

Professional Development Plan

Santa Fe Trail ***USD 434***



Date Plan Approved by State Board of Education:
Date of Plan Expiration: 7/31/29

5-Year Professional Development Plan Approval

The USD 434 Professional Development Council approved the following plan, at its meeting held on April 10, 2024, according to KAR 91-1-2169(c) for submission for approval of the Kansas State Board of Education

PDC Chair: _____
Signature

Date

The Santa Fe Trail Board of Education approved the following plan, at its meeting held on _____, according to KAR 91-1-216 (c) for submission for approval of the Kansas State Board of Education.

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Section One

Professional Development Council (PDC)

1.1 Introduction

● Mission Statement

- The Santa Fe Trail USD 434 mission is to support individual student needs in preparation for successful life work.
- The Santa Fe Trail USD 434 vision statement is inspiring and empowering every Charger, every day.
- The Professional Development Council's mission is to promote continued educational and professional growth through multiple professional development opportunities to meet the needs of our classified and certified personnel.

The PDC writes, coordinates, and administers this District Professional Development Plan and is responsible for the development and management of policy and procedures regarding individual, building, and district-level professional and staff development.

The PDC represents both certified teachers and administrators. Each member is selected by the group he/she represents. Teachers can outnumber administrators, but administrators cannot outnumber teachers. The PDC follows the Operational Procedures outlined in this document.

In addition to policies and procedures, the PDC developed and maintains a District Professional Development Plan that is approved by the local school board of education that meets the criteria established by the Kansas State Board. These criteria are:

- Establishment of a professional development council
- An assessment of staff development needs
- Identification of goals and objectives
- Identification of activities
- Evaluative criteria
- Procedures for awarding professional development points

Members of the PDC also participate in annual training related to their roles and responsibilities and how to implement professional development regulations K.A.R. 91-1-205 through 91-1-206 and 91-1-215 through 91-1-219.

1.2 Membership

KAR 91-1-217. In-service education professional development council.

a) Each professional development council shall meet the following criteria:

- (1) Be representative of the educational agency's licensed personnel; and
- (2) include at least as many teachers as administrators, with both selected solely by the group they represent.

The Professional Development Council (PDC) is a representative group of licensed personnel which advises and informs the USD 434 Board of Education in matters concerning the planning, development, implementation, and operation of staff development opportunities each year. Throughout each year our PDC strives to provide professional development opportunities across all content areas to include effective teaching strategies, data dives, standards work, and social emotional well-being for staff and students.

KAR 91-1-217

1.21 Licensed Teacher Groups Represented

A1) Council Members will include:

- 7 teachers representing all buildings
- Administrative representative from each building as building chair
- District administrative representative as the council chair

1.22 Licensed Teacher Group Selection Process

A2) Method of Membership

- All members will serve for 2 school years
 - When teachers report back, the building chair will email the licensed staff with the names of the Professional Development Council.

Vacancies

- Vacant positions will be filled by the building chair.
 - If the Building Chair is resigning, then the position will be filled by an administrator.

Resignation

- Members may resign at any time. Resignations must be in writing and submitted to the building and council chair. If the building or council chair is resigning, he/she will submit resignation in writing

to all members.

1.23 Licensed Leader Groups Represented

A1) Counsel Members will Include:

- 1 Administrator per building
- 1 District Administrator
- 1- 2 Teachers Per Building

Although not PDC members, all other administrators will have the opportunity to provide input to the PDC.

1.24 Licensed Leader Group Selection Process

A2) Method of Membership

- All members will serve a 2-year term.
 - o The terms will run from 8/1 to 5/31 each year with June and July off.
 - o Members will be selected by building administrators
 - o Teachers can also let the building administrator know of their interest

Vacancies

- o Selected by building administrators
- o If the chair is resigning, it will be filled by another building administrator or new incoming administrator

Resignation

- o Members may resign at any time.
- o Please let building administrator know
- o Building administrator will fill vacant position

1.3 Responsibilities

KAR 91-1-217. In-service education professional development council.

(b) Each council shall have the following responsibilities:

- (1) To participate in annual training related to roles and responsibilities of council members, including responsibilities under these regulations, K.A.R. KAR 91-1-215 through K.A.R. KAR 91-1-219;
- (2) to develop operational procedures; and
- (3) to develop a five-year plan that may be approved by the governing body of the educational agency and is based upon criteria established by the state board.

1.4 Annual Training

KAR 91-1-217. In-service education professional development council.

(b) Each council shall have the following responsibilities:

(1) To participate in annual training related to roles and responsibilities of council members, including responsibilities under these regulations, K.A.R. KAR 91-1-215 through K.A.R. KAR 91-1-219.

