

**Professional
Development
Council
(PDC)**

GUIDELINES

2008-2013

I. USD #417 PROFESSIONAL GOALS AND OBJECTIVES

See website, under “USD 417 Professional Development Plan”

II. PURPOSE OF PROFESSIONAL DEVELOPMENT COUNCIL

The USD #417 Professional Development Council exists with a four-fold purpose:

- A. To assess the inservice needs of the district and to design and coordinate professional development activities that extend the skills; apply the skills; and measure the impact on students.
- B. To advise the Board of Education regarding the development and implementation of inservice education and other professional development activities of the district.
- C. To provide the structure and means through which individuals may participate in professional development activities for licensure renewal in the State of Kansas.
- D. To align the activities of USD #417 with Quality Performance Accreditation to assist in meeting the stated School Improvement Plans of the district.

III. PROFESSIONAL DEVELOPMENT COUNCIL

A. Membership

The standing membership shall be composed of ten members. The membership will include the superintendent, curriculum director, technology coordinator, one (1) building administrator, five (5) certified personnel, and one (1) USD #417 Board of Education member.

B. Method of Rotation of Membership

1. The building administrator shall serve for three years.
2. The superintendent, curriculum director, and technology coordinator shall have permanent positions as members of the Council.
3. Certified personnel shall serve a term of three years.
4. The Board of Education member shall serve at the option of the Board of Education for a minimum of one-year term.
5. Membership on the Council (excluding the permanent positions) shall not exceed more than six consecutive years for any member.

C. Representation

1. Building Administrator shall be one (1) elementary building or one (1) secondary building administrator.
2. Superintendent shall be the school superintendent.
3. Curriculum Director shall be the district curriculum director.
4. Technology Coordinator shall be the district technology coordinator.
5. Board of Education member shall be designated by the Board of Education.

6. Certified personnel shall be composed of five (5) members: five (5) school representatives.
7. School representative shall be:
 - a) Council Grove Elementary/Middle School (K-5) – one (1) representative
 - b) Council Grove Elementary/Middle School (6-8) – one (1) representative
 - c) Prairie Heights Elementary School – one (1) representative
 - d) Prairie Heights Middle School – one (1) representative
 - e) Council Grove High School – one (1) representative

D. Term for the Professional Development Council shall be from July 1 through June 30.

E. Method of Selection

1. **Vacancies for the building administration representative** shall be election by the respective administrator group and submitted to the Chairperson of the Professional Development Council by April 1.
2. **Vacancies for representatives from the elementary, middle, and high school** shall be by election at the respective buildings and submitted to the Chairperson of the Professional Development Council by April 1.
3. **Newly elected members** will be encouraged to attend the Professional Development Council meetings as non-voting members from the date of selection until their term of office begins.

F. Resignation and Replacements

1. **Request for resignation of a member** by the Professional Development Council: The Professional Development Council is empowered to request the resignation of a member for the good of the Council.
2. **Resignation of Membership:** A member (with the exception of the permanent positions) may resign his/her membership at any time. A letter of resignation shall be written and submitted by the resigning member to the Professional Development Council Chairperson at least one regular meeting prior to the effective date of the resignation.
3. **Replacement of Resigning Members:** Vacancies for council members shall be by election of the respective representative group(s) and submitted to the Chairperson of the Professional Development Council.

G. Offices of the Professional Development Council

1. **Officers:** The officers of the USD #417 Professional Development Council shall consist of a chairperson, an assistant chairperson, and a secretary.
2. **Selection of officers:** The chairperson, assistant chairperson, and secretary shall be elected each year in April and their term of office shall be July 1 through June 30.
3. **Term of office:** The chairperson, assistant chairperson, and secretary shall hold office for one year. They may be re-elected to serve a maximum of three successive terms.
4. **Resignation:** An officer may resign from office at any time provided a letter of resignation is submitted to the Professional Development Council at least one meeting before the resignation is to become effective.

5. **Vacancies:** Vacancies in officers' positions will be filled by a majority vote of a quorum of the Professional Development Council at the meeting the resignation is effective.

