



USD 336

**Professional Development Handbook
2016 - 2017**

Holton Public Schools
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DISTRICT/BUILDING INSERVICE DATES FOR 2015 – 2016

Location: Will vary

Dates: The district and/or building will conduct professional development activities on the following dates:

August 17th, 2015 (6 hours)
September 28th, 2015 (6 hours)
January 18th, 2016 (6 hours)
April 15th, 2016 (6 hours)
May 26th, 2015 (3 hours)

PDC MEETING & DEADLINE DATES 2015 -2016

Professional Development Council (PDC) Year – August 1, 2015 to July 31, 2016

PDC meetings will be held on the first Monday of each month at 3:45pm. The locations of these meetings will be subject to change.

I. PROFESSIONAL DEVELOPMENT PURPOSE

Mission

It is the fundamental belief that all certified personnel in the district of 336 will increase their knowledge and develop their professional skills with the aim of enhancing learning for all students.

Overview

Professional development is a process of planned growth and change, through which individuals within the organization and the organization it work toward identified professional development goals in support of better learning for students. A needs assessment based on evidence gathered systematically in classrooms and on district and state assessments, provides the baseline knowledge about student performance data. After analysis has yielded specific information about student learning, district and building targets for professional development are determined. The staff development plan requires that professional development be designed to provide educators with the skills (content and pedagogical knowledge), opportunity, and resources necessary to reach the goals identified in the school improvement plan. To that end, the following define professional development in the Holton Public Schools.

Essential Elements

- 1.The Professional Development Plan for USD 336 will be operated in accordance with State requirements governing professional development programs and Quality Performance Accreditation.
- 2.The identified results for USD 336 students are defined in the district mission statement, vision statements, and exit outcomes.
- 3.Professional development in USD 336 must be aligned with the district mission statement, vision statements, and student exit outcomes.
- 4.Professional development may be initiated at the district level, the building level, or by the individual.
- 5.Professional development originated at the district level will be designed to support needs identified as a district effort or support goals
- 6.Professional development originated at the building level will be designed to support needs identified in the building school improvement plan or support the professional growth of an individual as identified in the Professional Development Plan.

7. Professional development originated by the individual will be designed to support interests and needs identified in the Professional Development Plan based on the school improvement plan or support efforts identified at the district level.

8. Professional development generally anticipates a change in the participant, the organization itself, or students. As such, professional development must include a plan for measuring the impact of the experience (evaluation). Evaluation will generally fall within one or more of the following levels – participant learning, participant use of new knowledge and skills, product(s), student learning outcomes, and/or refined or new organizational structure.

9. The Instruction Division will assist principals and school improvement teams in the design, delivery, and evaluation of effective professional development.

II. ORGANIZATIONAL STRUCTURE FOR PROFESSIONAL DEVELOPMENT

District Level

1. Professional Development Council

In coordination with the Superintendent of Schools, the council will:

A. develop and manage the district improvement plan to include a professional development plan with the following components:

- student exit outcomes, program outcomes, and course/grade level outcomes;
- improvement goals, district professional development priorities, and expected outcomes;
- criteria for writing and approving building results-based staff development plans and individual professional development plans (PDPs);
- criteria for writing and approving activity plans and travel plans;
- criteria for the evaluation and validation of professional development activities; and
- alignment with Quality Performance Accreditation and Title I requirements;
- provides training in support of district goals;

C. approve any professional development that results in an individual becoming a district trainer;

D. assist buildings in identifying consultants and trainers;

E. provide technical assistance to buildings in the design, implementation and evaluation of professional development;

F. collect and compile credits to produce official in-service transcripts;

G. communicate procedural and regulation changes for the Kansas State Department of Education; and

H. develops guidelines and procedures for its own operation;

I. advises the administrative team regarding the development of guidelines and criteria for:

- building results-based staff development plans,
- individual professional development plans,
- the evaluation of professional development, and
- the validation of professional development for relicensure of staff;

