

**Unified School District #232**

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# **Professional Development Program**

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**Faculty Handbook  
2024-2025**



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# **Unified School District #232**

## **Professional Development Council**

### **Faculty Handbook**

**The mission of the U.S.D. 232 Professional Development Council is to ensure that our educational team, personally and collectively develop the capacities necessary to achieve our district's mission.**

#### **PROFESSIONAL DEVELOPMENT COUNCIL MEMBERS**

**Ceresa Schaffer**, Administrative Representative  
**Amanda Sweet**, De Soto High School Representative  
**Nicole Porter**, Mill Valley High School Representative  
**Angie DalBello**, Mill Valley High School Representative  
**Renee Graham**, Lexington Trails Middle School Representative  
**Stacia Walters**, Mill Creek Middle School Representative  
**Erin Oliver**, Monticello Trails Middle School Representative  
**Coleen Marney**, Starside Elementary School Representative  
**Colby Sullivan**, Mize Elementary School Representative  
**Christy Hale**, Horizon Elementary Representative  
**Cristi Smith**, Prairie Ridge Elementary School Representative  
**Martha Allison Coats**, Clear Creek Elementary School Representative  
**Traci Seyb**, Riverview Elementary School Representative  
**Emily Stiles**, Belmont Elementary School Representative  
**Lisa Miller-Best**, Cedar Trails Exploration Center School Representative  
Janet Hopkins, Teaching and Learning Representative  
Leslie Carter, Human Resources Representative

#### **PDC GOALS**

- Support staff development opportunities that align with the district mission, academic focus and school improvement plans.
- Support staff development opportunities based on needs at the individual, building and district levels that impact student learning.
- Streamline PDC paperwork.
- Communicate staff development information to the school board.

#### **DISTRICT GOALS**

The district will provide professional staff development opportunities that coincide with Kansas Education Systems Accreditation (KESA) and the Strategic Plan of USD 232.



### WHO CREATES THE LOCAL EDUCATION PLAN?

A Professional Development Council (PDC) develops and recommends a five-year professional development plan that includes District Professional Learning Goals to the De Soto Unified School District #232 School Board. The PDC is responsible for approving all Individual Professional Development Plans and points for all activities for staff development credit. The committee also aids schools in planning Professional Development activities and evaluates the Professional Development education program. The PDC meets as needed to accomplish these tasks.

### WHAT IS THE LOCAL PROFESSIONAL DEVELOPMENT EDUCATION PLAN?

The Local Professional Development Education Plan is a means to approach change and professional growth systematically for the individual teacher, the building staff, and the district. It is the intent of this district to improve employee performance and provide staff members with opportunities to earn Professional Development education points that can be used for license renewal.

### HOW DO I PARTICIPATE IN THE DISTRICT'S PLAN?

Each year all teachers must complete an Individual Professional Development Plan. All Professional Development Plans must be approved by the building principal. Staff members will receive Professional Development (PD) points for attending district and building professional development activities. They may also use out-of-district activities for PD points. The process to earn points begins before the professional development activity, when staff apply for knowledge-level points and is completed when they complete a Knowledge Validation form. The professional development year is defined as August 1<sup>st</sup> to July 31<sup>st</sup>.

Horizontal movement points may be earned ***only if the activities are not part of a stipend or extra-duty pay***. Questions should be directed to your building PDC representative.

### Teacher Membership on the Professional Development Committee (PDC)

Membership on the PDC is open to all licensed teachers at the appropriate level (elementary or secondary) within the district. The following guidelines outline the process for volunteer sign-ups and elections:

#### Election Process:

After the winter PDC meeting, any current representative who is retiring or concluding their 6-year term will initiate the election process by sending an email to all eligible teachers to solicit interest. Current representatives may also choose to run for another term.

Licensed teachers interested in joining the PDC may register with the building administrator when there is an opening for a position. The current PDC building representative or building administrator will set a deadline for nominations no later than March 31<sup>st</sup> and notify the district-level representative of all PDC nominees.

#### Voting Procedure:

If more than one person seeks to run for the position, a district-level representative will manage the election process. The district-level representative will create, distribute, and announce the results of the vote. The election will occur prior to the last day in April.

The district-level representative will set a deadline for nominations and a deadline for when the election must be completed. Building teachers will cast their votes via an electronic form sent through email by a district-level representative. The volunteer receiving the most votes will serve as the building representative for the next 6-year cycle and will attend the spring PDC meeting alongside the current PDC building representative.

Term Resignation:

Terms will be staggered by building in 6-year cycles. If a building representative resigns during a term, a new representative will be elected as outlined above for the remainder of the term.

**AS A COMMUNITY RELICENSURE APPLICANT, WHAT DISTRICT PROFESSIONAL DEVELOPMENT MAY I PARTICIPATE IN?**

Participation in district and building-level professional development is limited to district employees.



## **DISTRICT PROFESSIONAL LEARNING GOALS**

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### **DISTRICT STAFF WILL IMPROVE THE QUALITY OF TEACHING THROUGH GAINING KNOWLEDGE AND SKILLS RELATED TO:**

- District and state curriculum standards.
- Using research-based strategies and developmentally-appropriate instruction.
- Job-embedded professional development and classroom action research.
- Understanding assessments as:
  - Data sources for professional learning and action research.
  - Diagnostic tools for identifying student learning needs.
  - Identifiers of curriculum alignment or misalignment.
  - Guides to tailoring instruction to meet the needs of all learners.

### **DISTRICT STAFF WILL UNDERSTAND:**

- The requirements for earning professional development points for the purpose of licensure renewal including those earned through college credits.
- The procedures and appropriate forms for:
  - Individual professional development plans (IPDPs).
  - Applying for professional development points.
  - Professional development transcripts.

### **MEASURES OF THE IMPACT OF STAFF DEVELOPMENT OR PROFESSIONAL LEARNING**

- Assessment of students' academic performance on specific academic targets annually.
- Analysis of data measuring related student behaviors annually.
- Analysis of teachers' implementation and effective use of related knowledge and skills through surveys given at the start and conclusion of each academic year.