KAR 91-1-217

B1) Annual Training of Professional Development Council Members

- USD 434 will train new PDC members on their roles and responsibilities as council members under regulations, K.A.R. 91-1-215 through K.A.R. 91-1-219 before they start their duties but no later than the end of September of their first academic year in office. Members who receive annual training as a refresher should complete it by the end of the first semester of the new academic year.
- Each member will annually attend an online or in person approved KSDE state-mandated professional development council training (see link in appendix C)
 - o Upon completion of training, documentation(certificate) of the training will be provided to the PDC Chair, who is responsible for ensuring all PDC members have received this training each year. The documents will be kept on file with the Chair.

1.5 Operational Procedures

KAR 91-1-217. In-service education professional development council.

(b) Each council shall have the following responsibilities:

(2) to develop operational procedures.

The Professional Development Council will:

- o Develop, revise, and implement the District Professional Development plan within the guidelines and criteria established by the KSDE every 5 years.
- o Provide a yearly professional development needs assessment survey each year to develop professional development opportunities to support the plan.
- o Provide yearly training to new staff on the use of the PDP Toolbox Platform (this can be done by the PDC or Greenbush PDP Toolbox

Staff)

- Provide additional training on the PDP Toolbox Platform when needed (this can be done by the PDC or Greenbush PDP Toolbox Staff)
- Review, provide guidance, and approve each Individual Professional Development Plan (IPDP).
- Review, validate, and verify the staff development points/college credits granted for activities completed on each IPDP.
- Keep records and communicate the necessary business of the council to certified staff
- Each member will annually attend an online or in person approved KSDE state-mandated professional development council training (see link in appendix C)
 - Upon completion of training, documentation(certificate) of the training will be provided to the PDC Chair, who is responsible for ensuring all PDC members have received this training each year. The documents will be kept on file with the Chair.

1.50 Officers

Offices - Chair

- The district representative will be the chair

Duties of the Chair

- Calls and presides at all meetings.
- Prepares an agenda for all meetings and will send it out one week prior to the meeting.
- Notifies members of meetings one week prior to the meeting.
- Receives all resignations for the PDC members.
- Attends KSDE yearly required PDC Training either in-person or online and provides training to those members that are not able to attend the meetings (See Appendix C).
- Ensures the IPDP's are completed and accurately maintained in the PDP Toolbox Platform (See Appendix B).
- Carries out other duties as determined by the PDC.
- Maintain documentation.

1.51 Meetings

The PDC will meet four times a year

- September meeting for training of the PDP Toolbox Platform if needed and the KSDE Yearly Required Training (See Appendix C).
- Agenda items for consideration by the PDC can be proposed by members of the PDC or licensed personnel USD 434.

1.52 Voting

- A majority of the voting membership will constitute a quorum.
- All voting decisions will be by a simple majority of the PDC. If there is a tie, the PDC chair will make the final decision.
- Since matters of the PDC deal with personnel and related matters, the meetings are closed to the general public.

1.53 Documentation

- Meeting minutes will be available to licensed personnel and USD 434 Board Members
- Records of the PDC will be maintained on school property with the Chair.

Procedure for Maintaining Permanent Records

- Individual Professional Development Plan information will be maintained in the PDP Toolbox Platform.
- Professional Development Transcripts are available through the PDP Toolbox Platform. They can also be requested by your designated District Transcript Administrator or contact the PDP Toolbox at pdptoolbox@greenbush.org. Each licensed staff member is expected to examine the transcript and notify a PDC member of any corrections.
- Each educator's Professional Education Transcript will be available in the educator's PDP Toolbox Platform

Section Two

The District/System Professional Development Plan

KAR 91-1-216. Procedures for promulgation of in-service education plans; approval by state board; area professional development centers' in-service programs.

(a) An in-service education plan to be offered by one or more educational agencies may be designed and implemented by the board of education or other governing body of an educational agency, or the governing bodies of any two or more educational agencies, with the advice of representatives of the licensed personnel who will be affected.

(b) Procedures for development of an in-service plan shall include the following:

- (1) Establishment of a professional development council;
- (2) an assessment of in-service needs;
- (3) identification of goals and objectives;
- (4) identification of activities; and
- (5) evaluative criteria.

(c) Based upon information developed under subsection (b), the educational agency shall prepare a proposed in service plan. The proposed plan shall be submitted to the state board by August 1 of the school year in which the plan is to become effective.

(d) The plan shall be approved, approved with modifications, or disapproved by the state board. The educational agency shall be notified of the decision by the state board within a semester of submission of the plan.