J. assists in the establishment of district professional development goals and priorities;

K. assists with the evaluation and reporting of data as required by the State;

L. monitor the connection between building results-based staff development plans and building school improvement plans;

M. review and approve activity plans;

N. review and approve validations;

O. review and approve Professional Development Plans;

P. hear appeals regarding disapproval of Professional Development Plans and Activity Plans; and

Q. monitors and evaluates the overall district professional development process.

Building Level

1. Building Principal

Serving as the key member of the building school improvement team, the principal will:

A. oversees the development of the school improvement plan and the supporting results-based professional development plan;

B. work with the Instruction Division in the selection, implementation, and evaluation of the building professional development activities;

- C. involve the school improvement team in planning, managing, and evaluating the results-based staff development plan and resulting activities; and
- D. review and approve Professional Development Plans to be forwarded to the Professional Development Council.

2. School Improvement Team

The school improvement team is charged with managing the school improvement process at the building level including the development of the building results-based staff development plan. The team will assist the principal with selection and design of appropriate professional development activities.

III. OPERATION OF THE PROFESSIONAL DEVELOPMENT COUNCIL

Council Membership

The Professional Development Council will consist of one representative from each building, and one from the Holton Special Education Cooperative. Each building principal will also serve on the council.

1. Desirable qualifications include:

- A. commitment to spending considerable time in Council activities;
- B. experience in curriculum work, professional development, planning/presenting, or school improvement; and

2. Selection

Nominations within each building or group will include either peer or self-nomination. For terms that expire, election by peers shall be completed annually by the end of the second week in May.

3. Replacement of Members

Vacancies shall be filled by the appropriate constituency. A vacancy shall be declared when:

- A. a member resigns;
- B. a member transfers; or
- C. the term of office expires.

Offices and Member Functions

1. Chairperson: Term of office = 2 years.

- A. helps with preparation of the agenda;
- B. conducts meetings of the council;
- C. provides overall leadership for the council;
- D. assists Central Office representatives in preparing regular progress reports to the Superintendent, local Board of Education, and Kansas State Department of Education;
- E. serves as ex-officio member of any subcommittees of the Council including the PDC Revision Subcommittee; and
- F. will aid the PDC Supervisor in recommending the replacement of an individual. See Desirable Qualification and Selection, Replacement of Members.

2. Vice Chairperson: Term of office = 2 years.

- A. serves in the absence of the chairperson;
- B. works with the Chairperson in making recommendations for the replacement of an individual; and
- C. serves on the PDC Revision Subcommittee.

3. Council Member: Term of office = 2 years.

- A. serves as liaison between Council and constituency:
 - reports and keeps the building faculty informed of Council business;
 - maintains copies of meeting minutes;
 - maintains and distributes up-to-date forms and literature;
 - serves as a resource to individuals, principals, and school improvement teams;

- facilitates the attendance records, evaluation and validation summaries for building and district inservices; and
 - posts PDP active list, and PDC minutes.
- B. attends Council meetings and informs PDC secretary of planned absences;
 - C. serves on subcommittees and task forces as needed; and
 - D. participates in annual training by PDC Supervisor at the beginning of each year.

Council Management

1. Meetings

- A. The Council will hold one regularly scheduled meeting each month, if necessary, as dictated by an agenda or necessary business.
- B. The Council will meet the first Monday of the scheduled month at 3:40 p.m., unless another meeting date is needed /necessary.

2. Records

- A. A secretary in the PDC is responsible for recording attendance and recording and distributing minutes of all meetings. Distribution of minutes shall be to all PDC members and the Administrative Council.
- B. Maintenance of minutes in the scheduled building is the responsibility of the Council member.
- C. Records of meetings and activities of the Professional Development Council shall be managed and maintained by the PDC secretary at the Central Office.

