

**CERTIFIED
TEACHER LICENSURE
PROFESSIONAL
DEVELOPMENT PLAN
2014-2015**



**Dodge City
Public Schools**
UNIFIED SCHOOL DISTRICT 443

Reaching  **Higher**
Excellence, Equity, Excitement

LOCAL PROFESSIONAL DEVELOPMENT GUIDE

Approved by the USD 443 Board of Education - June 9, 2014

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**LICENSURE
RENEWAL
REQUIREMENTS
91-1-205**

A. AN APPLICATION FOR RENEWAL

B. THE LICENSURE FEE

**C. VERIFICATION
MEETING ANY OF THE
FOLLOWING
REQUIREMENTS**

**BACHELOR'S DEGREE
160 POINTS**

Earned under an approved IDP.
80 of the 160 points must be a college or
university credit.
(1 college hour = 20 points)
Undergraduate credit must be pre-
Approved by the Assistant Superintendent of
Human Resources.

**ADVANCED DEGREE
120 POINTS**

Earned under an approved IDP. An educator
can renew on points only or a combination of
semester credits and points.

Three exceptions:
PDC approval is not
required for these
three exceptions

Exception #1

If completing a graduate
degree before July 1, 2003
and having at least three
years of accredited
experience during the term of
the professional license being
renewed. This can be done
twice

Exception # 2

If completing a program
for an additional
endorsement or license
(new field, school
specialist or leadership)
and can provide an official
transcript to verify at least
8 hours were part of an
approved program.

Exception # 3

If completing a National
Board Certification
assessment process through
the National Board of
Professional Teaching
Standards during the term of
the professional License
being renewed.

USD 443 PROFESSIONAL DEVELOPMENT REQUIREMENTS

Negotiated Agreement Article No. 7 - Staff Development Programs

The staff development programs of Unified School District 443 shall be operated within inservice guidelines issued by the Kansas State Department of Education. Inservice is defined as training, development, and evaluation activities undertaken by certified employees for the purposes of improving instruction, increasing student achievement and enhancing general job skills.

All certified teachers will be expected to obtain a minimum of 20 inservice points per year. This may be accomplished through inservice planned and directed by either a group or an individual. Training may occur either inside or outside of the teacher contract day. Failure to accomplish the minimal inservice standard shall result in a written report to the administrative supervisor.

All USD 443 employees will be required to take the Annual Compliance Tests (Blood Borne Pathogens, Sexuality Harassment in the Work Place, Hazard Communications and Slips, Trips and Falls Prevention) that are mandated by the State to address relevant changes to laws, regulations and board policies. This will be an online training for every employee in USD 443 and will be taken yearly. Each online test will be worth .25 points. Inservice points will be awarded to the employee for the initial time the tests are taken, after that no points will be awarded for subsequent years unless there is new information being presented

THE RENEWAL PROCESS

Teachers can use a combination of graduate credit and professional development points to renew their certificate/license. This is based on currently certified teachers with a five-year certificate. (Teacher Licensure - KSDE Site www.ksde.org)

A five year professional license may be renewed by completing one of the following during the term of the professional license:

- 1) If the applicant holds a graduate degree: Earn 120 professional development points awarded by a Kansas local professional development council under an approved individual development plan. If retired and

participating in an educational retirement system, earn 60 professional development points.

OR

2) If the applicant does not hold a graduate degree: Earn 160 professional development points awarded by a Kansas local professional development council under an approved individual development plan, including at least 80 points for college credit. If retired and participating in an educational retirement system, earn 80 professional development points, including at least 40 points for college credit

OR

3) If completing a program to add a new teaching, school specialist or school leadership endorsement, apply eight semester credit hours of the approved program towards renewal.

OR

4) Verify three years of accredited experience during the current professional license IF the applicant holds a graduate degree. This type of experience renewal may be used only twice in the applicant's career. Choose "License Lookup" at www.ksde.org (Educators>Licensure) to check how many times this option has been accessed if eligible.

OR

5) Complete all components of the National Board for Professional Teaching Standards assessment for National Board Certification.

OR

6) To move to an accomplished teaching license, achieve National Board Certification.

OR

7) Transitional License: If your initial, conditional or professional Kansas license is expired, you are eligible to apply for a one-year nonrenewable transitional license. The transitional license will allow you to accept a full-time job for one school year while you complete renewal requirements during that school year.