### **IMPACT IS MEASURED AT THE BUILDING AND DISTRICT LEVEL THROUGH:**

- Assessment of students' academic performance on specific academic targets at regular intervals throughout each school year and also annually.
- Analysis of data measuring related student behaviors throughout each school year and annually.

### **HOW RESULTS ARE REPORTED**

- Individual teachers share evidence related to each level with his/her designated supervisor when IPDP points receive initial validation.
- PDC representatives report results to PDC body annually.



# PROFESSIONAL DEVELOPMENT POINTS SYSTEM

## HOW DO I EARN POINTS?

You earn **one point for every clock hour** spent doing professional development activities. There are three categories of activities in which to earn points: content standards, professional standards and service to the profession. These categories are defined below:

<b>Content Standards</b>	<i>Activities that provide learning on specific subjects or contents (e.g. math, writing, reading, etc.)</i>
<b>Professional Standards</b>	<i>Activities that provide learning on topics that improve your ability to instruct (e.g. differentiation, classroom management, technology integration, etc.)</i>
<b>Service to the Profession</b>	<i>Activities that benefit or enhance the teaching profession (e.g. committee work, curriculum collaboration, etc.)</i>

## WHAT DO THE POINTS COUNT TOWARDS?

All points count towards relicensure and some points also count towards movement on the salary scale. **Knowledge-Level points earned from the following activities count towards horizontal movement on the salary schedule:**

- College Coursework
- Presenting at In-services/Workshops/Conferences
- National Board Certification Activities
- Conferences/Workshops/Seminars (not provided by USD #232)

## HOW ARE POINTS AWARDED?

Points are awarded according to:

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

		<b>Content Standards</b>	<b>Professional Standards</b>	<b>Service to the Profession</b>
<b>KNOWLEDGE LEVEL</b>	<i>What do you know now that you didn't know before?</i>	<b>1 contact hour= 1 point</b>	<b>1 contact hour= 1 point</b>	<b>1 contact hour= 1 point</b>
<b>APPLICATION LEVEL</b>	<i>What are you doing now that you could/did not do before?</i>	<b>2x Knowledge Level Points</b>	<b>2x Knowledge Level Points</b>	<i>No points awarded at this level.</i>
<b>IMPACT LEVEL</b>	<i>How has student performance improved?</i>	<b>3x Knowledge Level Points</b>	<b>3x Knowledge Level Points</b>	<i>No points awarded at this level.</i>

## KNOWLEDGE LEVEL POINTS

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

**Points** 1 clock hour = 1 point

**Applying for Points** Use the “Knowledge Level Form” in Frontline.

**Verification** Complete the “Knowledge Verification Form” in Frontline after the activity is complete.

## APPLICATION LEVEL POINTS

Application points are earned when a staff member documents how their professional practice has changed as a result of professional learning. These points count for **relicensure only**.

**Points** Points are based on the Knowledge Level points earned for that activity. **If the Knowledge Points are part of a longer event (e.g. conference), only that part of the activity (e.g. one-hour session of a workshop) can be multiplied.** A maximum of 2x the Knowledge Level points can be earned.

**Applying for Points** Use the “Application Level Form” in Frontline. This can only be completed after the Knowledge Level form is complete.

**Verification** Teachers will be **required to provide documentation and attend a planning meeting with their administrator** in order to earn Application Level points. Documentation could be in the form of lesson plans, student work and/or other artifacts.

## IMPACT LEVEL POINTS

Impact points are earned when a staff member documents the impact on student learning as a result of a professional learning experience. Such impact must be documented over a longer period of time, typically 2-4 months. At this level teachers are essentially completing an action research project based on a professional learning experience. These points count for **relicensure only**.

**Points** Points are based on the Knowledge Level points earned for that activity. **If the Knowledge Points are part of a longer event (e.g. conference), only that part of the activity (e.g. one-hour session of a workshop) can be multiplied.** A maximum of 3x the Knowledge Level points can be earned.

**Applying for Points** It is recommended that a teacher considering earning impact level points contact his/her PDC representative and/or principal to discuss the plan for completion. Use the “Impact Level Form” in Frontline. This can only be completed after the Application Level form is complete.

**Verification** Teachers will be **required to provide evidence and attend a planning meeting** in order to earn Impact Level points. Evidence of organizational change could include school or district policy changes, application of the learning by others, revision of district curriculum, etc. Evidence of impact on student learning includes, but is not limited to samples of student work pre-and post, increased enrollment in advanced placement courses, improved assessment scores, etc.



## POINTS FROM ACTIVITIES

For all listed activities you must complete Knowledge Level validation form, receive **prior approval** from your principal, complete the Knowledge Validation form after the activity and **mark it complete**.

### Applicable for Horizontal Salary Schedule Movement & Relicensure

#### Professional Development Education Points for College Courses

- 1 semester credit hour = 20 points      1 quarter hour = 13 points
- 1 semester hour non-credit audited course = 15 points
- 1 quarter hour non-credit/audited course = 10 points

#### Conferences/Workshops/Seminars/Interactive Webinars (not provided by USD #232)

- Attendee = 1 point per hour. Lunch and break times are not to be included
- If the daily hours exceed six (6), please provide documentation (e.g. agenda)
- Interactive Webinars: Submit knowledge gained from instruction, application of learning, certification or work component.

#### Presentations for Initial Presentation of Material in a School Year during Designated PD Time

- Presenter = 5 points per hour for the initial presentation.
- Co-presenter = 3 points per hour for the initial presentation.
- Only on designated PD days or during PD-focused staff meetings (These presentations need to be at least 30 minutes in length)
- Presenters will receive participation points for subsequent presentations on designated PD days.