(e) An approved plan may be amended at any time by following the procedures specified in this regulation.

(f) Each area professional development center providing in-service education for licensure renewal shall provide the in-service education through a local school district, an accredited nonpublic school, an institution of postsecondary education, or an educational agency that has a state-approved in-service education plan.

KAR 91-1-217. In-service education professional development council.

(b) Each council shall have the following responsibilities:

- (3) to develop a five-year plan that may be approved by the governing body of the educational agency and is based upon criteria established by the state board.



2.0 Introduction

Professional Development Plans (Inservice Education Plans)

- Annually a needs assessment (see appendix C) will be sent out to staff to determine the professional development needs as an individual, building, and district.
- The Professional Development for the following year will be developed using the results of the survey.

2.1 Assessment and prioritization of school improvement needs

- Individual, Building, and District
 - Data collected from the needs assessment (see appendix C) to address professional development for individual staff, building, and district.
 - Accreditation Information provided by KSDE to determine Professional Development opportunities for the district
 - KSDE Annual Required Trainings

2.2 Identification of goals and objectives to achieve professional needs

- Continue to meet the KSDE accreditation requirements.
- Provide ongoing and effective professional development opportunities for teachers in the areas of
 - KSDE Board Outcomes
 - Researched Based Instructional Strategies
 - Curriculum development and implementation
 - MTSS
 - Data Analysis
 - Social Emotional Strategies
 - Classroom
 - Staff
 - Personal
 - Assessment training and analysis
 - Content Specific related opportunities

2.3 Identification of activities and actions to achieve the goals and objective

- Activities could include but are not limited to the following.
 - Greenbush Workshops
 - Greenbush +
 - KSDE Sponsored Workshops/Conference
 - TASN Sponsored Workshops
 - MTSS Conference
 - Other Workshops/Conferences
 - Collaboration

2.4 Evaluative criteria to determine levels of success in meeting the inservice needs

As our PDC meets throughout the school year, we will continue to look at our goals and assess where we are at in meeting those goals through possible evaluative criteria such as but not limited to:

- Feedback
 - Reflections
 - Survey
 - Walk-through data

2.5 Reporting results of evaluation of in-service needs

- Informing staff members and the board of education on the feedback from professional development will be done by the Chair through email.
- The results of the feedback will be documented and kept on file with the PDC Chair to be used to determine future professional development needs

2.6 Amending the Professional Development Plan

The Professional Development Plan will be amended by the Professional Development Council. Any amendments may be approved using the voting procedures stated above (See Operational Procedures in Section 1.5). Once the amendment is approved, the Chair will add it to the Plan Updates located on Page 3. The chair will include a description of the change and include the date the PDC approved it.

Section Three

Individual Professional Development Plans (IPDP)

KAR 91-1-206. Professional development plans for license renewal.

(a) Any person filing a professional development plan with a local professional development council for licensure renewal purposes under S.B.R. KAR 91-1-205 (b) shall develop a plan that includes activities in one or more of the following areas:

- (1) Content endorsement standards as adopted by the state board;
- (2) professional education standards as adopted by the state board; or
- (3) service to the profession.

(b) Each person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.

(c) Each individual submitting a professional development plan shall ensure that the plan meets the following conditions:

- (1) The plan results from cooperative planning with a designated supervisor.
- (2) The plan is signed by the individual submitting the plan and by the individual's supervisor if the supervisor agrees with the plan.
- (3) The plan is reviewed and approved by the local professional development council.

(d) If a person is unable to attain approval of an individual development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed individual development plan.

3.0 Introduction

All licensed staff will participate in the district professional development plan. All licensed staff in the state of Kansas will re-license using professional development points.

All professional development points will be earned in the areas of Service to the Profession, Content, or Professional Education.



3.1 Collaborate with a designated supervisor

By October 1st, each individual will create or update their IPDP in the Greenbush PDP Toolbox Platform (See appendix B).

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Review Goals and update if needed
 - Discuss professional development needs to meet the goals
 - Establish new goals
 - By submitting the IPDP it will be considered signed by the designated supervisor and/or PDC member. The IPDP is

electronically housed in the Greenbush PDP Toolbox Platform.