GRADUATE CREDIT - TRANSCRIPTS - RENEWAL

When you take graduate credit classes, you need to apply for an official transcript from the issuing institution and have it sent to the Human Resource Office at the Administration Building. All college courses must be submitted on MyLearningPlan under a College Course form. The Human Resource Office uses the transcript to officially document graduate credit for movement on the salary schedule as well as for your professional development transcript. Once every five years, when you renew your teaching certificate/license, you need to submit the transcripts to the state department along with your renewal application and district professional development transcripts.

Teachers can renew a five-year certificate for another five years by submitting verification of points received to the Kansas State Department of Education, as follows:

- Get certificate/license renewal application forms from the state website at www.ksde.org or by calling the Teacher Education and Licensure office at 785-291-3678.
- KSDE requires an official transcript for any graduate credit you are submitting and an official Professional Development transcript from your employer. College credit must be converted to points on your Professional Development transcript even if you are submitting an official college transcript.
- Request a copy of your professional development transcript from the Inservice Office at the Admin. Building 620-371-1031. This will include a listing of both your professional development points and your graduate credit hours over the past five years. **(Remember-points for renewal of your licensure are only good for the past five years)**. This transcript also verifies for the State Department that your graduate credit hours are applicable to your teaching assignment, IDP and certificate/license. You must request it at least three weeks prior to your renewal date
- If you are using graduate credit to renew, you will also need the college or university official transcript verifying completion of the course(s). The transcript needs to be sent to you, not directly to the State Department.
- Once you have collected the completed renewal application, district transcripts of professional development and any official graduate credit

transcripts, you then submit all of these items to the State Department of Education (include the application fee according to the KSDE guidelines posted on the KSDE website) for renewal of your certificate/license.

Check the status of your certificate on the state website at www.ksde.org. Go to Certification/Licensure and select Licensure Database. You may renew your certificate up to six months prior to the expiration date.

It is possible to renew your teaching certificate/license based on experience. If you received a master's degree prior to July 1, 2003, you may do this twice during your teaching career.

If you choose to renew in this manner, you do not need to submit any points, graduate credit or professional development. You must document at least three years of experience during the certificate/license you are renewing to use this option.

This option does not apply to any master's degrees granted after July 1, 2003.

College credit taken to renew your certificate should be graduate level (300 or above). If a course is taken that is lower than 300 a prior approval form must be filled out and approved by your supervisor, the Professional Development Council and the Human Resource Director prior to taking the course. A description of the lower division course must be attached to the Prior Approval form when it is submitted. The Prior Approval form can be located in FileMaker.

DODGE CITY SALARY SCHEDULE MOVEMENT

It is possible to move on the salary schedule using Professional Development Points. Twenty Professional Development Points is equal to one college hour. Refer to the current USD 443 salary schedule to determine the necessary points needed for movement on the salary scale. After you have moved to the next level on the salary scale, new points from that level forward will need to be earned for the next advancement.

EDUCATIONAL BOOK STUDY

Knowledge Points

- Book pre-approved by the building administrator for a collaborative Book Study "Group"
- Ten points maximum (1 point = 1 hour)
- Points awarded according to roster attendance:
 - Approximate hours (limit 10) of educator commitment
 - Meeting dates/times
 - Blog dates/times
- Copy of book and roster submitted to committee for approval

Application Points

- Follow application points process

Impact Points

- Follow impact points process

ONLINE LEARNING - WEBINARS- MODULES

Knowledge Points

- Pre-approved by the building administrator
- Points awarded according to documentation:
 - Time log - detailed dates/times
 - Narrative on how it applies to teaching

Application Points

- Follow application points process

Impact Points

- Follow impact points process

In-service points for annual compliance training will only be awarded to the employee for the initial time of training, after that no points will be awarded for subsequent years unless there is new information being presented.

USD 443'S PROFESSIONAL DEVELOPMENT COUNCIL (PDC)

INTRODUCTION

The Professional Development Council or PDC for Dodge City Public Schools is a representative group of educators and administrators who will advise the Superintendent, Building Level PDC and Board of Education in matters concerning the coordination, implementation and operation of Dodge City's Professional Development Plan (document describing the inservice education activities to be completed by the individual filing the plan).