#### National Board Certification Activities

- 1 point per hour of work on portfolios

#### Apple Teacher Certification

- 10 points = 8 badges & 2 pts will be given for a 1 hour share out for iPad, same for Mac
- 10 points = Completion of Apple Teacher Portfolio & Apple Teacher Swift Playgrounds

#### Microsoft Badge (Certified MIE)

- 4,000 Microsoft Innovative Educator Points = 20 PD Points or 1 credit hour

### Applicable for Relicensure

#### Observation of Programs and/or Teaching Strategies Related to the Goals of an IPDP

- 1 point per hour visited

#### Viewing/Listening to a Multimedia Presentation (e.g. VHS, DVD, PowerPoint, Audio Book, Webinar, etc)

- 1 point per hour of viewing/listening

#### One-Time or Infrequent Committee Meetings

- 1 point per hour of district committee and professional organization committee meetings

#### District Mentoring Program Participation (typically bulk enrolled)

- New teachers will receive 1 point per hour of mentoring
- School Improvement Specialists do not receive professional development points for serving as mentors.

#### Online Courses/Workshops/Seminars

- 1 point per hour of viewing/listening/working
- Can be eligible for salary movement if taken for college credit

#### Department Collaboration Facilitator

- 3 points per hour of district scheduled collaboration (typically bulk enrolled)

#### College Course Taken for Non-Credit

- No points earned

### Applicable for Relicensure – Frontline Education LOG REQUIRED

#### Published Articles in Professional Resources

- 1 point per hour for writing if you are NOT receiving monetary compensation.
- Send articles to Ceresa Schaffer, Administrative Representative to the Professional District Council.

#### Professional Book Clubs

- Facilitator – receive 3 points per hour of discussion
- Participant – receive 1 point for hour of discussion

#### Reading a professional level research-based document (i.e. book, journal, article, website, etc.)

- 1 point per hour of reading - Book may not be required reading for a college course

#### Student Teacher

- 1 point per hour of collaborative conversation with student teachers.  
(Log Possibilities: one-on-one meetings, professional development for the student teacher (meaning things that help improve student learning), lesson pacing, reflections or evaluations of student teacher observations. Planning a lesson doesn't count. Recommended increments of 30 minutes to one hour).

#### Building-Based Mentoring Program Participation

- 1 point per hour of mentoring

#### Reoccurring Committee Meetings

- 1 point per hour of district committee and professional organization committee meetings

Other activities **may be utilized for points on an individual basis, if the activity is by PDC**



## LOGGING ON FRONTLINE EDUCATION

Frontline Education is the website where you manage and store a record of your professional development activities. To access your account:

1. You will receive an email from Frontline Education with instructions for logging into your account. The website address is [www.frontlineeducation.com](http://www.frontlineeducation.com).

## WHAT IS LOCATED ON FRONTLINE EDUCATION?

All forms are electronic and accessible on Frontline Education under the “Forms” section on the left of the screen. These include:


<b>IPDP Form</b>	Individual Professional Development Plan Form. Staff must fill out their IPDP form by September 1 <sup>st</sup> of each school year.
<b>Knowledge Level Form</b>	This is the form that you use to apply for Knowledge-Level points. Fill this form out before doing an activity to ensure that you will receive points. This form is pre-approved by the building principal and gets final approval by the PDC representative.
<b>College Course Request Form</b>	This is the form you use to apply for points from college courses that are not part of a degree program. You will receive prior approval from the PDC chairperson and final approval from Human Resources.
<b>PD Activity Log Entry Form</b>	This is used to make an entry into a PD Activity log. You will fill out this log entry form for each time you complete a portion of a logged activity (e.g. reading a chapter of a book, meeting with a student teacher, etc.) See page 14 for more information on when to use a PD log.
<b>Mentor/Mentee Logs</b>	These forms are used to keep track of mentoring points required by the state.

Other items of interest on the Frontline Education homepage are:

<b>Form Library</b>	All directions for Frontline, the PDC Handbook and other informational documents can be found in the Form Library.
<b>My Portfolio (Transcripts)</b>	This is a listing of all your PD activities. You can also print an unofficial transcript from this screen.
<b>News &amp; Info</b>	Important announcements and information about how to get help will be listed here.

## WHAT IF I HAVE TROUBLE USING FRONTLINE EDUCATION?

There are three options if you have having difficulty:

1. Consult the **HELP link**  on your Frontline Education homepage.
2. Consult your **PDC Handbook** for information specific to our processes.
3. Consult your **PDC building representative**.
4. Consult Leslie Carter or Janet Hopkins

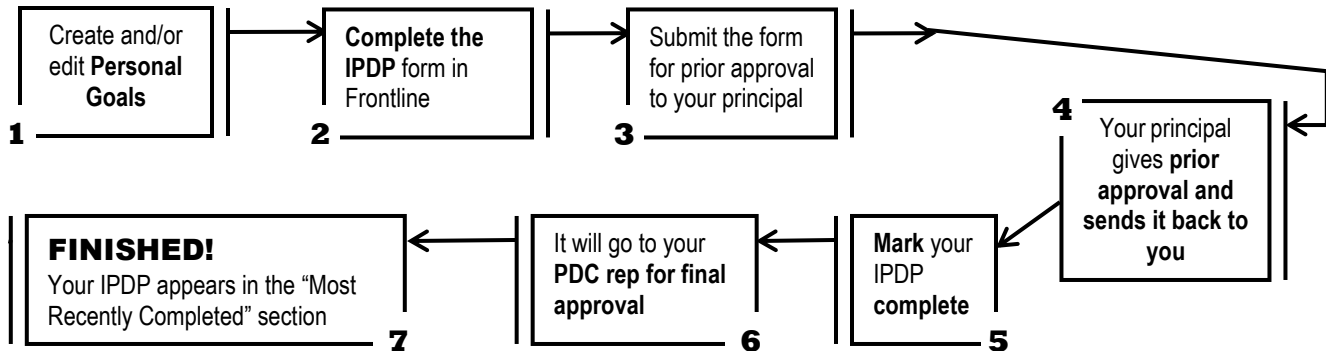


## THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

### WHAT IS AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN?

An Individual Professional Development Plan (IPDP) is an individual's professional goals. The goals and activities must be aligned with the district's and building's goals. Each individual's IPDP is reviewed and approved by the building principal and PDC building representative to ensure goal alignment. This should be completed by **September 1<sup>st</sup>** of each year.