H. Powers, Duties, and Functions

1. Implement the Professional Development Plan of the school district within the guidelines and criteria established by the State Department of Education.
2. Review and approve or reject the Individual Professional Development Plan submitted by each participating staff member.
3. Review and approve or reject Individual Professional Development Plans submitted by each participating staff member for Professional Development Points earned through college coursework according to the Kansas License Renewal Regulations.
4. During at least the months of November and June, review, validate, and verify the licensure credit points to be granted for activities completed on the Individual Professional Development Plan of each participating member.
5. Implement steps required to amend the USD #417 Professional Development Plan, if necessary.
6. Serve as the sick leave bank committee. Decisions of the committee are final and may not be appealed. Six affirming votes are required to approve a request for sick leave bank days. Decisions of the committee will be communicated to the requesting individual by the Chairperson.

I. Chairperson Duties

1. Presides at all regular meetings.
2. Prepares and distributes agenda for all meetings in advance of meetings.
3. Calls and presides at all special meetings.
4. Serves as an ex officio member of any subcommittee.
5. Provides copies of approved PDC minutes to the members of the Board of Education.
6. Prepares a report on the action of the Professional Development Council for inclusion in the USD #417 annual school report.
7. Notifies the Board of Education (usually at the July or August meeting) of the progress of staff members who participate in the program. Also report on the activities of the Professional Development Council and make recommendations for the improvement of the plan and its implementation.
8. Outlines yearly Professional Development Council tasks and timelines.
9. Insures that Professional Development Plans are safely and accurately received and kept by the Council.
10. Presents information about Professional Development during the new teacher orientation in August.
11. After approval by the Council, prepares the District Activity Plan to be available at one of the August staff development days.
12. During at least the months of November and June, reviews, validates, and verifies the licensure credit points to be granted for activities completed on the Individual Professional Development Plan of each participating staff member.

J. Assistant Chairperson Duties

1. Fulfills all the duties of the Chairperson in the Chairperson's absence.

2. Carries out other duties requested by the Chairperson.

K. Secretary Duties

1. Keeps minutes of all meetings.
2. Prepares minutes for distribution to all members of the Council and the Superintendent of Schools.
3. Keeps attendance of all meetings.
4. Handles Professional Development Council correspondence.
5. Maintains a file of Professional Development Council minutes, correspondence, and all other pertinent documents.

L. Meetings of the Professional Development Council

1. Monthly meetings will be held from August through May as necessitated by an agenda.
2. All meetings will be posted on the District Master Calendar.
3. Meetings will be held at the district office meeting room.
4. Special meetings may be called by the chairperson or a majority of the Professional Development Council with at least one week prior notice.
5. Quorum: A two-thirds majority (**7/10**) of the voting Professional Development Council membership shall constitute a quorum.
6. Voting: All decisions by vote shall be by simple majority, provided there is a quorum present.
7. All meetings will be “public” and “open” to whoever wishes to observe. The Professional Development Council may adjourn to executive session, if the need arises.
8. Necessary clerical and accounting staff, facilities for meetings, record keeping, communications, and other necessary services of the Council shall be furnished by the school district.

M. Development of Agenda for Professional Development Council Meetings

1. Items for consideration by the Professional Development Council may be proposed by the members of the Professional Development Council or certified personnel of USD #417.
2. Items must be submitted in writing to the Chairperson of the Council at least one week prior to the scheduled meeting of the Council.
3. The agenda and notification of the meeting shall be distributed to members of the Professional Development Council, one copy per building for posting, and one copy for the Superintendent of Schools.
4. The Council shall determine the amount of time to be spent on each agenda item.
5. A time shall be allowed for recognition of visitors.

N. Taking and Maintaining Records of Meetings

1. Minutes of all meetings shall be kept by the secretary of the Professional Development Council. Approved minutes will be forwarded to the Superintendent of Schools.
2. Records of meetings and materials submitted to the Professional Development Council shall be forwarded to the Chairperson of the Council at the district office.
3. A master file of Individual Development Plans (IDP) shall be maintained in the district office. Prudent supervision of the files by the Superintendent of Schools

shall guarantee confidentiality of information through a system of monitoring those having access to personnel records.

4. Access to the Individual Professional Development Plan records and information shall be according to Board of Education policy with the exception of the superintendent, administrators, Professional Development Council members, and the Board of Education.

