



KEYSTONE
LEARNING SERVICES

**NORTHEAST KANSAS EDUCATION
SERVICE CENTER
INTERLOCAL #608
PROFESSIONAL DEVELOPMENT PLAN**

2018 - 2023

NORTHEAST KANSAS EDUCATION SERVICE CENTER PROFESSIONAL DEVELOPMENT PLAN

PHILOSOPHY

The philosophy of Northeast Kansas Education Service Center (NEKESC) is that professional development is the combination of educational and personal experience, which contributes toward competence and satisfaction in the professional role. The professional development program consists of a definite plan of action that promotes professional growth at the district, building, and individual level leading to an improvement in student learning.

SERVICE CENTER GOALS

The professional development goals are to provide opportunities for certified personnel in NEKESC to develop and/or improve knowledge and skills in Professional Improvement and/or School Improvement.

COMPOSITION OF PROFESSIONAL DEVELOPMENT COUNCIL

- Minimum of three teachers (prefer one representative from the elementary level, one from the middle school level, and one from the high school level) and a maximum of five teachers;
- Special Education Administrator; and,
- President of the NEKESC Board of Education (ex-officio).

Note: Each member will be representative of the educational agency's certified or licensed personnel and include at least as many teachers as administrators.

MEMBERSHIP SELECTION

All members are to be selected from the group they represent for three-year terms on a staggered basis. Selection will take place in August of the previous school year for terms to begin **September 1** of the upcoming school year. The PDC Council members will select teachers to any vacant positions if all positions are not filled **by October 1** through the election process.

POWERS, DUTIES, AND FUNCTIONS OF THE PROFESSIONAL DEVELOPMENT COUNCIL

1. Implement the Professional Development Plan within the guidelines and criteria established by the KSDE.
2. Ensure that NEKESC professional development plans have been approved by the NEKESC Board of Education.
3. Review and accept or suggest modification of each Individual Professional Development Plan Form (IPDP) submitted. A council member may not vote on any action regarding his/her individual plan. Annually review all IPDPs. Staff members will resubmit annually if individual development needs change. Approved activities must align to individual and/or service center goals.
4. Review, validate, and verify the in-service credit points to be awarded for activities completed as needed.
5. Keep records and communicate the necessary business of the council.
6. Hear and decide appeals for professional development credit, either approving or redirecting to the Executive Director if complainant is not satisfied.

OFFICERS

The officers of the council shall consist of a chairperson and a secretary. It is recommended officers have one year of experience on the Professional Development Council.

ELECTION OF OFFICERS

The council will elect officers for the upcoming year in May.

TERMS OF OFFICE

Chairperson and secretary are elected for one-year terms and can be reelected. The terms of office will begin July 1.

RESIGNATION AND REPLACEMENT

1. An officer can resign from office provided a letter of resignation is submitted to the PDC Administrator.
2. This letter should be submitted at least one month prior to the effective date of resignation.
3. Vacancies in officer positions will be filled by a majority vote of the PDC at its next meeting following the submission of the letter of resignation.

4. Vacancies in other positions will be filled through appointment by the PDC members to last as long as the unexpired term of the person leaving.

DUTIES OF THE OFFICERS

Chairperson

1. Calls and presides at all meetings.
2. Prepares, in cooperation with the PDC administrator, an agenda for all meetings.
3. Notifies members of meetings and distributes the agendas.
4. Appoints PDC members to subcommittees and serves as an ex-officio member of the sub committees.
5. Receives resignations from PDC members.
6. Carries out any other duties as described in this document or assigned by the council.
7. Provides or secures training of new PDC members.

Secretary

1. Fulfills all the duties of the chairperson in the chairperson's absence.
2. Is responsible for minutes of all meetings.
3. Records minutes of all meetings, making copies available to PDC members, and files them with the PDC Administrator.
4. Carries out all other duties as assigned by the chairperson.