3.2 Assess Individual Needs

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Review Goals and update if needed
 - Discuss professional development needs to meet the goals
 - Establish new goals
 - Discuss professional development needs to meet the goals

- (See appendix B)

3.3 Determine Individual Professional Development Goals

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Review Goals and update if needed
 - Discuss professional development needs to meet the goals
 - Establish new goals
 - Discuss professional development needs to meet the goals

- (See appendix B)

3.4 Determine individual professional development strategies

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Discuss professional development needs to meet the goals

- (See appendix B)

3.5 Write the Individual Professional Development Plan

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Review Goals and update if needed
 - Discuss professional development needs to meet the goals
 - Establish new goals
 - By submitting the IPDP it will be considered signed by the designated supervisor and/or PDC member. The IPDP is electronically housed in the Greenbush PDP Toolbox Platform. (See Appendix B)

3.6 Analyze Progress

Staff will be able to analyze progress with formative and summative data to see if IPDP goals are being met.

(See appendix B)

3.7 Revise the plan as necessary

Staff will be able to revise the IPDP as needed. See 3.1 and Appendix B

3.8 IPDPs for Licensed Professionals Who Live or Work in the District but are not Employed by the District

KAR 91-1-206. Professional development plans for license renewal.

(b) Each person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.

District patrons need to contact the district office to receive information on using the Greenbush PDP Toolbox Platform to electronically house their IPDP

District patrons will be a part of the District Professional Development Plan. All licensed staff in the state of Kansas will re-license using professional development points.

By October 1st, District patrons will create or update their IPDP in the Greenbush PDP Toolbox Platform (See appendix B).

- The designated supervisor and/or PDC member will work collaborative with the individual to:
 - Review Goals and update if needed
 - Discuss professional development needs to meet the goals
 - Establish new goals
 - Discuss professional development needs to meet the goals
- The created or updated IPDP will be submitted for approval in the Greenbush PDP Toolbox Platform
 - By submitting the IPDP it will be considered signed by the designated supervisor and/or PDC member. The IPDP is electronically housed in the Greenbush PDP Toolbox Platform.

3.9 Appealing the Non-Approval of an IPDP by the PDC

KAR 91-1-206. Professional development plans for license renewal.

(d) If a person is unable to attain approval of an individual development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed individual development plan.

Licensed staff may appeal a non-approval for an individual development plan to the state licensure review board (KAR 91-1-206(d)). The individual staff member may call KSDE Licensure at 785-296-2288 and ask for the Licensure Review Board Coordinator to begin the process.

Section Four

Awarding Professional Development Points for Re-licensure

KAR 91-1-218. Awarding of professional development points.

(a) In awarding professional development points, each educational agency shall designate that one professional development point is equal to one clock-hour of in-service education.

(b) If a person documents completion of an in-service activity, the person shall be awarded professional development points equal to the number of clock-hours completed.

(c) If a person who has earned points for completion of an in-service activity later verifies that the person has applied the skills or knowledge gained, the person shall be awarded two times the number of professional development points that were earned for completion of the in-service activity. Evidence of application of the knowledge gained through the in-service activity shall be presented to the professional development council and may include any of the following:

- (1) Independent observation;
- (2) written documentation; or
- (3) other evidence that is acceptable to the PDC.

(d) If a person who has earned points for application of knowledge or skills learned through in-service activities verifies that the application of the knowledge or skills has had a positive impact on student performance or the educational program of the school or school district, the person shall be awarded three times the number of professional development points that were earned for completion of the in-service activity. Evidence of impact upon student performance or school improvement shall be

presented to the professional development council and may include any of the following:

- (1) Independent observation;
- (2) written documentation;
- (3) evidence of improved student performance; or
- (4) other evidence that is acceptable to the PDC.

(e) 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. The person shall submit verification of service to the professional development council.

(f) For purposes of renewing a license, a professional development council shall not impose a limit on the number of professional development points that may be earned. However, a council may impose limits on the number of professional development points that may be earned for purposes related to employment or other local matters.

4.0 Introduction

This section describes the process for the PDC's awarding of PD points for the re-licensure of licensed staff.

One PD point is earned for every one clock-hour of in-service activity and there are *no limits* on the number of points that may be earned for the purpose of licensure renewal. The PDC awards points as a council. No individual member may approve points.

If the PDC has questions about how knowledge level (baseline) points are determined, it will request additional clarification from an individual during a PDC meeting or in written correspondence.

4.1 Definitions

If an activity does not meet the definition of either “in-service education” or “service to the profession” the PDC will not consider it for points.



