

Buhler USD 313

A Community of Learners

Professional Development Handbook



- An Exceptional Educational Experience for All -

Buhler USD 313

Updated August 2017

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Buhler USD 313 Professional Development Council Members

Samantha Neill, Chairperson
Buhler High School

Randy Heidel
Prairie Hills Middle School

Patty Gould, Secretary
Buhler Grade School

Angela McDonald
Union Valley

Lynn Obermite-Wimer
Plum Creek Elementary

Michael Ellegood, Administrator
Buhler High School

Cindy Couchman
Assistant Superintendent

As Needed

John Schulte
Melissa Kennedy

Todd Fredrickson
Paul Erickson
Mike Berblinger

Board of Education	Administration
Monte Cross Marilyn Bolton Matt McCabe Greg Lackey Laura Dick Vernon Goerl Cliff Wray	Mike Berblinger, Superintendent Cindy Couchman, Assistant Superintendent Perry McCabe, Business Manager Greg Cyrier, Director of Technology Kyle McClure, District Integration Technology Specialist

Professional Development Council Scheduled Meeting Months
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August
September

November
January
March

May
*Special Meetings
Scheduled if Needed

DISTRICT DIRECTION

Mission Statement

"An Exceptional Educational Experience for All."

Our Vision

"Creating Generations of Positive World Changers!"

Strategic Priorities

As a district we will:

1. Improve our teaching and learning process by focusing on results.
2. Increase access to and continue use of emerging technologies.
3. Continue focus on learning readiness in our pre-kindergarten through fifth grade learning program.
4. Maximize the use of our financial capabilities.
5. Strengthen trust and working relationships among our stakeholders.
6. Create and maintain "State of the Art" facilities in order to maximize student learning.

Professional Learning Goals

- Follow the Kansas Professional Learning/Licensure regulations by attending professional learning sessions, developing new procedures for the staff, modifying the forms to be used, and conducting sessions on the DMS.
- Continue facilitating implementation of PLC, district strategic priorities, and building action plans.

Definition of Council

Professional Learning Council is a representative group of Buhler USD 313 licensed personnel which advises and informs the Buhler USD 313 Board of Education on matters concerning the planning, learning, implementation and operation of the Kansas State Board of Professional Learning Plan, which includes the Buhler USD 313 Professional Learning Plan.

Composition

The Professional Learning Council consists of seven (7) members composed of teachers and administrators.

Composition of Council:

1. Five (5) teachers – 1 from each school.
2. Building administrator of PDC Chairperson.
3. Assistant Superintendent of Learning and Instruction.

Selection Procedure

Building administrators will conference with the Assistant Superintendent and PDC Chairperson to nominate a teacher that they feel is highly qualified to represent his or her building. This individual must meet the requirements listed below to serve on the council.

Term of Office of Professional Learning Council

The term of membership runs from May to May. The incoming members, as well as outgoing members and continuing members, will attend the May meeting.

Qualification of Teacher Representatives

Teacher representatives on the Professional Learning Council must have at least two years of teaching experience, at least one of which is in Buhler USD 313 (including the current contract year.)

Functions of the Council

The Professional Learning Council will:

1. establish criteria to determine whether activities meet the district, building and individual goals.
2. distribute information to staff on aspects and opportunities available for professional growth.
3. at the end of each year, the Professional Learning Council will reflect upon the successes and areas needing modification with regard to the professional learning process.
4. update the Professional Development Council handbook each year to be approved by the BOE in the October meeting.
5. participate in annual sessions provided by a KSDE Certified Presenter.

Professional Learning Council Officers

The officers of the Buhler USD 313 Professional Learning Council shall consist of a chairperson, a vice-chairperson and a secretary. The chairperson and the secretary will be elected annually. The chairperson will be a teacher representative. The vice-chairperson of the council will be the assistant superintendent of instruction.

Selection of Officers

The chairperson and the secretary of the Professional Learning Council for the coming year shall be elected by the council at its April meeting.