### WHAT IS THE APPROVAL PROCESS FOR AN IPDP?



### HOW DO I COMPLETE MY IPDP IN FRONTLINE EDUCATION?

#### 1. Create and/or revise your personal goals (Step #1 above).

- On your Frontline Education home page, click on "My Personal Goals" under the "My Info" Section on the left-hand side.
- Click "Add New" to add a new goal. Give the goal a name and provide a description. Click "Save".
- To edit an existing goal, click on the goal's name and edit the information on the following screen. Click "Save" when finished.

#### 2. Complete and submit the IPDP form (Step #2 above).

- On your Frontline Education home page, click on "IPDP Form" under the "Fill-In Forms" Section on the left-hand side.
- Fill out the general information. If you need information about your license, it can be found on the KSDE licensure look-up page.
- Select all of your personal goals and the district goals on which you may pursue professional learning this school year.
- Submit the IPDP for prior approval by clicking "Submit".

#### 3. Mark your IPDP complete (Step #5 above).

- Its "name" will be your name in your activity queue in the "Approved and In Progress" section.
- Click on your name, then "Mark Complete" in the "Actions" section and finally "Submit".



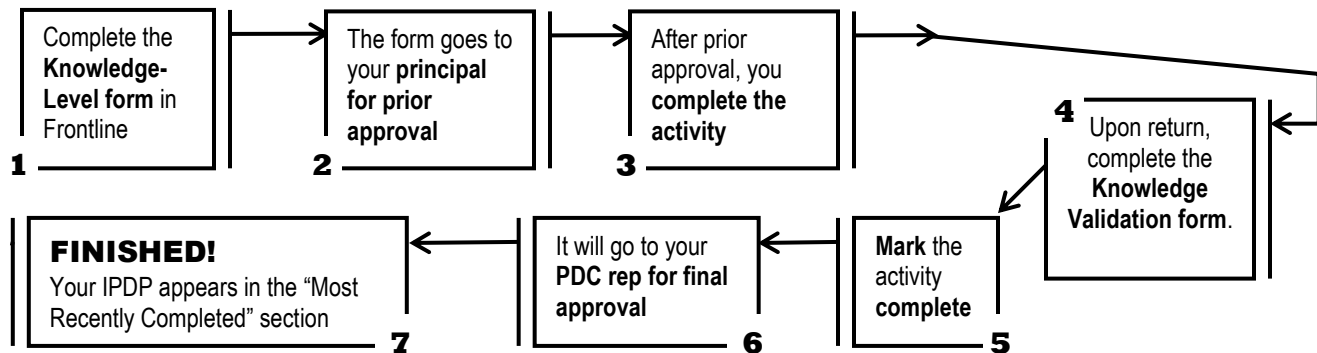
## APPLYING FOR KNOWLEDGE-LEVEL POINTS

### WHEN DO I APPLY FOR KNOWLEDGE LEVEL POINTS?

Any time you would like to receive PD points for your professional development activities **other than college courses**. Every activity must begin with Knowledge-Level points. The process begins before you do the activity.

You typically do not need to fill out a Knowledge Level form for activities that are coordinated by the building or district. Normally your PDC representative will enroll all participants in bulk for those activities. When in doubt, ask your PDC representative about points.

### WHAT IS THE APPROVAL PROCESS FOR KNOWLEDGE-LEVEL POINTS?



### HOW DO I COMPLETE THE KNOWLEDGE-LEVEL POINTS PROCESS IN FRONTLINE EDUCATION?

1. **Complete the "Knowledge Level" form (Step #1 above).**
  - a. On your Frontline Education home page, click on "Knowledge Level" under the "Fill-in Forms" Section on the left-hand side.
  - b. Fill out the information on the form. Please familiarize yourself with the points system as detailed in the PDC Handbook (available under "My File Library").
  - c. You must align your activity with at least one district goal.
2. **Upon completion of the activity, fill out the Knowledge Validation Form (Step #4 above).**
  - a. On your Frontline Education home page, click on the activity under the "Approved and In Progress" Section in the middle of the page.
  - b. Under the "Actions" section, click on "Knowledge Validation Form".
  - c. Complete the form and click "Save".
3. **Immediately mark your activity complete (Step #5 above).**
  - a. This signifies that you have completed all forms and sends it on for final approval.
  - b. Click on "Mark Complete" in the "Actions" section.
  - c. Review the information (disregarding the expense section) and click "Submit".



## COLLEGE COURSES: POINTS AND FRONTLINE EDUCATION

### HOW MANY POINTS DO YOU EARN FROM COLLEGE COURSES?

**One college credit is worth 20 professional development points.** Points or credit earned from non-education degrees or programs may not be counted for salary movement or license

renewal. Points earned for horizontal movement must be earned prior to the start of the current school year, must be job related, and will be reviewed by your building PDC representative.

### **DO I NEED TO FILL OUT FORMS ON MLP FOR ALL COLLEGE COURSES?**

**YES.** You need to fill out the college request form for all college course work. Teachers working towards a new degree need to file a Plan of Study through the college or university. Questions should be directed to the licensing officer at the college or university.

### **HOW CAN I ENSURE THAT MY COLLEGE HOURS ARE WORTH POINTS?**

There are two things that you need to do before beginning the course to make sure that your college credits translate into points:

1. Make sure that your college/university is an approved institution by KSDE. This website has the most up-to-date list of approved institutions:  
<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Postsecondary/Educator-Preparation/Approved-Educator-Preparation-Programs>
2. Obtain pre-approval by the PDC Chairperson by filling out the College Course Request Form on Frontline Education.