IV. PROCEDURE FOR APPROVING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

- A. Seven affirming votes are required to approve the District Professional Development Plan.
- B. The approved District Professional Development Plan shall be submitted to the USD #417 Board of Education and the State Department of Education for approval.

V. PROCEDURE FOR AMENDING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

- A. The Professional Development Council may adopt amendments to the District Professional Development Plan by seven affirming votes of Council members, provided that these amendments have been introduced in writing at the preceding regular meeting.
- B. Amendments approved by the Professional Development Council shall be submitted to the USD #417 Board of Education and the State Department of Education for approval.

VI. PROCEDURE USED TO INFORM LICENSED PERSONNEL AND THE BOARD OF EDUCATION OF THE DECISIONS AND ACTIVITIES OF THE COUNCIL

- A. The secretary of the Professional Development Council shall prepare minutes of all minutes and distribute them to all members of the Professional Development Council and to the Superintendent of Schools to include in the monthly report to the Board of Education. One copy of the minutes will be distributed to each building for posting.
- B. Professional Development Points earned by an individual will be recorded on his/her transcript periodically by district office personnel as recommended by the Professional Development Council.
- C. Professional Development Building Representatives will notify licensed personnel if their Individual Professional Development Plan is not approved and why.
- D. Professional Development Building Representatives will communicate with building educators concerning decisions and activities of the council in a timely manner.

VII. PROCEDURE FOR DISTRICT PROFESSIONAL DEVELOPMENT ACTIVITY PLAN

- A. District and building professional development activity plans must be approved by PDC and the Board of Education in order to be placed on the District Professional Development Activity Plan. The District Professional Development Plan will be produced on a spreadsheet (Appendix A) and distributed to all licensed personnel at one of the August staff development days.
- B. In order to participate, the participant shall provide the following information: Name, School, Teaching Assignment, and Highest Degree Earned. This information will be recorded on a database and saved for future reference.
- C. Sponsors of each activity (Knowledge Level) on the District Professional Development Plan shall document the participants and the number of hours each attended. Sponsors are encouraged to collect data on a spreadsheet (Appendix B) and it must be submitted to the Chairperson within ten (10) contract days from the date of the activity. For those activities that are conducted throughout the year, the total number of hours for each participant must be calculated and submitted to the Chairperson by the May meeting.
- D. The sponsor must have each participant fill out an evaluation from (Appendix C) to be submitted to the Council. Information will be used by the Council to determine if the activity was aligned with the goals and objectives of the district and whether the activity will be continued on the District Professional Development Plan.

VIII. DESCRIPTION OF INDIVIDUAL DEVELOPMENT PLAN

A. Procedure

- 1. Individual Development Plans must be submitted to the Council prior to attending the activity.
- 2. Each hour of the activity is equivalent to 1 point (i.e. 3 hour workshop equals 3 points).
- 3. Persons conducting the workshop can receive 1 point for preparation & 1 point for presentation per hour of the “initial presentation” workshop. An additional 1 point will be given for an analysis of the evaluation (Appendix C). For example: 2 hour workshop = 4 pts for preparation and presentation + 1 pt analysis = 5 pts
- 4. Persons conducting duplicate presentations can receive 1 point for each hour of presentation and 1 point for an analysis of the evaluation (Appendix C). For example: 2 hour workshop = 2 pts for presentation + 1 pt analysis = 3 pts
- 5. Points will be awarded in 1/4 hour increments, i.e. 1.00, 1.25, 1.50, 1.75, etc.
- 6. Points will be awarded according to the number of hours in an activity (i.e. if the activity meets for 45 hours, 45 points will be awarded).
- 7. All college credit hours with the exception of advanced programs of study that lead to an advanced degree or endorsement, must be approved as an activity on the Individual Development Plan. One (1) college credit = Twenty (20) points.
- 8. Individuals auditing college courses will receive one (1) point per logged hour. Verification, including documentation, is required within ten (10) school days on completing the course.