Duties of Officers

The Chairperson will:

1. serve as a building representative.
2. set the agenda a week in advance.
3. communicate with the secretary about upcoming meetings or concerns.
4. send out district-wide reminders and updates via email.
5. create tutorial videos to guide staff through professional learning.
6. give final approval of all reflections.
7. work with human resources clerk on salary and relicensure issues.
8. handle all district-level teacher licensure paperwork.
9. print all reflections for the secretary.
10. maintain the PDC shared Buhler Docs folder.

The Secretary will:

1. serve as a building representative.
2. send out reminders for meetings a week in advance.
3. update the handbook as determined necessary each year.
4. update salary and relicensure handouts as needed each year.
5. organize and file all paperwork each year.
6. take minutes in all meetings in the Buhler Docs folder.
7. share the minutes with any PDC member that missed a meeting.
8. type reflections and total points summary for board packet.
9. lead the meeting, in the absence of the chairperson.
10. assist the chairperson as needed.

The Building Representatives will:

1. guide colleagues through their professional learning journey.
2. support staff as they use My Learning Plan and the reflection process.
3. read and approve reflections and points.
4. guide staff through teacher licensure and salary movement.
5. communicate with Secretary and Chairperson.
6. speak at staff meetings.
7. communicate reminders and updates via email with staff members.
8. attend scheduled meetings.
9. communicate with building principal about any salary or relicensure issues.
10. respect confidentiality amongst peers and the committee.

Term of Office

The officers of the Professional Learning Council will hold office for one year and may be re-elected for successive terms.

Resignation

The Professional Learning Council will accept the resignation of a member at the end of each contract year. Representatives will be expected to fulfill duties throughout the year, unless an extenuating circumstance occurs.

Vacancies

In the event of a resignation, the vacated position will be filled by the selection procedure with the new representative beginning at the first regular meeting following the acceptance of the resignation.

Parliamentary Authority

Roberts' Rules of Order revised will be the authority for all questions of procedure.

Quorum

Any decisions made by voting will be by a simple majority of at least 4 votes, provided a quorum of members is present. A quorum will be a minimum of 4 members of the Professional Learning Council.

Developing an Agenda

Items for the agenda may be submitted to the chairperson by Professional Learning Council members or any other Buhler USD 313 licensed staff members. The published agenda will include opportunity to add items to the agenda.

Meetings of the Professional Learning Council

The Professional Learning Council meetings will be scheduled at the beginning of the school year and posted on the district calendar. The August meeting will be to approve points for salary movement. All meetings will be held at Burkholder Administrative Center unless notified of a change within 48 hours of the meeting date. Scheduled meetings may be canceled by the chairperson or on the initiative of any member of the council in cooperation with the chairperson, provided that each member is afforded 48 hours advance notice. Special meetings can be called by the chairperson or on the initiative of any member of the council in cooperation with the chairperson, provided that each member is afforded 48 hours notice.

The meetings will be open meetings and the Professional Learning Council may move into executive session when dealing with personnel matters.

Amending Procedure

The Professional Learning Council document may be amended in the following manner:

1. The Buhler USD 313 Board of Education may initiate amendment proposals. Such proposals shall be made in writing to the Professional Learning Council.
2. The Professional Learning Council may adopt amendments to this Professional Learning Plan by a simple majority vote of the members assembled, providing a quorum is present and that the proposed amendment(s) has been introduced in writing at the preceding regular meeting.
3. An amendment must be approved by the Buhler USD 313 Board of Education prior to submission to the Kansas State Board of Education.

Appeals Procedures

1. All Professional Learning Council decisions will be in writing and will be sent to the participants within ten (10) working days after the decision of the board of education.
2. Any participant who is aggrieved by a decision of the Professional Learning Council may appeal the decision to the council. Such appeal will contain a copy of the notice from the Professional Learning Council advising the participant of the decision.

Additionally, the participant will submit in writing the reasons why he/she feels that the decision of the council was incorrect. The participant may submit whatever other information he/she feels will be of assistance to the council in deciding the appropriateness of the decision of the council.

