

**SOUTHWEST KANSAS AREA COOP DISTRICT 613  
INSERVICE PLAN**

2009-2010

Fall  
Board Approved: 7-21-09

## **PURPOSE**

Southwest Kansas Area Cooperative District (SKACD) participating members shall follow the guidelines established by the Kansas State Board of Education Inservice Program for the purpose of staff development with a focus on outcomes-based training/inservice and accountability for individual, building and district improvement. Staff members are able to earn inservice credit and salary enhancement through the SKACD Inservice Plan.

## **FUNCTION OF PROFESSIONAL DEVELOPMENT COMMITTEE**

1. Maintaining current operating procedures.
2. Evaluating proposed Individual Development Plans and recommending their approval or non-approval to the Board of Education.
3. Implementing and analyzing district needs assessment and recommending activities as appropriate.
4. Evaluating activity reporting forms and approving or not approving points earned by participants.
5. Approve college course work for Inservice points.
6. Keeping accurate records and providing secretarial services.
7. Reviewing and evaluating inservice activities.
8. Maintaining communication with staff as pertaining to staff development.

## **SCHOOLS IN AREAS**

SKACD employees must follow the SKACD Inservice Plan that may differ from other member districts' plans.

Area 1: Dighton, Jetmore, Ness City, Western Plains, Spearville, Bucklin and Ashland.

Area 2: Dodge City.

Area 3: Cimarron, Ingalls, Fowler, Kismet-Plains, Meade and Minneola

## **MEMBERSHIP**

The Professional Development Committee (PDC) shall consist of six (6) members and a clerk. These shall include one representative from Area 1 and Area 3, two representatives from Area 2, one Itinerant representative and an SKACD administrator.

## **TERM & SELECTION OF MEMBERS**

Each Co-op Area shall conduct elections to select certified staff representatives from their respective area to serve on the PDC. The Itinerant member shall be elected by a vote of all certified staff. The term for elected members shall be for three (3) years.

## **2009-2010 COMMITTEE**

		<b>Expiration Date</b>
Area 1	Barbara Brown	June 2011
Area 2	Penny Stewart	June 2012
Area 2	Kris Ekum	June 2010
Area 3	Pam Gleason	June 2010
Itinerant	Penny Lopp	June 2011
SKACD Administrator	Danis Sprague	
Clerk	Esther Friesen	

## **OFFICERS**

The officers of the PDC shall consist of a Chairperson and a Vice Chairperson. The Chairperson position will be rotated in the following orders, Area 1, Area 2, Area 2, Area 3 and Itinerant. The person next in the rotation shall serve as vice chairperson.

## **DUTIES**

### A. Chairperson

1. Presides at all regular and special meetings.
2. Receives all resignations from Committee members.

### B. Vice Chairperson

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

## **MEETINGS**

The PDC shall meet regularly. Meeting dates will be set at the beginning of each school year and amended as needed.

## **OUTCOMES BASED GOALS**

1. The staff of SKACD will demonstrate knowledge and implement ideas regarding current trends, practices, and/or research in regular and special education as evidenced by student progress.
2. The staff of SKACD will display knowledge and skills in the areas of curriculum and program development as demonstrated by increased student achievement.

3. The staff of SKACD will demonstrate personal and professional growth with an emphasis in the field of education as evidenced by improved team relations and individual performance.
4. The staff of SKACD will demonstrate knowledge of communication skills by evidence of enhanced student educational programming.
5. The staff of SKACD will participate in district and school improvement inservice activities as evidenced by student improvement.

### **INDIVIDUAL DEVELOPMENT PLAN FOR LICENSE RENEWEL**

Individual Development Plans are necessary to gain points for relicensure/recertification under the SKACD and state plan. Individual Development Plans shall be acted upon in the following manner:

1. An individual participating in this plan shall have on file his/her "Individual Development Plan" to qualify for points toward relicensure/recertification and salary placement as provided in the delivery system of this plan and in accordance with the Kansas State Board of Education Regulations.
2. Staff members must have an Individual Development Plan on file before the District Professional Development Committee will act on inservice applications. The plan will reflect outcomes-based goals. Participants have the following options to individualize their IDP.