FUNCTION OF THE PROFESSIONAL DEVELOPMENT COUNCIL 91-1-216 (B)(1)

- Establish a Professional Development Council
- Develop a system to identify the inservice education needs of USD 443
- Translate the needs into goals and objectives
- Recommend inservice activities
- Evaluate activities
- Develop procedures to review, approve, modify, or reject Development Plans submitted to the Professional Development Council.
- Assist in planning and preparing for district-wide inservice days.
- Secure representation from all buildings, special programs, or groups for building input, as a sub-committee to the PDC.
- Participate in annual training related to roles and responsibilities of council members, including implementation.

MEMBERSHIP

The PDC shall include as many teachers as administrators and both shall be selected solely by the group they represent. The Staff Development Director is an ex officio position with voting rights in the absence of an administrative member.

Staff may be appointed to temporary, ad hoc, positions with the Professional Development Council. Such staff will be eligible to receive points for

participation in the professional development activities, but will not be voting members of the Professional Development Council.

TERM AND SELECTION

The term of office for regularly elected Professional Development Council Members will be three years. The term shall be from July 1 to June 30. In order to maintain consistency in handling the districts' inservice needs an individual is able to serve multiple terms, as long as regular attendance at regularly scheduled meetings occurs.

TEACHER MEMBERS - (Appointed by DCNEA)

- 2-3 - At Large Teacher
- 1 - High School Teacher
- 1 - Middle School Teacher
- 1 - Elementary School Teacher

ADMINISTRATION MEMBERS

- 1 - Elementary
- 1 - Middle School
- 1 - High School
- 1 - Central Office
- 1 - At Large
- 1 - Ex-Officio (Director of Staff Development)

RESIGNATION AND REPLACEMENT

A member may resign at any time. A letter of resignation shall be written and submitted by the resigning member to the PDC Chairperson. The resigning member's constituency shall then be notified immediately by the PDC of the existing vacancy. The vacancy shall be filled by the constituency according to the selection procedures.

OFFICERS

The officers of the PDC shall consist of a Chairperson, a 1st Vice-Chairperson, and a 2nd Vice-Chairperson.

SELECTION AND DUTIES OF OFFICERS

All officers shall be elected each year on or before June 30 at a regular meeting. They shall be elected by a simple majority of those members present provided there is a quorum for the meeting.

A. Chairperson- Designee

1. Presides at all regular meetings.
2. Prepares an agenda for all meetings to be distributed at least five (5) days in advance.
3. Provides for notification of all meetings.
4. Calls and presides at all special meetings
5. Serves as an ex-officio non-voting member of any committee.
6. Appoints PDC members to Ad Hoc Standing committees, subject to the approval of the standing committees and the PDC.
7. Represents the PDC at all appropriate public functions or appoints a PDC member to represent the PDC.
8. Receives all resignations for PDC members.
9. Prepares an annual report of the activities of the PDC.
10. Establishes yearly PDC tasks and time lines.
11. Ensures that development plans are accurately completed and secured in a centralized file.
12. Carries out any other duties as described in this document or as assigned by the PDC.
13. Provides notice to the various categories represented on the PDC when elections and vacancies occur.

B. 1st Vice- Chairperson

1. Fulfills all the duties of the Chairperson in the Chairperson's absence.
2. Carries out all other duties assigned by the Chairperson.

C. 2nd Vice-Chairperson

1. Fulfills all the duties of the Chairperson in the Chairperson's absence.
2. Carries out all other duties assigned by the Chairperson.

TERMS OF OFFICE

All officers shall hold office for one (1) year. In order to maintain consistency in handling the district inservice needs, officers may be re-elected.

RESIGNATION

Any officer may resign from office at any time, provided a letter of resignation is submitted to the PDC.

VACANCIES

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

MEETINGS

- A minimum of one meeting per month will be held September through May.
- Special meetings may be called by the Chairperson or majority of the PDC.
- At the start of each school year, all regular meeting dates will be posted in each building.
- Notification of all extra meetings shall be given at least five (5) days prior to the meeting.
- Except in the amending procedure, all decisions by vote shall be a simple majority, provided there is a quorum present.
- A simple majority of the entire PDC membership shall constitute a quorum.
- The PDC 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.
- Agenda items may be added.