3. The materials mentioned in #2 above must be received by the council no later than thirty (30) working days, excluding school holidays, following the notification of any decision by the council. The materials may be mailed or hand delivered to the chairperson of the council.
4. Appeals will be considered at the first regular meeting following the receipt of the written appeal, provided that the written appeal is in the chairperson's hands a minimum of six (6) working days prior to the regular monthly meeting.
5. Should the questions remain unresolved, the individual may meet with the Professional Learning Council to further discuss why the plan does not meet the criteria for approval. After having met with the Professional Learning Council, if the aggrieved is not satisfied, he/she may appeal to the superintendent and the Buhler USD 313 Board of Education. If a person is unable to attain approval of an individual learning plan through local professional development through the local Professional Learning Council, the person may appeal to the state Licensure Review Committee for a review of the proposed plan.

Awarding Points & License Renewal



Kansas Professional Development Program Regulations Grid Regarding Awarding of Points

Categories →			
Levels ↓	↓	↓	↓
	“The What” Curriculum Subject Matter	“The How” Instructional Strategies How we teach, how we deliver	School Improvement Committee Work Building, District, State National
Knowledge <i>“What do I <u>know</u> that I didn’t know before?”</i>	1 point = 1 contact hour	1 point = 1 contact hour	1 point = 1 contact hour
Application <i>“What am I <u>doing</u> that I didn’t do before?”</i>	2 × Knowledge-level points	2 × Knowledge-level points	
Impact <i>“What <u>results</u> am I getting?”</i>	3 × Knowledge-level points	3 × Knowledge-level points	

Professional Learning Experiences Levels and Categories

Levels/ Categories	Characteristics	Evidence	Point Awards
<p>Knowledge Of content and/or Professional practices</p> <p><i>“What do I <u>know</u> that I didn’t know before?”</i></p>	<ul style="list-style-type: none"> • Has expanded knowledge of the indicated goal and can describe, discuss or explain what it is • Has attended a workshop or conference or may have read or heard about new knowledge/skills • Has knowledge but hasn’t yet applied or practiced the knowledge/skills 	<p>Participation in activities that give participants new knowledge/skill about content and/or professional practices</p>	<p style="text-align: center;">1 hour = 1 point</p> <ul style="list-style-type: none"> • Attendance at workshops or conferences, visits to other schools – 1 point = 1 contact hour of learning time • Study groups – 1 point = 1 contact hour of discussion time • Reading professional journals or books – 5 points/book; 1 point/journal • Professional Inquiry
<p>Application Of Content and/or Professional practices</p> <p><i>“What am I <u>doing</u> that I didn’t do before?”</i></p>	<ul style="list-style-type: none"> • Has developed a sense of expertise and confidence with the strategy and is able to apply appropriate strategies with ease and automaticity • Engages in dialogue with peers about how to improve or enhance use of skill or behavior • Makes presentations to BOE, site council, faculty meeting and collaborative teams 	<p>Evidence and/or artifacts that result from application of the strategy. No time requirement before submitting for application points.</p>	<p>2 × the knowledge level points for portions of the session that apply to the specific strategy. Evidence should include such items as: feedback from a peer coach or supervisor, notes or videotapes from feedback sessions, lesson plans, video tapes, logs, team meetings, management plans, artifacts representative of project, or professional inquiry. IMPORTANT: If this is a building or district initiative, then extra steps must be taken. Please see your building representative for more information. Professional responsibilities include any initiative in which the building or district has provided training, as well as time to implement in the classroom.</p>