**You are not guaranteed to receive points for your college course unless you have done these two steps before beginning the course.**

### **HOW DO I GET MY PROFESSIONAL DEVELOPMENT POINTS TO COUNT FOR MOVEMENT ON THE SALARY SCHEDULE?**

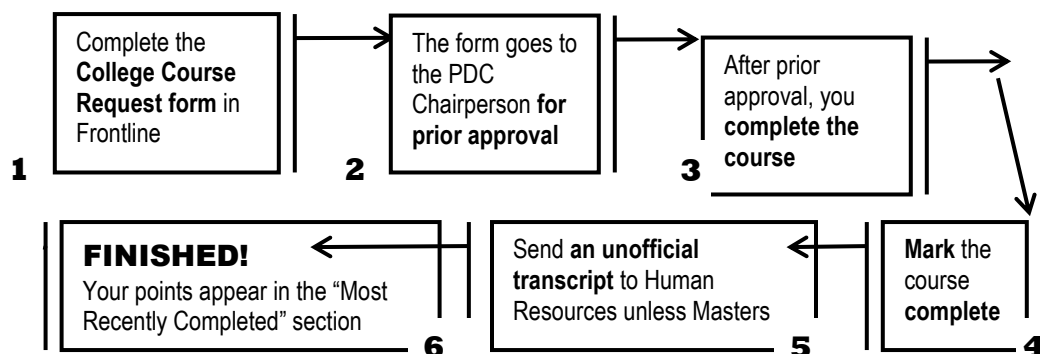
1. Complete the **Request for Horizontal Movement** form online (found in Frontline under My File Library) and submit it by **September 1<sup>st</sup>**. If the request is received after that date, it will not become effective until the next school year.
2. You may use points earned during the five previous years. Starting in the 2016-17 school year points you earn will not expire.
3. Professional Development points earned while employed by another school district cannot be used to move horizontally on the salary schedule. However, they may be used to renew your license.

### **WHO SHOULD I CONTACT FOR INFORMATION?**

For questions about...

- ...**horizontal movement**: Leslie Carter, Human Resource
- ...**re-licensure**: Ceresa Schaffer, Administrative Rep. to the Professional District Council
- ...**approved institutions**: KSDE or Ceresa Schaffer
- ...**Frontline Education**: Your Building PDC Representative

## WHAT IS THE POINTS PROCESS ON FRONTLINE EDUCATION (MLP) FOR MY COLLEGE COURSES?



## HOW DO I COMPLETE THE COLLEGE COURSE PROCESS IN FRONTLINE EDUCATION?

1. **Complete the "College Course Request" form.**
  - a. On your Frontline Education home page, click on "College Course Request" under the "Fill-in Forms" Section on the left-hand side.
  - b. Fill out the information on the form. Please confirm that your course is provided by an approved institution by going to KSDE.org and verifying. Community continuing education courses are not accepted.
  - c. You must align your course with at least one district goal and/or personal goal.
2. **Upon completion of the course, immediately mark your course complete.**
  - a. This signifies that you have completed all forms and sends it on for final approval.
  - b. Click on "Mark Complete" in the "Actions" section.
  - c. Review the information and click "Submit".



## USING THE PROFESSIONAL DEVELOPMENT ACTIVITY LOG

### WHEN DO I USE A PD ACTIVITY LOG?

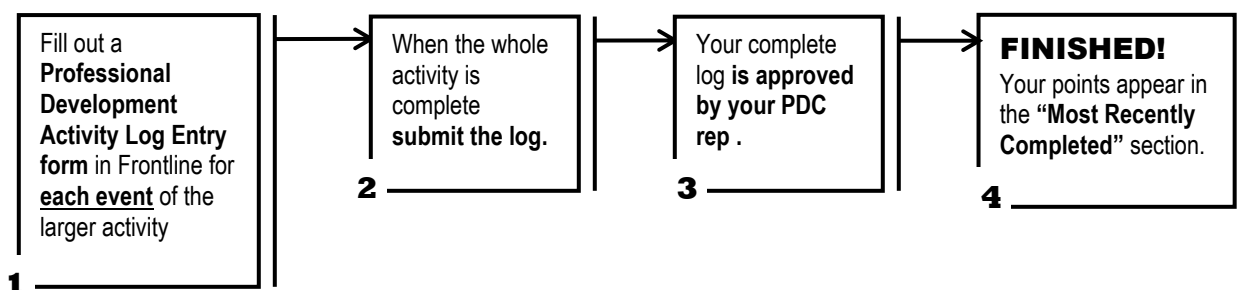
For those activities that are reoccurring, but part of one activity, use the PD activity log. The PD activity log allows you to enter multiple events that make up one activity without filling out a new Knowledge Level form for each event. Examples of these types of activities include, but are not limited to:

- Writing and editing professional articles
- Book study/club meetings
- Reading a professional level research-based document
- Hosting a student teacher
- Participating in building-based mentoring programs
- Reoccurring committee work

### HOW DOES THE PD ACTIVITY LOG WORK?

The activity log allows you to record the professional learning events that make up a larger activity and submit those events as one activity. When the log is submitted, you will complete the Knowledge Verification for the entire activity, rather than each individual event. You can have more than one larger activity going on at any one time and are able to choose which smaller events in the log add up to the specific larger event.

### WHAT IS THE PROCESS ON MLP FOR PD ACTIVITY LOGS?



### HOW DO I MAKE ENTRIES INTO MY PD ACTIVITY LOG?

1. **Complete the "Professional Development Activity Log" form for each event that is part of the larger learning activity (Step #1 above).**
  - a. Click on "PD Activity Log Entry" on the left under "Fill-In Forms". Name the events that go with one larger activity all the same name.
  - b. Click "Save". This saves the event in your Professional Development Log under the "My Requests" section on your Frontline home page.
2. **Submit the events that comprise the larger PD activity (Step #2 above).**
  - a. Under "My Requests", click on "Submit Log" next to the heading for your Professional Development Log.
  - b. Select those events that comprise the larger PD activity. Click "Review & Submit".
  - c. Review your log and click "Submit for Approval".