9. The student teacher activity is listed on the district plan and does not require an individual plan to be filed. Teachers may receive one (1) point per logged hour spent mentoring and/or consulting with a student teacher.
 - ✓ Documentation must be filed by the end of each semester in order to receive points.
 - ✓ Documentation will consist of a log containing date, time, and a brief description of supervision.
 10. Participants serving on PDC, Technology Committee, and Curriculum Committees will be paid according to the negotiated agreement for work completed outside of the 8:00 AM – 4:00 PM contract day.
- B. Individual Professional Development Plans should be produced on a template (Appendix D) located on the district website.
 - C. Activity Numbers are cumulative from year to year. (Beginning with the school year 2003-2004, individual activities will begin with #100).
 - D. The goals and objectives should be district goals and objectives or Standards of Professional Practice (KSA 91-1-218).
 - E. The Title and Sponsor of the activity should be listed.
 - F. Each activity (knowledge level only) must be accompanied by program information (i.e. brochure, flyer, letter, etc.) that will describe the activity. This information should be attached to the Plan. Plans will not be approved without this information.
 - G. The dates or dates of the activity and the times it is held should be listed.
 - H. The participant should estimate the number of points that should be awarded. Refer to the General Guidelines.
 - I. IDP validation and points earned for the Council's use only.

IX. PROCEDURE FOR APPROVAL OF THE INDIVIDUAL DEVELOPMENT PLAN

- A. The Chairperson of the Council shall assign each plan to a committee made up of a minimum of three Council members for review and approval ((Appendix E). Should any of the committee members have reason to question any part of the Plan, it shall be reviewed by the entire Professional Development Council. The Council may request the participant and/or the entire immediate supervisor to meet with the Council to discuss/defend the submitted Plan.
- B. In the event that an Individual Development Plan (Appendix D) is not approved, the participant may appeal the decision in writing.
- C. Following final Council action on a Plan, the Council will forward it to the Board of Education representative along with the Council's recommendation.

- D. A Plan may be amended or corrected at any time and shall be approved in the same manner as the initial Plan.

X. CRITERIA FOR APPROVAL OF INDIVIDUAL DEVELOPMENT PLAN

- A. The Plan is written for a period of one to five years.
- B. Provision is made for annual review and revision.
- C. Starting and completion dates for first year activities are clearly stated.
- D. The Plan is developed in cooperation with the participant's building principal.
- E. Kansas Professional Education Standards are clearly stated. The goals and objectives of USD #417 and/or individual buildings should be used.
- F. Each activity in the Plan meets the needs as expressed in the goals and objectives of USD #417 Professional Development Plan as well as the Kansas Professional Education Standards.

XI. APPEALS PROCEDURE FOR INDIVIDUAL DEVELOPMENT PLANS AND/OR STAFF DEVELOPMENT EDUCATION ACTIVITY PLANS

- A. Any participant submitting a Plan to the Professional Development Council shall be informed of approval through the minutes of the Council's meetings and a copy of the approved plan will be returned to the participant. Plans that are not approved will be returned to the participant by the building representative.
- B. Any participant who is aggrieved by a decision of the Professional Development Council may appeal to the Council.
 - 1. The participant shall submit in writing the reasons why the participant believes the decision of the Council is incorrect.
 - 2. Other relevant information which may be of assistance to the Council in reviewing the decision may also be submitted.
 - 3. These materials should be directed to the Chairperson of the Council.
 - 4. In addition to the written material, the Council will accept oral testimony concerning the appeal.
- C. All appeals must be received by the Chairperson of the Council no later than the last scheduled PDC meeting of the current school term. The Council will render a decision on each appeal within thirty (30) days.
- D. If a person is unable to attain approval of an individual development plan through the local professional development council, the person may appeal to the licensure review committee for a review of the proposed plan. K.S.A. 91-1-206(d).

- E. The Professional Development Council may accept information after the deadlines established above if the Council deems it is in the best interest of USD #417.

XII. PROCEDURE FOR RECOMMENDING VERIFICATION OF THE INDIVIDUAL DEVELOPMENT PLANS

- A. For each proposed activity in the Individual Development Plan, the participant must complete the appropriate Staff Development Activity Verification Form (Appendix F) with a signature required by the building administrator.
- B. The participant shall forward this form (Appendix F) to his/her building representative of the Professional Development Council within ten school days after the activity is completed. This guideline applies to knowledge level activities. Verification for application and impact level activities will be submitted upon completion.
- C. When the Individual Development Plan activities are completed and validated, the number of points earned will be reviewed and approved by the Professional Development Council and entered on the participant's transcript. The participant may receive a copy of the transcript from the District Office within 30 days from the date of the request.
- D. The Professional Development Council shall recommend to the Board of Education President or designee those individuals who have met the requirements for license renewal as verified by the Professional Development Council.
- E. The completed transcript shall be submitted to the Superintendent of Schools, Professional Development Council Chairperson, and the Board of Education President or designee for verification and signature.