#### **OPTIONS:**

- A. Implement the plan with Outcomes Based Goals as established by SKACD.
  - B. Implement the plan with Outcomes Based Goals as established by SKACD with additional goals which reflect individual needs.
  - C. Develop and implement an individual plan with Outcomes Based goals.
3. The approval process for the Individual Development Plan includes the following steps:
    - a) The certified employee develops and signs the plan.
    - b) The designated supervisor signs the plan if he/she agrees with the plan or after the plan is modified as needed.
    - c) The District Professional Development Committee reviews the Individual Development Plan and recommends to the Co-op Board that the plan either be approved or non approved.
    - d) The Co-op Board either approves or non-approves the Individual Development Plan.
  4. The Individual Development Plan may be reviewed annually. Approval of any amendment shall follow the same procedure as approval of the original plan.

5. After completion of each activity outlined in the Individual Development Plan, the Committee will act upon and the Clerk shall file the appropriate number of points in the individual's file and notify the individual.

### **LICENSE RENEWAL** (As per Kansas State Department of Education inservice guidelines.)

Any individual who wishes to renew a professional license in Kansas should provide verification that any of the following requirements have been met:

- ❖ Completion of all components of the national board for professional teaching standards assessment for board certification;
- ❖ Granted national certification
- ❖ Has earned a minimum of 120 professional development points in at least 2 categories under an approved individual development plan filed with a local PDC if the individual holds a Master's Degree.
- ❖ Has earned a minimum of 160 professional development points in at least 2 categories under an approved individual professional development plan filed with the PDC, that includes at least 80 points (4 credits) for college credit, if the applicant does not hold a Masters Degree; or
- ❖ Has completed a minimum of 8 credit hours in an approved program.

#### **1 Semester hour of preapproved college/university credit = 20 Inservice education points**

1/2-hour participation will generate .5 inservice point (Quarter hours will be rounded back to the hour or half hour).

Approval and Reimbursement of College Hours form is available on line. Submit for administrator approval.

### **ACTIVITIES**

Inservice education points may be earned for participation in inservice activities that relate to content endorsement standards, professional educational standards or service to the profession. It is the responsibility of the individual to forward an Inservice Activity Reporting Form to the Professional Development Committee within thirty (30) calendar days of the completion of Knowledge Level. Forms requesting points for Application and Impact Levels are submitted after approval of Level One points. They may then be submitted after sufficient time to show program development and student progress. Activities in which a stipend is paid or reimbursement above costs is received will not generate inservice points. Inservice points are not generated by completion of licenses or certificates.

### **3 TIER SYSTEM FOR AWARDING INSERVICE POINTS**

**Knowledge Level - *What do I know now that I did not know before?***

Learning =1 Point per clock hour

*Examples of Activities:*

- A. Workshops/Seminars/Conferences
- B. Videotape Presentations
- C. Self-study
- D. College courses
- E. Training colleagues
- F. Service to the profession - these points are not eligible for application and impact points.

*Verification must include the following:*

Completed activity reporting form

Transcript must be included for college courses

Agenda or certificate listing clock hours must be included for workshops over 5 hours.

**Application Level - *What am I doing now that is different than what I did before?***

Use of New Knowledge and Skills = 2X's Knowledge points

*Verification may include one of the following:*

- A. Lesson plans
  - B. Pre and post samples of student's work
  - C. Portfolio Evaluation
  - D. Direct observation using trained observers or video/audio tapes
- \* Documentation must observe guidelines for confidentiality.

**Impact Level - *What are the results of my professional changes?***

Student Learning or Organizational change = 3X's Knowledge Points

Impact level points should show changes over a substantial period of time such as the school term.