<p>Impact Of Content and/or Professional practices</p> <p><i>“What <u>results</u> am I getting?”</i></p>	<ul style="list-style-type: none"> • Able to correlate the goal to student learning and school improvement • Uses student achievement results to guide use and adaptation of strategy • Able to train or coach others in use of the strategy 	<p>Evidence and/or artifacts that demonstrate impact from the strategy. Can apply for impact no sooner than one year after initial learning experience.</p>	<p>3 × the knowledge level points for portions of the session that apply to the specific strategy. Evidence should include such items as: reflective journals, demonstrations for peers, serve as a peer coach, action research projects, conducting training, or professional inquiry.</p>
<p>Service to the Profession (Knowledge Level)</p> <p><i>“How have I served others in the profession?”</i></p>	<ul style="list-style-type: none"> • Able to perform activities that assist others in acquiring proficiency in professional practices or content • Able to perform activities that directly relate to licensure of educators, accreditation processes, or professional organizations 	<p>Participation in activities that help others in the profession expand their expertise</p>	<ul style="list-style-type: none"> • Mentoring and supervision of student teachers – 1 point per hour beyond contracted time as documented on log. Points may be used for license renewal only. • Service on accreditation teams – 1 point/hour served • State committees, ESSDACK committees, offices or committees in professional organizations, local committee work – 1 point/hour served • Workshop presentations – 1 point/hour for actual presentation time. To claim PD points, staff members cannot be paid for the presentation.

Relicensure - Staff Handout

**Holding a current teaching license is the teacher's responsibility;
the PDC will assist teachers throughout this process.**

For all relicensure requirements, please visit www.ksde.org.

Bachelor's Degree: Requires 160 Professional Development Points

80 of the 160 points MUST be a college or university credit*

(1 college credit = 20 points)

Master's Degree: Requires 120 Professional Development Points

All points can be on points only or combination of college credit and points

- Relicensure process can start 6 months prior to expiration date; the process can take several months to complete as it goes through the PDC and BOE. Once you are ready to begin this process, please contact your building representative.
- All types of professional development points can be used for relicensure so long as they are related to your content area/ education emphasis.
- Undergraduate credit must be approved by the assistant superintendent prior to enrollment. Credits must be related to one's content area, especially for CTE instructors. These credits may only be used for relicensure, not salary movement.
- All points including college hours **must be** submitted into 'My Learning Plan'. If a college transcript is sent to KSDE without an accompanying PDC transcript, the relicensure application will be returned.
- All professional development points must be approved by the PDC and the BOE before they can be printed on a PDC transcript.
- All points approved and /or used for salary may also be used for license renewal.
- Points must be validated during the five (5) year renewal period. After five years, relicensure points will expire.

1 HOUR OF LEARNING = 1 PT.

(LUNCH and TRAVEL NOT INCLUDED)

1 CREDIT HOUR = 20 PTS.

*****REMEMBER THAT THIS MAY TAKE UP TO 6 MONTHS TO COMPLETE;**

A MINIMUM OF 8 WEEKS IS RECOMMENDED***

Relicensure - Expired Teaching License Handout

A few questions have arisen about what exactly will happen should a teacher allow his/her license to expire. As your district PDC, we want to take a minute to clarify what that means for our certified staff as to avoid this situation in the future.

According to Kansas State Statute: KSA 72-1390 :

Should a staff member allow their license to lapse, their contract would become void and payment of salary would be stopped as of the date their license expired. They would be replaced by a substitute until a valid license is approved by the Kansas State Department of Education. Upon re-certification, the Board of Education would then consider the reinstatement of the certified staff member's contract.

The important phrase of that statement is: *"Their contract would become void."*

What are some of the other consequences of an expired license? Including, but not limited to:

- Salary
- Health benefits
- Retirement benefits
- Annual leave/ accumulated sick leave

Staff members would be replaced by a substitute teacher, unless they have obtained an emergency sub license from the Kansas State Department of Education. Should the staff member be hired as a long-term substitute teacher, then he/she would have the opportunity to pay for COBRA insurance out-of-pocket until the license is renewed up to a maximum of 18 months. Staff will not be allowed to use annual leave for the time that elapses between licensure, as the teaching contract is void.