IN-SERVICE EDUCATION[®] MEANS PROFESSIONAL DEVELOPMENT AND STAFF DEVELOPMENT AND SHALL INCLUDE ANY PLANNED LEARNING OPPORTUNITIES PROVIDED TO LICENSED PERSONNEL EMPLOYED BY A SCHOOL DISTRICT OR OTHER AUTHORIZED EDUCATIONAL AGENCY FOR PURPOSES OF IMPROVING THE PERFORMANCE OF THESE PERSONNEL IN ALREADY HELD OR ASSIGNED POSITIONS
KAR 91-1-205(d)



SERVICE TO THE PROFESSION[®] MEANS ANY ACTIVITY THAT ASSISTS OTHERS IN ACQUIRING PROFICIENCY IN INSTRUCTIONAL SYSTEMS, PEDAGOGY, OR CONTENT, OR THAT DIRECTLY RELATES TO LICENSURE OF PROFESSIONAL EDUCATORS, ACCREDITATION PROCESSES, OR PROFESSIONAL ORGANIZATIONS
KAR 91-1-205(k)

4.2 Professional Development Points and Semester Credit Hours for Licensure Renewal

If an individual holds a bachelor’s degree, s/he must submit 160 professional development points earned under an approved individual development plan to renew a 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.

If an individual holds an advanced degree, s/he must submit 120 professional development points earned under an approved individual development plan to renew a 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. Professional development points earned through any combination of semester credits and other professional development activities may be submitted.

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 one of three areas:

Content Endorsement Standards

**Professional Education
Standards
or
Service to the Profession**

4.3 Awarding Points in Three Levels

MATRIX FOR AWARDING PD POINTS FOR RE-LICENSURE			
KAR 91-1-206 “Professional development plans for license renewal”	Content Endorsement Standards	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1 PD point = 1 clock-hour of in-service education	1 PD point = 1 clock-hour of in-service education	1 PD point = 1 clock-hour of service to the profession
Application What knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior?	2 X Original Knowledge Level points	2 X Original Knowledge Level points	Not applicable
Impact How has student performance improved? What has positively changed about the program?	3 X Original Knowledge Level points	3 X Original Knowledge Level points	Not applicable

Activities such as college or university coursework and athletic coaching clinics are unique to each individual. Because of this, criteria applicable to *all* professional activities are critical to making fair decisions about awarding professional development points. These criteria should also support quality professional development.

The criteria for awarding points at three levels can also serve as one evaluation of the professional development relative to its value to students and/or the educational agency.

The following are samples of criteria a District/System may use in determining whether professional development points will be awarded. The PDC will review these criteria as part of the annual internal plan review and change them as appropriate. Any amendments to the plan will proceed as described in Section 2.6.

KAR 91-1-218. Awarding of professional development points.

(a) In awarding professional development points, each educational agency shall designate that one professional development point is equal to one clock-hour of in-service education.

(b) If a person documents completion of an in-service activity, the person shall be awarded professional development points equal to the number of clock-hours completed.

(f) For purposes of renewing a license, a professional development council shall not impose a limit on the number of professional development points that may be earned. However, a council may impose limits on the number of professional development points that may be earned for purposes related to employment or other local matters.

Awarding Points in Three Levels

Professional development points are awarded at three levels with *no limits* on the number of points that may be earned for licensure renewal. The three levels are described below:

Level I – Knowledge

Points awarded at one PD point per clock-hour of in-service education or service to the profession and acceptable verification given to and accepted by the PDC.

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 can be partial points from several knowledge level activities.

An individual does not need to earn knowledge level 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 II – Application

Points awarded based on the demonstrated application of the information gained at the knowledge level and for which 2 X's the knowledge level points are awarded. The PDC will determine the requirements for application, including, but not limited to, the length of time the application will take.

Level III – Impact

Points awarded based on demonstrated impact of the knowledge and skills acquired and for which 3 X's the knowledge level points are awarded. The PDC will determine the requirements for impact, including, but not limited to, how the results of the application will be evaluated.

4.4 Indicators for the Three Levels

Level I Knowledge Indicators:

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

In-service Education = 1 PD 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 knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior?

Use of New Knowledge and Skills = 2 X Level I points

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:
How has student performance improved? What has positively changed about the program?

Organizational Change = 3 X Level I points

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 Xs Level I points

Verification required may include one of the following:

- Evidence of improved student academic performance.
- Samples of positive changes in students' behaviors, such as:
 - Study habits.
 - Improved 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.

4.5 Questions about awarding PD points relative to renewal licensing

(Teacher Licensure updated as of 8/1/23)

1. Do I have to have professional development points to renew my five-year professional license?

Yes, except for the following situations, under regulations effective July 1, 2003, all renewals of a professional license will be based on professional development points awarded by a local professional development council.

Exceptions:

- You may apply directly to Teacher Licensure at KSDE if you are completing a program for an additional endorsement or license (new teaching field or school specialist or leadership) and can provide an official transcript verifying at least 8 credit hours completed during the validity of the license that were part of the approved program.