3. Decision Making

- A. A quorum is defined as a majority of the Council membership. The decisions of the Council shall be made by a majority vote.
- B. The Chairperson may also recognize decisions by consensus or unanimous consent when a simple majority is present and no member requests a formal vote.
- C. Voting on appeals cases shall be by secret ballot.
- D. Executive officers will have the authority to conduct official Council business when school is not in session. Executive officers include the Council Chairperson, Vice-Chairperson, Superintendent, and Assistant Superintendent.

4. PDC annual training will be provided by the PDC Supervisor in August of each year.

IV. USING PROFESSIONAL DEVELOPMENT POINTS FOR RELICENSURE

Definitions (Kansas Professional Development Program Regulation 91-1-215)

1. Professional Development means professional development and staff development and includes any planned learning opportunities provided to licensed personnel employed by a school district or other authorized educational agency for purposes of improving the performance of such personnel in already held or assigned positions.
2. Professional Development Plan means a written document describing the professional development activities to be completed during a specified period of time by the individual filing the plan.
3. Building Results-based Staff Development Plan means a plan designed by the school improvement team in support of specifics included in the building Quality Performance Accreditation and/or Title I school improvement plan.

The professional development process makes available to the individual the opportunity to apply professional development credits toward relicensure. This requires the individual to formally enter the professional development process by completing a plan for professional growth.

Movement on the Salary Schedule

Professional development credits validated through participation in an approved Professional Development Plan (PDP) shall apply toward advancement from one column to the next on the district salary schedule, within degree categories only. Such salary enhancement will be based upon the equivalency of twenty (20) inservice credits = one (1) college/university credit toward relicensure and movement on the salary schedule. Please note: All points awarded through the PDC for salary movement may not be accepted for relicensure by the state. It is the individual teacher's responsibility to verify potential college coursework with the state to ensure acceptance and relicensure.

Transcripts

A record of the participating individual's validated professional development credits will be kept at PDP Toolbox on a Professional Education Transcript. An official district transcript will be provided, as needed, for relicensure.

Point Structure (Kansas Professional Development Program Regulation 91-1-205)

Bachelor's Degree

Individuals holding a bachelor's degree must submit 160 professional development points earned under an approved professional 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.

Master's or Advanced Degree

Individuals holding a masters or advanced degree must submit 120 professional development points earned under an approved professional development plan to renew their professional license. An individual with a graduate 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. The PDC will determine the appropriateness of college credit prior to awarding points.

Individuals may apply semester credit hours directly to licensure 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 license must be earned in at least one of three areas:

Content Endorsement Standards – Those standards adopted by the Kansas State Board of Education that define the skills and knowledge required for the specific content endorsements in a Kansas State Teaching License or Certificate;

Professional Education Standards – Those standards adopted by the Kansas State Board of Education that define the skills and knowledge required for the specific content endorsements in a Kansas State Teaching License or Certificate (for example, a math teacher who coaches may not earn professional development points by taking a coaching seminar); and/or

Service to the Profession – An 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.

V. PROFESSIONAL DEVELOPMENT PLANS

Writing and Submitting an Original Professional Development Plan (PDP)

1. All licensed individuals employed by USD 336 and any other licensed professionals wishing to participate in the local professional development plan must have an active Individual Professional Development Plan.
2. While the PDP will reflect anticipated professional growth activities up to the expiration date of the individual's license, it is strongly recommended that plans be reviewed and amended each August in order for licensed staff to meet the specificity requirements of the new regulations. If your assignment changes, you must amend your PDP to reflect the change(s).
3. The plan shall be written for a period that coincides with the period of licensure.