## RENEWAL OF TEACHING LICENSE INFORMATION

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### WHAT DO I NEED TO DO TO RENEW MY TEACHING LICENSE?

All the steps to renew your license are included in the application for renewal off the KSDE licensure website: <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/License-Application>

### REQUIREMENTS FOR PROFESSIONAL LICENSE RENEWAL

To renew your professional teaching license, typically you must have fulfilled one of the following requirements during the given five years preceding renewal of license:

- For holders of **Master's or other advanced degree – 120 district Professional Development points** These points can be all district Professional Development points, all college/university credit, or any combination of the two.
- For holders of **Bachelor's degree- 160 district Professional Development points**. At least 80 of the 160 points must be college/university credit.
- If completing a program to add a new teaching, school specialist or leadership endorsement, apply **eight college credit hours** of the approved program towards renewal.
- Complete all components of the National Board for Professional Teaching Standards assessment for **National Board Certification**
- To move to an accomplished teaching license, achieve National Board Certification

### USING PROFESSIONAL DEVELOPMENT POINTS

You will need to submit an application and provide a **professional development transcript** to KSDE. You will start this process online via the KLAS – Kansas Licensure Application System: <https://appspublic.ksde.org/AuthenticationPublic/login.aspx>


- After you have submitted your online application via the KLAS system, Human Resources will receive a notification requesting your transcript be uploaded to the state. You will receive an email with a copy of your transcript that was uploaded to the state on your behalf when the process has been completed.
- If you need a copy of your transcript for another purpose you can email Leslie Carter, [lcarter1@usd232.org](mailto:lcarter1@usd232.org) to request a copy.






## PDC APPROVAL SIGNATURES

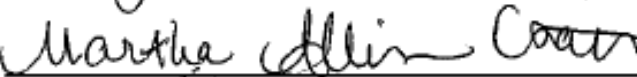
Colby Sullivan  
Mize Elementary

  
Approve: ☒ Yes ☐ No

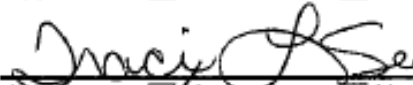
Emily Stiles  
Belmont Elementary

  
Approve: ☒ Yes ☐ No

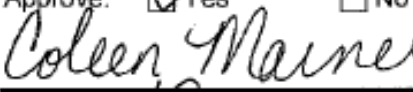
Martha Allison Coats  
Clear Creek Elementary

  
Approve: ☒ Yes ☐ No

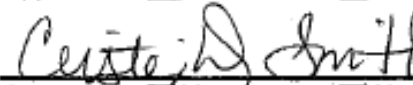
Traci Seyb  
Riverview Elementary

  
Approve: ☒ Yes ☐ No

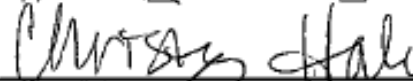
Coleen Marney  
Starside Elementary

  
Approve: ☒ Yes ☐ No

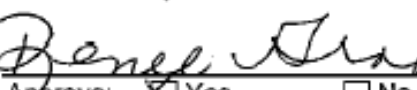
Cristi Smith  
Prairie Ridge Elementary

  
Approve: ☒ Yes ☐ No

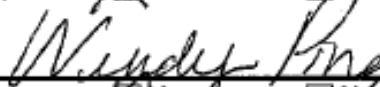
Christy Hale  
Horizon Elementary

  
Approve: ☒ Yes ☐ No

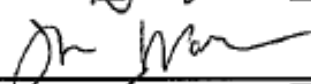
Renee Graham  
Lexington Trails Middle School

  
Approve: ☒ Yes ☐ No


Wendy Ping  
Monticello Trails Middle School

  
Approve: ☒ Yes ☐ No

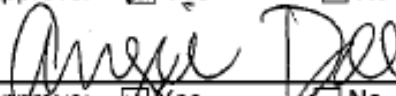
Stacia Walters  
Mill Creek Middle School

  
Approve: ☒ Yes ☐ No

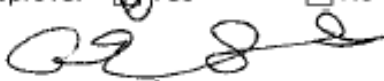
Nicole Porter  
Mill Valley High School

  
Approve: ☒ Yes ☐ No

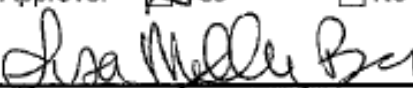
Angie DalBello  
Mill Valley High School

  
Approve: ☒ Yes ☐ No

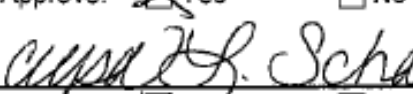
Amanda Sweet  
De Soto High School

  
Approve: ☒ Yes ☐ No

Lisa Miller-Best  
Cedar Trails Exploration Center

  
Approve: ☒ Yes ☐ No

Ceresa Schaffer  
Administrative Representative

  
Approve: ☒ Yes ☐ No



## **APPENDIX A: KANSAS PROFESSIONAL DEVELOPMENT PROGRAM REGULATIONS**

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### **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. 91-1-205 (b) shall develop a plan that includes activities in at least two 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) Any 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 the plan meets the following requirements. The plan shall:
- (1) Result from cooperative planning with a designated supervisor;
  - (2) be signed by the individual submitting the plan;
  - (3) be signed by the individual's supervisor, if the supervisor agrees with the plan; and
  - (4) be 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.
- (e) This regulation shall be effective on and after July 1, 2003.