XIII. PROCEDURES FOR SUBMITTING PROPOSALS FOR A STAFF DEVELOPMENT ACTIVITY

- A. All proposals for a Staff Development Activity shall be submitted on the Staff Development Activity Plan form (Appendix H).
- B. Any individual or group may submit a Staff Development Activity Plan.
- C. All Staff Development Activity Plans shall be forwarded to the Chairperson of the Professional Development Council. Proposals submitted and approved by the last PDC meeting of the current school term, will be placed on the following academic year's District Activity Plan. Proposals can be submitted and approved during the school year.
- D. The Staff Development Activity Plan shall describe a specific activity with goals, objectives, and recommendations for execution and completion.
- E. The activity shall be in agreement with the goals and objectives of the USD #417 Professional Development Plan or Professional Education Standards.

- F. Following the Council’s action on a Staff Development Activity Plan, the Council will forward it to the Board of Education President or designee for approval at the June BOE meeting.
- G. The Council shall notify each submitter as to whether the Staff Development Activity Plan is approved or not approved (Appendix J).
- H. A copy of the approved/not approved plan will be returned to the participant.

XIV. PROCEDURES FOR APPROVING STAFF DEVELOPMENT ACTIVITY PLANS

- A. The goals and objectives of the Staff Development Activity Plan are consistent with the goals and objectives of USD #417 and the district’s Professional Development Plan.
- B. The activity meets the needs, which were addressed in formal and informal needs assessments of the individual, building level personnel, and groups within the district.
- C. Goals and objectives or Professional Education Standards are clearly stated.
- D. The presenter of the activity presents evidence of credentials and competencies necessary for achieving the activity’s objectives.
- E. A method of evaluating the effectiveness of the activity is clearly stated.
- F. The form “Criteria for Evaluating Proposals for Staff Development Activities” will be used by the Council to review the Activity Plans (Appendix I).

XV. PROCEDURE FOR VERIFYING COMPLETION OF THE STAFF DEVELOPMENT ACTIVITY PLAN

- A. The Professional Development Council shall recommend to the Board of Education President or designee all Staff Development Activity Plans that have met the approval of the Council.
- B. Prior to the awarding of points, the Professional Development Council shall have the responsibility of assuring that activities were carried out in accordance with the given approval.
- C. Verification of completion of the activity shall be based upon a review of the goals and objectives set forth at the time the activity was approved by the Council and the evaluation of the activity by the participants and the Council.

XVI. CRITERIA FOR EVALUATION OF THE STAFF DEVELOPMENT ACTIVITIES

- A. Each staff development activity approved for credit shall be evaluated by the Professional Development Council. Each participant in an activity will confidentially evaluate the

activity at the conclusion by completing the “Staff Development Activity Evaluation” form (Appendix C), or other approved evaluation measure. The confidential evaluations of the activity will be tabulated by the activity presenter and the results will be entered into the minutes of the Council.

- B. On an annual basis the Professional Development Council shall evaluate the total Staff Development Activities on the District Professional Development Plan. Members of the Professional Development Council will evaluate the effectiveness of the year’s staff development activities. Administrators and participating licensed personnel will be surveyed to determine whether or not the activity program is progressing toward what was intended and whether or not the goals and objectives of the activities are being met. (Appendix J or other approved measure)
- C. Based upon the survey and resultant review by the Council, the Chairperson shall write an annual report of the actions and recommendations of the Council for inclusion in the USD #417 annual school report to the Board of Education’s June or July meeting.
- D. The Professional Development Council shall evaluate the general administration of the district’s Staff Development Activities and shall include in an annual report to the Board of Education at the July meeting an analysis of the effectiveness of the needs identification process, coordination of staff development activities, and the efficiency of activities and the record keeping system.