4. The plan shall include the goal(s)/objective(s) and activities the individual intends to pursue during current licensure, which must align with the school improvement plan and current assignment.
5. The plan must be as specific as available information will allow. Plans may be amended to reflect new opportunities that may not have been available when the plan was originally submitted. Plans should be amended if your assignment changes (for example, if you change buildings). It is not necessary to submit an amended plan listing specific courses taken. An approved activity plan is all that is needed.
6. All plans must be submitted using PDP Toolbox at www.pdptoolbox.org.
7. The individual submitting the PDP is responsible for planning with and securing the approval of the principal.
8. A Professional Development Plan may be submitted anytime during the school year; however, the participant will not receive credit for activities engaged in prior to submission of the PDP except as follows:

NOTE: Your Professional Development Plan expires the same date as your license

Professional Development Plan Approval

Once a Professional Development Plan is submitted to the Professional Development Council:

1. The Council will use the Criteria for Evaluating a Professional Development Plan form, as the initial basis for screening/evaluating the plan. Further evaluation will be based upon the compatibility of projected goals and activities to district and building goals. Thus, a Professional Development Plan must be aligned with district or building goals.
2. Individuals desiring notification of action should set their preferences for email notification on PDP Toolbox or check their online portfolio. The individual will be notified within ten (10) days after the Council meeting of the approval or disapproval of their plan.
 - If a plan is disapproved, comments will be written regarding the disapproval and recommended revisions will be supplied.
 - Individuals may either revise and re-submit the plan or they may appeal
 - A revised plan must be resubmitted in time for consideration at the next regularly scheduled meeting, or the effective date will be changed and the person submitting the plan may lose credit for activities. The PDC representative will be notified of all returned/denied plans.

Professional Development Plans for License Renewal (Kansas Professional Development Program Regulation 91-1-206)

1. Any person filing a professional development plan with a local professional development council for licensure renewal purposes under S.B.R. 91-1-205(b) shall develop a plan that includes activities in one or more of the following areas:
 - content endorsement standards as adopted by the state board;
 - professional education standards as adopted by the state board; or
 - service to the profession
2. Any person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.
3. Each individual submitting a professional development plan shall ensure the plan meets the following requirements. The plan shall:
 - result from cooperative planning with a designated supervisor; and
 - be reviewed and approved by the local professional development council.
4. If a person is unable to attain approval of a professional development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed professional development plan.

Avoiding a Lapse in Eligibility and License Expiration

1. When an individual's license expires, a new PDP is required.
 - If an individual's relicensure date falls within a school year, and the participant does not want to experience a lapse in his/her eligibility to receive credits for activities occurring during the remained of the year, a new five-year PDP must be submitted on PDP Toolbox one month prior to the relicensure date.

- If an individual's relicensure date falls during the summer (that time when school is not in session), the individual should submit a new plan in time for consideration at the May meeting to avoid a potential lapse in eligibility.
- It is the individual's responsibility to monitor the status of his/her own PDP and the Professional Development Council is not liable for any lapse in an individual's coverage.

2. All professional development credits to be used for renewal of license must have been completed within the scope of an Individual Professional Development Plan.

Changing a Name on a Professional Development Plan

If an individual changes his/her name, the PDC Secretary should be notified.

VI. PROFESSIONAL DEVELOPMENT EVALUATION AND VALIDATION

Evaluation

All professional growth activities must be marked complete and evaluated. The methods of evaluation and the data collected may vary according to the type of activity and the kind of information required from the evaluation.

1. It is the responsibility of the individual to accurately complete the proper form on PDP Toolbox and meet all deadlines required of the individual.

2. General Parameters

Professional development anticipates a change in the participant, organization, or student outcomes; that is, professional development implies results and the following parameters must be addressed when identifying the type of evaluation to be used for a given activity.

A. Will the chosen evaluation produce information regarding

- participant learning,
- participant application of new knowledge and/or skills,
- completion of a product, and/or
- improved student outcomes?

B. Will the evaluation produce information useful in meeting the annual reporting requirements of Quality Performance Accreditation and the Kansas Inservice Plan?