AMENDING PROCEDURES

This document may be amended in the following manner:

- The Board of Education of PDC may initiate amendment proposals. Such proposals shall be made in writing to the PDC.
- The PDC may adopt amendments to this Inservice Education Plan by two-thirds (2/3) majority vote of the total PDC members. Further, provided that these amendments have been introduced in writing at the preceding regular meeting.
- An amendment must be approved by the Board of Education prior to submission to the State Department of Education.

ANNUAL TRAINING

All PDC members will participate in annual training provided by a member of the State Training Team.

RECORDS AND MAINTENANCE OF RECORDS

PDC meeting records and materials will be kept on file in the Inservice Office at the Learning Center.

Minutes of PDC meetings will be recorded by the PDC secretary.

Information about individual inservice points will be shown on each individual's plan on mylearningplan.com. It is the responsibility of the professional educator to maintain and record the total instructional development points in order to meet terms and agreements of the negotiated contract. Each professional educator is to earn at least 20 inservice points a school year. Points need to be added to mylearningplan.com for each year between July 1 and no later than June 30 of the current school year or points will be lost.

The Professional Development Council meets once per month to review inservice activities. In the event that more information is required from the committee to approve a particular activity, the professional educator will be contacted by the

PDC secretary for the information. Then, the professional educator will have the span of the next 2 meetings to present the requested information to the committee or the activity in question will be denied.

Transcripts for salary advancement and/or recertification may be obtained through completion of the proper form available in each building.

AWARDING OF PROFESSIONAL DEVELOPMENT POINTS

KNOWLEDGE LEVEL POINTS

If a person documents completion of an inservice activity, the person shall be awarded professional development points equal to the number of clock hours completed. Knowledge level points need to be entered into mylearningplan.com by June 30th of the current school year in order to be added to your plan. Knowledge points may be carried over from year to year for recertification. Presenters may request additional points for preparation of presentation. Presenter points are available only for initial presentation. No more than $\frac{1}{2}$ the number of points for preparation can be received than earned for presentation. For example, if 1 point is received for the presentation (1 hour of inservice = 1 inservice point) then only .5 points can be received for preparation.

APPLICATION LEVEL POINTS

If a person who has earned points for completion of an inservice activity later verifies that he or she has applied the skills of knowledge gained, the person shall be awarded two times the number of professional development points that were earned for completion of the inservice activity. Evidence of application of the knowledge gained through the inservice activity shall be presented to the PDC using the Action Project Proposal form on Mylearningplan.com Application Project Proposal (teacher-initiated project aimed at investigating approaches to improving instruction learned from knowledge level activities) must be presented to the PDC for proposal reviews.

IMPACT LEVEL POINTS

If a person who has earned points for application of knowledge or skills learned through inservice activities verifies that application of the knowledge or skills has had an impact on student performance or the educational program of the school or school district, the person shall be awarded three times the number of PDC points that were earned for completion of the inservice activity. Evidence of impact upon student performance or school improvement shall be presented to the PDC using the Impact Point Request from on Mylearningplan.com.

SERVICE TO THE PROFESSION POINTS

A person shall be awarded professional development points for activities related to service to the profession upon the basis of the number of clock hours served. The person shall be awarded one point for each clock hour of service not to exceed more than 10 points per year for each committee. The coordinator may submit documentation for additional time he/she spent not to exceed 1 point per meeting with a maximum of 10 additional points. The person shall submit verification of service to the Professional Development Council.

91-1-206 Professional development plans for licensure renewal	CONTENT	PROFESSIONAL EDUCATION	SERVICE TO THE PROFESSION
KNOWLEDGE What did you know now that you did not know before?	1 pt. = 1 contact hour	1 pt. = 1 contact hour	1 pt. = 1 contact hour
APPLICATION What are you doing now that you could/did not do before?	2 X Knowledge Level Points	2 X Knowledge Level Points	2 X Knowledge Level Points
IMPACT How has student performance improved? What has changed about the program?	3 X Knowledge Level Points	3 X Knowledge Level Points	3 X Knowledge Level Points

Category Profile for Activities are Listed below:

Content Standards: Activities for what you teach-Primary field of teaching

Professional Standards: Help in your Profession but not necessarily in your field of teaching

Service to the Profession: Meetings you attend (i.e.: SIT/SITE COUNCIL/BLT)