Regulation 91-1-205(b)(3)(D)

- You may apply directly to Teacher Licensure at KSDE if you hold a graduate degree **AND** have at least three years of accredited experience during the validity of the professional license being renewed. **Regulation 91-1-205(b)(3)(E)**
- You may apply directly to Teacher Education and Licensure at KSDE if you have completed the National Board Certification assessment process through the National Board for Professional Teaching Standards during the term of the professional license being renewed. **Regulation 91- 1-205(b)(3)(A) or (B)**

2. How old can professional development points be? What about credit hours?

The individual must verify professional development points earned during the term of the license that is being renewed. Therefore, any points awarded for activities OR for semester credit hours must have been earned during the five-year current professional license period. However, knowledge points that are used as the baseline to award application or impact points may have been earned during a previous licensure period. The application or impact points must have been earned during the licensure period being renewed. **Regulation 91-1-205(b)(3)**

3. If an educator has retired, but wants to maintain her/his professional license, does s/he have to continue to meet the same professional development requirements for renewal?

No. If an educator is taking part in an educational retirement system in any state, s/he can renew by completing half of the professional development points specified in the regulations. For someone holding a bachelor's degree, 80 points must be earned, 40 of which must be college credit (2 semester credit hours). A retired educator holding a graduate degree must earn 60 points.

Regulation 91-1-205(b)(3)(F)

4. If an educator wants to renew a five-year substitute license, must professional development points be earned?

Yes. This license may be renewed with 50 professional development points.

5. What information must be reported on an official professional development transcript?

A listing of all the activities for which professional development points were awarded, including the date of the activity and the total number of points awarded for each separate activity. It should identify which points were awarded for semester credit hours. The form must also include a designation of which points were awarded for service to the profession, content, and professional education (pedagogy). A date range should be listed for activities where more than 10 points are awarded. It is suggested that districts do not include additional information related to local issues or concerns only.

6. Do official transcripts from the colleges or universities need to be included with the professional development transcript?

No. The professional development council will be awarding professional development points for courses and recording those on the professional development transcript, including the institution's name. KSDE staff will continue to verify that the institution is appropriately accredited and that the credit is semester credit hours.

7. Does the official professional development transcript need to indicate whether the points awarded were at the knowledge, application, or impact level?

Yes. The professional development council will need to determine the level when they award the points.

8. Are there guidelines that a PDC should apply in determining whether college credit is appropriate for renewal of an individual license?

The PDC should keep in mind that an individual must complete college credit in content or professional education (pedagogy). Generally, if an individual completes coursework related to content, the content should be related to the endorsements/licenses the individual holds. However, some content coursework is considered applicable to any educator, such as computer science or world language coursework. Professional education (pedagogy) may be related to content endorsements OR something that would be applicable to any educator, no matter what their endorsement/licensure area. Example: A course on discipline in the classroom could be applicable to any educator. The PDC has flexibility in deciding "appropriate credit" when considering individual situations and requests. For example, a course in Spanish language may be appropriate for educators employed by a district where many of the students have Spanish as their first language, even though the educators do not hold an endorsement for teaching a world language. **Regulations 91-1-215(f) and 91-1-206(a)**

9. Can points be earned for attending a coaching clinic or course?

The two areas for licensure renewal listed in the question above are addressed here:

Content Standards: Coaching clinics or courses are content appropriate only for teachers with physical education endorsements. Therefore, only a PE-endorsed teacher may use a coaching course or clinic offered for semester credit hours to meet the credit hour requirement for renewal. Note: coursework that is part of a sports management or sports administration degree program is generally not acceptable as we do not issue this type of endorsement.

Professional Education Standards/Service to the Profession: A PDC could award points for coaching clinics or courses for non-PE-endorsed teachers if ALL of the following are met:

- the points are not counted as semester credit hours; AND
- the coaching clinic or course relates to an individual development plan goal on the teacher's PDC-approved plan; AND
- the PDC must be able to verify the clinic/course fits within professional education standards or service to the profession. To be considered one of these areas, the coaching clinic or course must be a general clinic, not one for a specific sport (i.e. Glazier Football Clinic, or Coaching Volleyball). For example, a clinic dealing with issues such as motivation of children or developing leadership skills would be appropriate. PDC's should keep in mind that the entire clinic may not be eligible for points. If only 4-6 hours of a 16- hour clinic delivered information applicable to the renewal area (professional education standard or service to the profession), it is appropriate to award points for the portion that was applicable.

If there are any questions about coursework and its applicability for renewal, contact the Teacher Licensure Team before approving an individual's plan.