Validations

1. Participants must complete the evaluation on PDP Toolbox before the Professional Development Council can consider approval of the inservice education credits.
2. Activities, including university college coursework, must be marked complete and evaluation forms must be submitted to PDP Toolbox immediately following any activity you attend.
3. Evaluations must be submitted no more than 60 days following the completion of the activity being evaluated. Evaluations received after the 60-day limit will not be awarded professional development credits. Individual building professional development representatives will communicate with staff 10 days before the termination of the 60 day evaluation period.

VII. CLASSIFICATION OF ACCEPTABLE ACTIVITIES

Professional development means professional development and staff development and includes any planned learning opportunities provided to licensed personnel employed by a school district or other authorized educational agency for purposes of improving the performance of such personnel in already held or assigned positions.

Three Levels for Awarding Points

Professional development points are awarded according to three levels. The three levels are used to determine points earned for licensing and salary movement. The three levels are described below:

Level I Knowledge Indicators

What do I know now that I did not know before?

Learning – 1 point per clock hour

Level II Application Indicators

What am I doing now that is different than what I did before?

Use of New Knowledge and Skills – The original number of points assigned to the knowledge-level activity will be applied again, recorded as a separate professional development activity on PDP Toolbox. Points are approved by the Professional Development Committee during the monthly meeting following the submission of the participant's evidence.

Participants may apply for Application points during the certification period in which the activity occurred. To apply for Application points, the participant must complete the Impact form available on PDP Toolbox. (Note: Impact forms will not appear in PDP Toolbox until the participant submits a verification form for Application Points and the PDC has approved the Application Points.)

- Acceptable forms of evidence would include
 - * Lesson plans.
 - * Examination of participants' journals, portfolios or other artifacts.

Level III Impact Indicators

What are the results of my professional changes?

Impact-Level = The original number of points assigned to the knowledge-level activity will be applied again, recorded as a separate professional development activity on PDP Toolbox. Points are approved by the Professional Development Committee during the monthly meeting following the submission of the participant's evidence.

Participants may apply for Impact points during the certification period in which the activity occurred. To apply for Impact points, the participant must complete the Impact form available on PDP Toolbox. (Note: Impact forms will not appear in PDP Toolbox until the participant submits a verification form for Application Points and the PDC has approved the Application Points.)

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 student attendance
 - * Improved student homework completion rates
 - * Independent observation of positive students' classroom behaviors
 - * Increased participation in school-related activities
 - * Decreased drop-out rate

Decisions Path for Awarding Professional Development Points

1. The individual submits a professional development plan to the district or educational agency PDC through PDP Toolbox.
 - a) The PDC approves the professional development plan.
2. The individual completes activities related to his or her professional develop plan and submits documentation/evidence to PDC.
3. The PDC verifies that the activity addresses the goals in the approved professional development plan and awards points.
4. If the PDC has questions about how knowledge level points are determined, they are to request additional clarification from the individual.

Samples:

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

After enough time has passed for Ms. Baker to verify that her teaching has consistently changed because of what she has learned, she is again awarded 12 PDC points.

As time passes, if Ms. Baker is able to verify that student learning has improved as a result of the changes in her classroom, she is again awarded 18 PDC points.

Ms. Baker has a total of 36 PDC points by going to the professional development activity, implementing an activity from it in her class, and showing that student learning has improved as a result of the changes in her classroom.

College Hours

1 hour of college/university credit = 20 points

Required points for renewal of certification:

Baccalaureate Degree = 160 points, which are:
accumulated during the five year period preceding the renewal certification.

80 of the 160 points **must** be college/university credit.

Master's or other advanced Degrees = 120 points, which are: accumulated during the five year period preceding the renewal certification.

Points may either be all in service points or college/university credit, or any combination of the two.

Appropriate professional development activities will be determined in collaboration with a designated supervisor. The following general types of activities may be acceptable for professional development credit under the USD 336 Professional Development Plan.