Staff members will not automatically be re-hired in the district once their license is renewed. The board policy states: *"Upon re-certification, the Board of Education would then consider the reinstatement of the certified staff member's contract."*

Please remember that your building and district PDC representatives will do what they can to assist you in relicensure. Also, please be aware that the process for PDC approval takes at least 4 weeks. All approvals must be presented and approved to the Board of Education. All transcripts must be provided prior to board approval. You may renew your license up to 6 months in advance. **The PDC recommends having all the paperwork and transcripts ready to send off at this time to avoid any issues at the state level.**

Relicensure - Staff Checklist

**Holding a current teaching license is the teacher's responsibility;
the PDC will assist teachers throughout this process.**

	Have you filled out the application for KSDE? www.ksde.org
	Do you need fingerprints? (Check KSDE Educator License Lookup: https://online.ksde.org/TLL/SearchLicense.aspx)
	If you need to have your fingerprints taken, have you made an appointment with for this? Fingerprint cards can be picked up from the BAC or ordered from KSDE free of charge. (http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Fingerprint-Card-Order-Form)
	Have you sent both your fingerprints together with a separate check (made payable to KSDE) together? Any fingerprints sent without the check will not be processed. You can have the law enforcement office mail this, but you will need to provide adequate postage. This may be sent separately from your renewal information.
	Have you contacted Sam Neill at sneill@usd313.org to notify her that you are ready to relicense and need your paperwork?
	Do you have all needed points approved? <ul style="list-style-type: none"> • 120 if you have a master's degree (these may all be PD points, no college hours needed; however, if you have earned college credit, you must provide those transcripts to both the district and state.) • 160 if you have a bachelor's degree (80 of these must be college credit = 4 college hours)
	Are all college hours entered into My Learning Plan? Reflections must be approved by the Board of Education. This process can take 4-6 weeks or more. YOU CANNOT JUST SEND IN A COLLEGE TRANSCRIPT.
	Do all college hours have an official transcripts submitted to the BAC and a separate unopened copy that is sent to the state with your packet or via email from the university?
	Is your DMS transcript is signed? (Contact Tammy Heidel for your copy within 6 months of expiration.) <i>If applicable.</i>
	Is your MLP transcript is signed? (Contact Sam Neill to print your copy within 6 months of expiration.)
	Are both DMS and MLP transcripts are sealed by Wendy at the BAC?
	Do you have a check or money order for \$70.00 attached made payable to the Kansas State Department of Education. Money order or cashier's check preferred. Personal checks accepted. DO NOT SEND CASH.
	Finally, is all paperwork, other than fingerprints, ready to be mailed together to KSDE?

Salary Movement



Salary Movement - Purpose and Procedures

Purpose:

The purpose of this agreement is to provide the district with policy that will support improved student learning through professional development (PD). In addition to providing resources that promote professional development by paying for substitutes, registration fees, honorariums, materials, and days for PD during the contract day, it is the belief of the Board of Education, Administration, and teachers that additional incentives are appropriate.

This policy supports improved student achievement through the implementation of best practices inside classrooms. It addresses the three levels of professional development and learning approved by the KSBE: knowledge, application and impact.

Procedures:

For this policy to be productive, the procedures must be in place. Therefore,

1. The PDC representative are charged with the responsibility of discussing the process of applying for and being awarded PD points, for both re-licensure and salary enhancement.
2. On a yearly basis, PD points may be used for salary enhancement in the following ways:
 - Knowledge level points, professional development points – 20 points per year
 - Knowledge level points, graduate level courses – credit hours will be converted to points @ 20 points per hour. Graduate hours are unlimited.
 - Application and Impact points – unlimited, as approved by the PDC.
3. An up-to-date record of each teacher’s points will be available through My Learning Plan.

300 pts. are required for salary movement: 1 hour of conference learning = 1 pt. 1 credit hour = 20 pts.	BA +15 BA +30 BA+45 MA MA+15 MA+30 MA +45 MA +60	Note: Movement beyond BA +45 requires a Master’s Degree	Only 20 knowledge level points per year may be used for salary, but unlimited application and impact points may be used.
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Salary Movement - Staff Handout

The following information outlines the required college hours and combination of college hours and professional development points needed for movement on the salary schedule for certified staff.