4.6 Awarding Professional Development Points for Purposes Related To Employment or Other Local Matters

KAR 91-1-218. Awarding of professional development points.

(a) In awarding professional development points, each educational agency shall designate that one professional development point is equal to one clock-hour of in-service education.

(b) If a person documents completion of an in-service activity, the person shall be awarded professional development points equal to the number of clock-hours completed.

(f) For purposes of renewing a license, a professional development council shall not impose a limit on the number of professional development points that may be earned. However, a council may impose limits on the number of professional development points that may be earned for purposes related to employment or other local matters.

USD 434 uses professional development points for the purposes of renewing a license.

Some license renewals allow for using a combination of college/university credit and professional development points whereas some renewals require only professional development credit. Each staff member is responsible for determining the type of renewal needed and contacting the Kansas State Board of Education certification office. 20 professional development points = 1 college/university hour.

Only Level III Impact points may be used toward college/university class hours to apply toward horizontal movement on the salary schedule.

Appendix A

Expenditures for Inservice Education Program



Kansas leads the world in the success of each student.

Professional Development Regulations

91-1-219. Expenditures for an in-service education program.

(a) Education agencies may receive in-service education funds for the following expenditures:

- (1) Consultant fees and honorariums;
- (2) travel expenses for consultants;
- (3) cost of materials used in training;
- (4) salaries of substitute teachers for certified staff who have filed an individual development plan, but these salaries shall not exceed 25 percent of the total in-service education expenditures;
- (5) registration fees for, and travel expenses to, in-service workshops and conferences, both in state and out of state, for certified individuals who have individual development plans on file;
- (6) salaries of secretarial personnel, but these salaries shall not exceed the amount of one hour of secretarial wages for each certified employee having an approved individual development plan on file; and
- (7) salaries paid to certified staff, during non-contractual times, for participation in district-level or building-level training or other staff development activities.

(b) Education agencies shall not receive in-service education funds for the following expenditures:

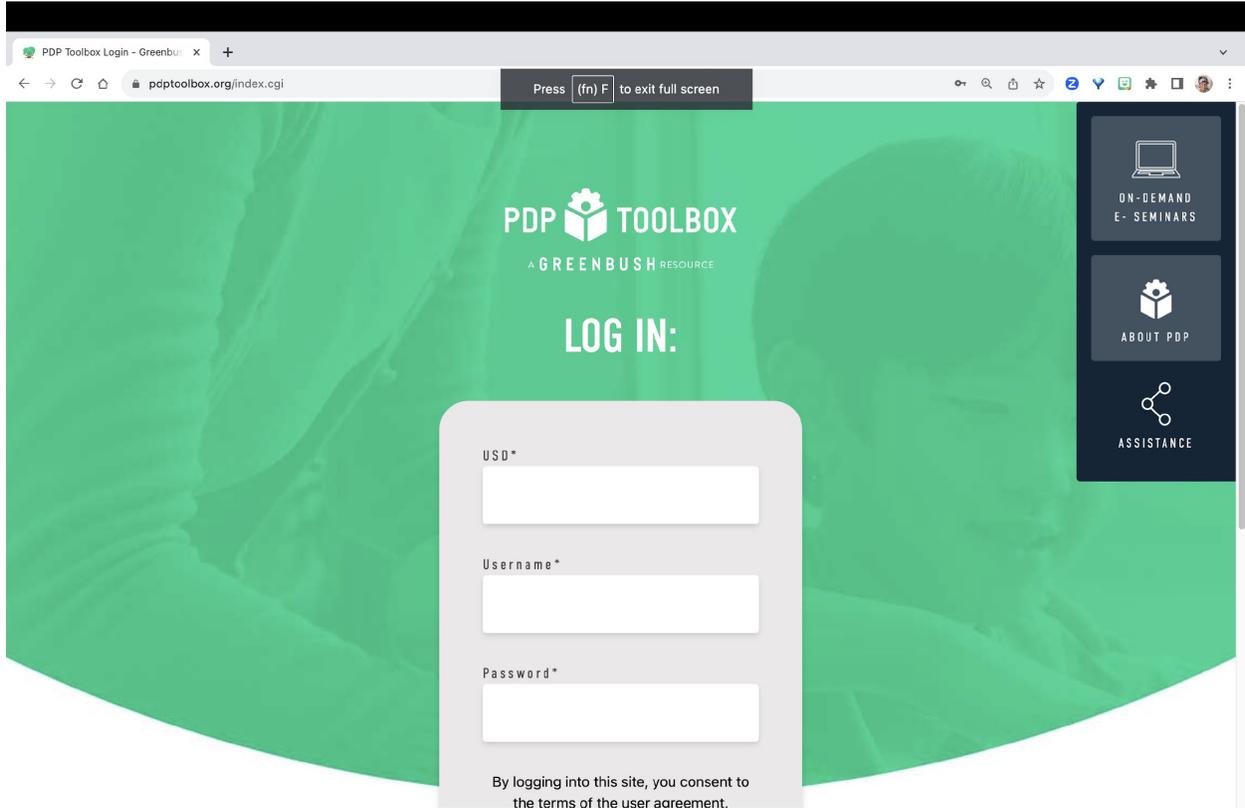
- (1) Rental or facilities;
- (2) utilities;
- (3) equipment;
- (4) administrative expenses; and
- (5) salaries of teachers attending in-service workshops or conferences during contractual times, or the salaries of council members.