PDC Meeting

1. Meetings will be held from August through May as necessitated by an agenda.
2. Items for consideration by the PDC will be proposed to the PDC Chair by members of the PDC, or by certified personnel of NEKESC.
3. All voting decisions will be by simple majority provided there is a quorum present.
4. Only when matters of the PDC deal with personnel and related matters, will meetings be closed to all non-members unless invited as guests.
5. Necessary clerical and accounting staff, facilities for meetings, record keeping, communications, and other necessary services of the Council shall be furnished by NEKESC.

NEEDS ASSESSMENT

The PDC may conduct a needs assessment to determine the staff development needs of NEKESC and its staff. This assessment may serve as a guide in determining the service center's long-range and short-range staff development plans.

During the school year, the PDC may help determine service center in- service activities for the year, based upon any needs assessment and other relevant information.

PROFESSIONAL DEVELOPMENT PROCEDURES

1. All Individual Professional Development Plans will be submitted on Appendix A to Professional Development Council for approval. Individual plans will coincide with the teacher's recertification date.
2. All activities will be considered knowledge or application activities (See Appendix C for Criteria)
3. Knowledge level points for professional development will be valued at 1 point/hour. Validations will be made by the PDC members. Once awarded Knowledge points, Application/Impact forms (Appendix E) will be sent to the applicant indicating approval to double or triple points if applicable.
4. Knowledge points for activities outside the service center must be validated on Appendix D Validation of Knowledge level. Service center sponsored activities will use the sign-in sheet as validation for Knowledge level points. Sign-in sheets from district sponsored activities will be accepted as validation if they include necessary information for awarding points including dates and specific times for the activities.
5. Knowledge level validation requests must be submitted to the PDC within 60 days after completing the activity.
6. Summer validations must be submitted by September 1 of the current school year for the movement on the salary schedule.
7. The PDC administrator may approve summer validations for recertification during the summer.
8. All Level 2 or 3 activities must be validated according to the rubric on Appendix C and submitted on Appendix E (Validation for Levels 2-3— Application / Impact).

Note: Level 2 Application/Implementation is the process of doubling points of an initial Level1 activity based on application and implementation of knowledge learned. Level 3 Impact is the process of tripling points of an initial Level 1 activity based on application and implementation of knowledge learned and the demonstration of positive impact on student learning.

9. For out of district activities, a copy of the agenda/program will be attached to Form D.
10. Points for presentations will be valued at one point per hour presenting. Multiple presentations over the same topic are permitted.
11. Participants must submit all forms to the PDC administrator who will be responsible for getting the forms to the PDC meeting.
12. All approved points will be entered in the computer on a timely basis.
13. Printouts of professional development points for all staff members will be made once a year, to be included in the teacher packet given out at the beginning of the school year in-service. Individual official transcripts for re-certification will be available upon request.
14. Earned professional development points will apply to horizontal movement on the salary schedule. (Twenty in-service points = one college hour).
15. Participants **must** retain a copy of all forms for their files.

PROFESSIONAL DEVELOPMENT PLANS FOR SUBSTITUTE TEACHERS

All substitutes' may participate in the Professional Development Plan of NEKESC. This will allow them to attend NEKESC activities as a member at their own expense. **Substitutes'** plans will be administered by the Professional Development Council.

PROCEDURE FOR INFORMING STAFF AND BOARD OF EDUCATION

The Professional Development Council Administrator will inform certified staff of any unapproved decisions by the PDC. All other activities of the PDC will be recorded in the minutes of PDC meetings and kept on file at the service center office. The PDC chairperson and/or Administrator will make a yearly progress report to the Board of Education.

APPEAL PROCEDURES

1. The participant will submit an appeal in writing to the PDC Chairperson within 30 days of notification of denial, listing the specific reasons why he/she feels the decision was incorrect.
2. All appeals will be made in person to the PDC.
3. Should the decision remain unresolved by the PDC review, he/she may appeal to the Executive Director of NEKESC.