- The educator **MUST** notify their intention to move on the the salary schedule **before** June 1st by filling out the My Learning Plan “Intent for Salary Advance” section located on the left side of the web page.
- Accumulation of points may cover a span of many years (relicensure points expire in five years, while salary points never expire).
- All documentation required for movement (including reflections and official transcripts) **MUST** be completed **before** September 1st.
- Permission to advance more than one education column per year must be obtained from the Board of Education.

Staff can move horizontally on the salary schedule one of three ways:

- 1) Professional Development Points
- 2) Professional Development Points AND College Credit
- 3) College Credit.

PROFESSIONAL DEVELOPMENT POINTS (300 POINTS):

- Using My Learning Plan, educator designates the professional points to be used for salary movement by filling out the section “Intent for Salary Advance”, then notifies building rep to get help.
- If you have questions, visit with your building representative.
- ***It is recommended that you begin this process six months before the deadline.***

PROFESSIONAL DEVELOPMENT POINTS AND COLLEGE CREDIT (300 POINTS):

- Educator requests official transcript(s) from college or university, provided to the PDC prior to September 1st.
- Using My Learning Plan, educator designates the professional points to be used for salary movement by filling out the section “Intent for Salary Advance”.

(Continued on next page)

- If you have questions, visit with your building representative.
- ***It is recommended that you begin this process six months before the deadline.***

COLLEGE CREDIT (300 POINTS):

- 1 college credit = 20 points, 15 college credit hours = 300 points; Movement beyond a BA +45 requires a Master's degree
- Educator requests official transcript(s) from college or university and provides the transcript(s) to the PDC prior to September 1st.
- Using the My Learning Plan, educator designates the professional points to be used for salary movement by filling out the section "Intent for Salary Advance".

Vertical Movement is subject to negotiations each year and cannot be determined by the Professional Development Council.

In the event a course is denied by the administration, the teacher may appeal to an appeal board consisting of a Buhler-NEA representative, the superintendent and the teacher's building administrator. The appeal board shall render a decision within one week of hearing the appeal.

Salary Movement - Staff Checklist

Checklist	Steps to be taken:
	Email your building PDC representative if you have questions about the points you need to move over on the salary schedule.
	Enter the request for salary advancement on My Learning Plan before June 1st.
	The PDC chairperson will email the "Salary Advancement Log" to the teacher so that the chairperson knows exactly what points to move over.
	Once the log has been completed, the PDC Chairperson will check the points requested and then approve the request.
	This request will then be sent to Perry McCabe and Tammy Heidel for approval.
	During the summer session, the staff member will complete any reflections needed on the coursework, conferences, or application points needed for relicensure before September 1st.
	Official transcripts will be sent to Tammy Heidel via mail or electronically before September 1st.

Appendix



*****Remember to go to www.ksde.org
for relicensure forms*****

***It is the responsibility for PDC Building Representatives
to assist teachers in this process.***

Sample Reflection

Too General (will not be approved): I learned many effective writing techniques at this conference that I will be implementing them in my curriculum over the next year. I think it will help my students better understand plot development and build confidence in writing.

*****This needs to list the names of the specific activities so that you can use them for application points in the future.**

Acceptable: I learned many effective writing techniques at this conference such as the "6-word novel", "Silencing My Inner Critic", and the "Read/ Write Connection". I will be implementing them in my curriculum over the next year. I think it will help my students better understand plot development and build their confidence in writing.

*****QUANTITY DOES NOT MEAN QUALITY***
PLEASE BE SPECIFIC.**

Study Group/ Book Study Requirements

1. A proposal must be made to the building administrator. This proposal must include title/ author of book, intent of study group, possible end product(s).
2. If building administrator approves, he/she will submit proposal to PDC president and the Director of Learning and Instruction.
3. Participants in the study group may earn up to 10 points if they submit a log of time spent learning and reflection on learning. One hour = One point.
4. Participants in study group may earn up to 20 points for the study group if they meet the following requirements:
 - A. A log of time spent learning and reflection for each of the hours spent reading, learning, and creating end product.
 - B. A final end product approved by the PDC committee. The PDC may ask for revisions to be made to the product before approval.