(c) This regulation shall be effective on and after July 1, 2003. (Authorized by and implementing K.S.A. 2000 Supp. 72-9603; effective July 1, 2003.)

Appendix B

PDP Toolbox Forms and Resources

PDP Toolbox Login Page



The screenshot shows a web browser window with the URL `pdptoolbox.org/index.cgi`. The page features a green background with a faint image of a person. The main content area includes the logo "PDP TOOLBOX" with a gear icon and the text "A GREENBUSH RESOURCE". Below the logo, it says "LOG IN:". There are three input fields: "USD*" (with a dropdown arrow), "Username*", and "Password*". At the bottom of the login form, there is a disclaimer: "By logging into this site, you consent to the terms of the user agreement." On the right side, there is a dark sidebar with three buttons: "ON-DEMAND E-SEMINARS" (with a laptop icon), "ABOUT PDP" (with a gear icon), and "ASSISTANCE" (with a network icon).

USD*

Username*

Password*

By logging into this site, you consent to the terms of the user agreement.

ON-DEMAND E-SEMINARS

ABOUT PDP

ASSISTANCE

Goals for Approval on the IPDP

Greenbush Professional Development | pdptoolbox.org/staff/index.php? | Download SMART Goals Guidelines (42K PDF)

PDP Toolbox: Staff

Personal Goal:

Parent Goal:
What existing goal does your new goal relate to?

Personal Goal Title:
Brief but descriptive.

Statement/Outcome:
(What is the purpose of this goal?)

Action Plan:

Knowledge:
(What knowledge activities will you attend or implement to help support this goal?)

Knowledge Target Date:

Knowledge Resources:

[Show App.](#)

Add:

[PDPGoal Setting \(SMART Goals\)](#)

Entering Points for Professional Development/Inservice Points

Greenbush Professional Development | pdtoolbox.org/staff/index.php?page=points_knowledge_form.php

SEKESD, Greenbush: Welcome Tonya! | Home | Your Preferences | Resources | Sign Out

License expires in 875 days

PDP Toolbox: Staff

New Knowledge Level Activity: Status: **Not Submitted**

Activity Title:

Activity Description:

Points: Contact Hours = 1 College Hour = 20 Contact Hours

Learning Activity Date: Nov 27 2023

Date and Time Description:

Please indicate exact beginning and ending time, with lunch break times if applicable. The contact hours should match the points requested unless it is a college course. For a college course, you earn 20 PDP points for every college hour.

Use one of the following to verify the number of points:

- provide the start and end times for each day, not counting breaks;
- indicate you've maintained a log of the time spent on the activity; or
- indicate that the activity was designed for X% hours of instruction (e.g., online learning)

Location:

Additional Information:

Goal:

Category: Content Prof. Ed. Service to the Prof.

College: [College Help](#)

Subject Code: (see EDUC 485)

Course Title:

Credit Hours:

Semester/Year:

College Name:

Check all that apply: Non-Contract Hours

Post-Activity Information:

Evidence:

(E.g., notes, handouts, spreads)

Artifacts:

Upload electronic files that demonstrate knowledge acquisition. These can include PDFs, images, Word docs, spreadsheets, presentations, and text files. Links tend to break faster. Images are uploaded in view when uploaded.

Reflector:

What did I now learn? How did I know I learned it? (What did I know before, what did I learn?)

Resources for the PDP Toolbox

[PDC/PDP Toolbox Resources](#)

[PDP Toolbox Resources for Teachers](#)

Appendix C

Needs Assessment

Professional Development Needs Assessment [Survey](#) Force Copy [HERE](#)

[Annual Training Video](#)

[Annual Training Slide Deck](#)

[KSDE Annual PDC Required](#)

[Training - Ed Kalas KSDE](#)

[PDC Member Annual Training](#)

[Completion Form](#)