### **91-1-215 Inservice Education Definitions**

- (a) "Content endorsement standards" mean those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements prescribed in K.A.R. 91-1-202.
- (b) "Educational agency" means a public school district, accredited nonpublic school, area professional development center, institution of postsecondary education authorized to award academic degrees, the Kansas state department of education, and any other organization that serves school districts.
- (c) "Inservice education" means professional development and staff development and includes any planned learning opportunities provided to certificated personnel employed by a school district or other authorized educational agency for purposes of improving the performance of such personnel in already held or assigned positions.
- (d) "Inservice education plan" or "plan" means a detailed program for provision of professional or staff development, or both.
- (e) "Non-contractual times" means periods of time during which an employee is not under a contractual obligation to perform services.
- (f) "Professional development point" means one clock hour of inservice education. One semester hour of college credit shall count as 20 professional development points.
- (g) "Professional development" means continuous learning that is based on individual needs and meets both of the following criteria.
- (1) It prepares a person for access to practice, maintains the person's access to practice, builds an individual's knowledge or skills, or is requested by the employing educational agency.
  - (2) It positively impacts the individual or the individual's students, school or school district.
- (h) "Professional development council" or "PDC" means a representative group of certified or licensed personnel from an educational agency that advises the governing body of the educational agency in matters concerning the planning, development, implementation, and operation of the educational agency's inservice education plan.
- (i) "Professional development plan" means a written document describing the inservice education activities to be completed during a specified period of time by the individual filing the plan.
- (j) "Professional education standards" means those standards adopted by the state board that specify the knowledge, competencies and skills necessary to perform in a particular role or position.

- (k) "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.
- (l) "Staff development" means continuous learning offered to groups of professionals that develops the skills of those professionals to meet common goals, or goals of a school or school district.
- (m) "State board" means the state board of education.
- (n) This regulation shall be effective on and after July 1, 2003.

### **91-1-216 Inservice Plans**

- (a) 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 certified or licensed personnel who will be affected, may design and implement an inservice education plan to be offered by the educational agency or agencies.
- (b) Procedures for development of an inservice plan shall include the following:
  - (1) establishment of a professional development council;
  - (2) an assessment of inservice needs;
  - (3) identification of goals and objectives;
  - (4) identification of activities; and
  - (5) evaluative criteria.
- (c) Based upon information developed under subsection (b) of this regulation, the educational agency shall prepare a proposed inservice 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 state board shall approve the plan or approve the plan subject to modifications, or disapprove the plan, and notify the educational agency of the decision within 60 days of submission of the plan.
- (e) An approved plan may be amended at any time by following the procedures specified in this regulation.
- (f) Area professional development centers providing inservice education for licensure renewal shall provide the inservice education through a local school district, an accredited nonpublic school, an institution of postsecondary education, or an educational agency which has a state-approved inservice education plan.
- (g) This regulation shall be effective on and after July 1, 2003.

### **91-1-217 Professional Development Council**

- (a) Each professional development council shall meet the following criteria:
  - (1) Be representative of the educational agency's certified or licensed personnel; and
  - (2) include at least as many teachers as administrators and both shall be selected solely by the group they represent.
- (b) Each council shall have the following responsibilities:
  - (1) To participate in annual training related to roles and responsibilities of council members, including implementing these regulations, K.A.R. 91-1-215 through 91-1-220;
  - (2) to develop operational procedures; and
  - (3) to develop a five-year plan which shall be approved by the governing body of the educational agency and be based upon criteria established by the state board.
- (c) This regulation shall be effective on and after July 1, 2003.

### **91-1-218 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 inservice education.
- (b) If a person documents completion of an inservice activity, the person shall be awarded professional development points equal to the number of clock hours completed.
- (c) If a person who has earned points for completion of an inservice activity later verifies that he or she 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 inservice activity. Evidence of application of the knowledge gained through the inservice activity shall be presented to the professional development council and may include 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 inservice activities verifies that application of the knowledge or skills has had an impact on student performance or the educational program of the school or school district, the person shall be awarded three times the number of professional development points that were earned for completion of the inservice activity. Evidence of impact upon student performance or school improvement shall be presented to the professional development council and may include 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 certificate or 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.
- (g) This regulation shall be effective on and after July 1, 2003.

### **91-1-219 Inservice Education**

- (a) Education agencies may receive inservice 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 inservice education expenditures;
  - (5) registration fees for, and travel expenses to, inservice 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 inservice education funds for the following expenditures:
  - (1) Rental or facilities;
  - (2) utilities;
  - (3) equipment;
  - (4) administrative expenses; and
  - (5) salaries of teachers attending inservice workshops or conferences during contractual times, or the salaries of council members.
- (c) This regulation shall be effective on and after July 1, 2003.

## Appendix B

# Frontline Education

### Instructions for Use

The District utilizes Frontline Education as the management system for professional development activities supportive of license renewal for certified staff. Please contact your building PDC Representative or Ceresa Schaffer x2714 and/or Janet Hopkins x2373 and/or Leslie Carter x3294 if you have questions about license renewal or professional development points.

### I. Logging in to Frontline Education

1. You will receive an email from Frontline Education with instructions on how to login to your account for the first time. The web address is located at [www.frontlineeducation.com](http://www.frontlineeducation.com)

### II. Submitting a Workshop, Conference, Activity

If attending any workshops or conferences outside of the district, please follow these steps at least **2 weeks in advance** of the activity start date.

1. Enter the Activity Title.
2. Complete the “Activity Format” and description information.
3. Complete the Date section (make sure start and end dates are accurate).
4. **Points Requested:** Enter the number of hours/points for this activity. Please remember to subtract meal times if they were not part of the conference session.
5. **Goals and Objectives:** Select as many district, building and personal goals that apply to the activity, but you must select at least one goal. All activity requests must correspond to at least 1 district, building or individual goal.
6. **Purpose:** You must choose the purpose of the activity. If you don’t choose Movement on Salary Schedule, the activity points will not appear on your documentation when requesting salary schedule movement. If you do not select “Relicensure”, the activity will not show up on your transcript for relicensure.
7. **Submit** the form. This form will be sent to your principal and the PDC Representative for approval. **Once prior approval has been granted, you’ll need to work with the building principal and/or secretary to complete the workshop/activity registration.**
8. **Activity Completion:** After the activity has been completed, you will log back into Frontline Education and complete the Knowledge Validation form and click the link “mark complete”. This will then be approved by your building PDC representative or principal.