4. Appeals of the Executive Director's decision are made to the NEKESC Board of Education.

AMENDING PROCEDURE

This Professional Development Plan document may be amended in the following manner:

1. NEKESC Board of Education may initiate amendment proposals in writing to the Professional Development Council; or,
2. The Professional Development Council may initiate and recommend to the NEKESC Board of Education adoption of amendments to this Professional Development Plan by a simple majority vote of the quorum members. The proposed amendment(s) must be introduced in writing at the preceding regular Board of Education meeting; or,
3. NEKESC Board of Education must approve an amendment before submission to the Kansas State Department of Education.

PROCESS FOR SUBMITTING INDIVIDUAL PLANS AND FORMS

All certified staff members will submit their Individual Professional Development Plan (IPDP) by **November 1**. Updates for subsequent years must be submitted by August 31 of the current year. Once each individual plan is approved, a copy of the plan will be returned to the employee for their records. Each employee is encouraged to keep copies of individual forms he/she turns in for approval. Each employee will be given a copy of the Professional Development Plan.

LICENSURE RENEWAL REQUIREMENTS

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

Professional Development Points and Semester Credit Hours For Licensure Renewal			
<p>If an individual holds a bachelor's 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.</p> <p>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 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.</p> <p>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 a license must be earned in at least two of three areas: Content Endorsement Standards; Professional Education Standards; or Service to the Profession.</p>			
91-1-206 "Professional development plans for licensure renewal"	Content	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1pt. = 1 contact hr.	1 pt. = 1 contact hr.	1 pt. = 1 contact hr.
Application What are you doing now that you could/did not do before?	2 X Knowledge Level points	2 X Knowledge Level points	No points awarded at this level.
Impact How has student performance improved? What has changed about the program?	3 X Knowledge Level points	3 X Knowledge Level points	No points awarded at this level.

National Board Certification - A teacher may apply directly to Licensure and Teacher Education at KSDE if the person has completed the National Board Certification assessment process through the National Board for Professional Teaching Standards during the term of the professional license being renewed.

Level I – Knowledge Level Points Provide the Baseline

Knowledge level points provide the baseline for the points that will eventually be earned at the Application and Impact levels:

- Knowledge level (baseline) points can come from multiple activities at the knowledge-level.
- It is the individual's responsibility to clearly indicate the exact activities that will be used to gain points at the knowledge-level.
- Knowledge level or baseline points can be partial points from several knowledge level activities.

An individual does not need to earn knowledge level or baseline points during the same licensure period that application or impact level points are earned.

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

Level I Knowledge Indicators:
What do I know now that I did not know before?
Learning = 1 point per clock hour.

Verification required may include one of the following:

- Descriptions of the critical attributes of the staff development.
- Oral or written personal reflections.
- Pre and post assessments of the individual staff person's learning.

Service to the Profession = 1 point per clock hour.

Verification required may include one of the following:

- Minutes noting contributions to meetings and time spent at meetings.
- An explanation of time spent on a school committee, council, or team such as:
 - Membership in the school or district PDC.
 - Serving as a member of the school's steering team.
 - Serving on a curriculum development committee.
 - Providing staff development.
 - Samples of published articles or newsletters and an explanation of the time spent in writing.
 - An explanation of time spent and significant contributions made while holding an office or serving on a committee for an educational organization.
 - Serving on an onsite team for another school or district and an explanation of the time spent.

Level II Application Indicators:
What am I doing now that is different than what I did before?
Use of New Knowledge and Skills = 2 X's points Level I.

Verification required may include one of the following:

Independent observation such as:

- Direct observation using trained observers or video/audio tapes.
- Structured interviews with participants and their supervisors.

Evidence such as:

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

Level III Impact Indicators:
What are the results of my professional changes?
Organizational Change = 3 X's points Level I.

Verification required may include one of the following:

- Evidence of related district or school policy change.
- Evidence of Level II application activities by others.
- Revision of district, grade level, or content area curriculum.

Student Learning = 3 X's points Level I.

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 rates.
 - Independent observation of positive students' classroom behaviors.
 - Increased enrollment in advanced classes.
 - Increased participation in school-related activities.
 - Decreased dropout rates.