1. College Coursework

College coursework will be recorded on the District Transcript. Such coursework should be related to the endorsements/licenses the individual holds or to new endorsements/licenses that the individual may be working towards. OFFICIAL TRANSCRIPTS WILL NEED TO BE SUBMITTED TO THE DISTRICT OFFICE IN ORDER TO RECEIVE PD POINTS.

2. USD 336 Sponsored Activities

This includes the activities sponsored by the district and approved during the current school year.

- 1 Clock Hour = 1 Professional Development Credit
- Unlimited professional development credits can be accumulated in this area.
- Staff/Faculty meetings do not qualify for professional development credits, unless they have an instructional component and an approved Activity Plan is on file.

3. Non-District Activities

This includes state, regional, and national conferences; conventions; seminars; and workshops (Content Endorsement Standards); and higher education (Professional Education Standards). For holders of a baccalaureate degree, four semester hours are required for relicensure. An approved Activity Plan and complete documentation is required to receive credits.

- 1 Clock Hour = 1 Professional Development Credit (Content Endorsement Standards)
- 20 Professional Development Credits = 1 Semester Hour (Professional Education Standards)
- Unlimited professional development credits can be accumulated in this area.

4. District Level Taskforces/Councils/Committees/Support Groups and Building Level Committees

A. Activities in this area are related to curriculum development and instruction and are identified as Service to the Profession. These are logged items. Points may be earned for time served outside of the contract day, during lunch or plan time.

Eligible activities include:

- Building School Improvement Team/Effective Schools/QPA/Collegial Groups/District Support Groups
- Building Safety Committee
- Site Council
- Curriculum Review/Trade Book/Literature Adoption/Scoring State Assessments
- Criterion Referenced Test revision Committee
- Mentor Program 1st year
- Mentor Program 2nd year
- Professional Development Council (only for PDC members)
- Student Improvement Team- Points may be earned for time served outside of the contract day, during lunch or plan time.

B. All summer activities should be submitted within thirty days of the end date of the activity in order to meet the approval deadline. Summer work is from the end of the last day of the school year until July 31st.

5. Observations/Visitations

Observations/visitations can be in-district or to another district, but must be in support of approved professional growth goals.

- 1 Clock Hour = 1 Professional Development Credit
- A log verifying the hours must be attached to the evaluation form.

6. Trainer of Trainers

This area includes any training intended to equip and empower the participants to then train others. All trainer of trainer requests must be approved by the Central Office and the Professional Development Council.

- 1 Clock Hour = 1 Professional Development Credit--Unlimited professional development credits can be accumulated in this area.

7. Presentations and District Professional Development Trainers

This area includes presentations at educational workshops, conferences, and seminars.

- 1 Clock Hour = 2 Professional Development Credits
- Unlimited professional development credits can be accumulated in this area.

Please note: All logged activities must include SPECIFIC times and dates in order to be approved.

Logged activities can be submitted when the activity is finished for the school year, but ALL logged activities MUST be submitted within sixty days of the last day of school.

You may fill out a log form for each meeting and let the computer add your hours for you (easier all around), or you may submit one log form for each category with all the dates and times listed in the comment box adding up to the hours you request.

X. EVALUATION OF THE LOCAL PROFESSIONAL DEVELOPMENT PLAN

The professional development plan will be evaluated from three perspectives.

1. Building Professional Development Activity

A. Each building will be responsible for the evaluation of professional development activities conducted by the building, including those occurring on inservice days. The format of the evaluation for specific activities may vary, but must meet with district guidelines for evaluation including the intention to:

- Measure for results and
- Gather information useful in providing sustained support for change.

B. Each building will provide the Instruction Division and the Professional Development Council with summaries of building evaluations.

2. District Professional Development Activity

A. The district will be responsible for the evaluation of all professional development activities not conducted by or evaluated at the building level.

3. Professional Development Plan Implementation and Operation

On a yearly basis, the Professional Development Council will be responsible for discussing the effectiveness of the Professional Development Plan and making appropriate revisions.