## Application for Knowledge Level Points

Use this form to submit a request for prior approval for an inservice activity.

### Name

Activity Title

Activity Format

Description



Characters left 2048

### Dates

StartDate (mm/dd/yy)

End Date (mm/dd/yy)

Meeting Times

### Hours/Points

Enter the number of points for which you are applying.

Number of PD Points Requested  
(1 clock hour = 1 point):

### Goal(s) and Objective(s)

Select At Least One District and  
One Personal Objective:

Goal : Blended Learning

☐ Co-Teaching

Goal : MTSS

☐ Behavior

☐ Math

☐ Reading

Goal : Technology Integration



☐ Technology that supports teaching and/or learning

Goal : College and Career Ready

☐ ELA

### III. College Course Activity Request

1. Complete the Degree section.
2. Complete the Current Grade Level(s) and/or Course(s) Taught section
3. Complete the Course Information section (example: Course Number and Title-908 Leadership. Add Description of course and if available provide website linked to college course catalog).
4. Complete the Course Dates, Course Provider, Graduate/College Credits sections.
5. Choose Goals and Objectives.
6. **Submit** the form for initial approval **2 weeks prior** to beginning of class. This form will be sent to the District PDC Representative for initial approval and then final approval will come from the MLP Coordinator at the district office.
7. **Activity Completion:** After the college course has been completed, you will send your unofficial transcript to the district office representative and then mark the course Complete. This course will then be approved by the district office representative.

College Course Request	
Use this form to submit a request for prior approval for an inservice activity.	
If this course is part of a degree program, please indicate the degree:	<input type="text"/>
Course Information	
Current Grade Level(s) and/or Course(s) Taught:	<input type="text"/>
	 Characters left 2048
Course Name	<input type="text"/>
Category	<input type="text" value="-- Click To Select --"/>
College/University Name:	<input type="text"/>
Brief description of course objectives/content	<input type="text"/>
	 Characters left 2048
Dates	
StartDate (mm/dd/yy)	<input type="text" value="31"/>
End Date (mm/dd/yy)	<input type="text" value="31"/>
College Credits	
Enter the number of credits offered for this course> The system will convert to points automatically in your Transcript.	
Graduate Credits for this Course:	<input type="text" value="\$"/>
Graduate Credits for this Course:	<input type="text" value="⌘"/>

#### IV. Finalizing Points after Completing an Out-of-District Activity

After submitting your Professional Activity Request form and attending the activity, you will log in to Frontline Education and click on the “Learning Plan” tab. This activity should be in the “Approved and in Progress” section.

1. Click on the activity link that you just attended.
2. Click on the “Knowledge Validation” form, under Actions.
3. Complete all the fields in this form.
4. Submit the form.

Click on the “Learning Plan” tab. Select the activity for which you just submitted the Knowledge Validation form. Mark the activity complete. The activity will go to the PDC Representative and then the Administrative Representative for final activity completion. It will show up under “Most Recently Completed” when the final approver acted on the activity.

#### V. How to Record Building and District Level Activities

**District Level Activities:** District Level Activities will be entered by district office employees. Make sure you sign the attendance sheet provided at the meeting.

**Building Level Activities:** Building Level Activities will be entered by the building PDC Representative. The PDC Representative will also include the attendance sheets and minutes or scope of work.

##### My Portfolio

This shows you all of the activities that you have completed conveniently grouped by school year. Choose “View All” and review the activities listed for you. If you feel that your points are not correctly entered, please contact your building PDC Representative for follow-up.

##### Requesting your Transcript

You will need to submit an application and provide a **professional development transcript** to KSDE. You will start this process online via the KLAS – Kansas Licensure Application System: <https://appspublic.ksde.org/AuthenticationPublic/login.aspx>

- After you have submitted your online application via the KLAS system, Human Resources will receive a notification requesting your transcript be upload to the state. You will receive an email with a copy of your transcript that was uploaded to the state on your behalf when the process has been completed.
- If you need a copy of your transcript for reasons other than for a license renewal you can email Leslie Carter at [lcarter1@usd232.org](mailto:lcarter1@usd232.org) to get a copy sent to you.
- **Salary Movement**—Complete the paperwork provided in the Negotiated Agreement for requesting salary schedule movement and submit this to the Leslie Carter, Human Resource Dept. at the District Office. The deadline for turning in paperwork is September 1<sup>st</sup> of each school year. Any request turned in after September 1<sup>st</sup> will not become effective until the following school year.



**If you have any questions about use of Frontline Education, please contact your building PDC Representative for assistance.**

## Appendix C

# Frontline Education Q&A

1. College Course Prior Approval:
  - Each college course completed is worth 1 credit (which equals 20 pts. Per credit)
  - Enter course 2 weeks before starting class
  - Remember to list course # first, the course name
  - When entering college courses in Frontline Education, remember to check both licensure and salary movement boxes.
  - After college course is completed, choose mark complete on the activity and then send in your transcript for final approval.
  - Courses must be related to advancement of teaching practice or toward degree/certification completion.
2. Remember to fill out Knowledge Validation for all workshops attended.
3. Summer workshops or non USD #232 workshops:
  - These points can be used for licensure and salary movement if a participant is not compensated through the district.
4. Transcript request:
  - Employees should review Frontline Education before requesting copies of their transcript.
5. Salary Movement
  - All application questions for salary movement should be directed to Leslie Carter, Human Resource x3294, [lcarter1@usd32.org](mailto:lcarter1@usd32.org). All salary movement requests will be for the next contract year.
6. September 1<sup>st</sup> is the deadline for entering last year's activities/points
7. Does collaboration with your team count a "new knowledge" if it's during plan time? No, only if it is considered district level Professional Development.