publication. (i.e. 1 point per 250 words of publication).

I. Initial licenses with issue dates of July 1, 2017 or after require the holder to complete a State approved Kansas Model Mentor and Induction Program before acquiring a professional license. Mentors and Mentees may receive up to 20 points per year for the required two years as they follow state protocol.

IMPLEMENTATION POINTS

Workshops and other such activities utilized for PDP points may be awarded implementation points, as documented on the PDP, according to the following schedule:

Workshop attended for	Implementation Points
1-9 Hours	1
10-19 Hours	2
20+ Hours	3

Example:

Workshop X -- October 10, 2008 through October 11, 2008

Total Hours 12

Expected Points 12 workshop hours + 2 implementation points = 14 total points

Approved by BOE: 09/26/2018

Amended by BICC: 03/26/2019

Approved by BICC: 04/24/2019

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