Verification should include baseline data as well as evidence of positive change.

*Verification may include one of the following:*

- A. Completed Portfolio including evidence of improved student performance
  - B. Independent evidence of improved student performance from state or district tests
  - C. Independent observation of positive student's classroom behaviors.
  - D. Increased enrollment in advanced classes
  - E. Improved School attendance.
- \*Documentation must observe guidelines for confidentiality.

## **POINT SYSTEM FOR STAFF DEVELOPMENT CREDIT AND SALARY PLACEMENT**

All activities that are covered by the delivery system of this plan may be approved for staff development points. Each inservice year is from June 16 to June 15 of the next year. Under the plan, SKACD shall provide salary enhancement to participating certified staff for inservice points earned in accordance with the SKACD's inservice development plan and Negotiated Agreement. Twenty (20) inservice education points will be equal to one (1) semester hour of college/university credit.

**NOTE:** There are two separate and distinct uses for Inservice Points. Points may be accumulated without time restrictions for advancement on the salary schedule. In addition, points may be used separately for license renewal. However, for purposes of license renewal, inservice points may only be accumulated for 5 years. Once license renewal occurs, accumulation of points starts over.

## **PROCEDURES FOR REPORTING PARTICIPATION IN INSERVICE ACTIVITIES**

**Participant Responsibility:** Each individual will be responsible for securing needed forms from a Professional Development Committee member, Online or the clerk. Forms must be completed by the individual and returned to the clerk within the allotted times making allowances for holiday and vacation times. The forms will be processed at the next regular Professional Development Committee meeting and approval, recording, or other disposition made as appropriate with notification as required.

The following forms are the responsibility of individuals participating in the local inservice plan.

1. **Individual Development Plan:** This is the initial form to be completed by a staff member who intends to take part in the district inservice plan. The plan should be signed by the employee and his/her designated supervisor. Upon the plan's submission, it shall be reviewed by the local Professional Development Committee to recommend approval or non-approval of the Individual Development Plan to the SKACD Board of Education. Each plan shall be written for a period from one to five years with provision for annual review and revision. Employees new to the district will have 30 days from their start date to submit a plan and any points earned in those 30 days will be reviewed for possible approval.

2. **Inservice Activity Reporting Form:** At the conclusion of the inservice activity the current SKACD Inservice Activity Reporting Form must be completed and submitted to the Professional Development Committee. If requesting more than five (5) Level 1 points per form, participants must submit a printed program, agenda, or some type of documentation of time spent except when the activity is presented by SKACD such as Spring or Fall Inservice. Forms for Knowledge Level must be submitted within **30 days** of completion of activity. Forms requesting points for Application and Impact Levels must be

accompanied by appropriate documentation and may be submitted any time. Documentation must not contain names of students. It is from this completed activity reporting form that credit earned will be entered on the transcript of the participant. Resubmitted forms are due within 30 days of resubmit date. **Approved Knowledge Level Activity Forms will be returned to participant. Participant must retain this form to submit request for Application and Impact Level points.**

3. Inservice Education Transcript: This form will include the record of all completed inservice activities and the inservice credit points earned for each. When a participating employee applies for renewal of licensure, the employee will request an official inservice transcript from the Clerk. Individuals may request a copy of their transcript at any time.

### **APPROVAL PROCEDURE FOR SPECIAL INDIVIDUAL ACTIVITY PROPOSAL**

Participants may submit to the Professional Development Committee a written proposal for any special individual inservice or activity not specifically described in this document. Following the review of each proposal, approval or non-approval will be determined by the Professional Development Committee and the staff member notified accordingly.

### **EVALUATION OF AN APPROVED STAFF DEVELOPMENT ACTIVITY**

SKACD staff inservices will include an evaluation by each participant as deemed necessary by Administration.

### **REVIEW PROCEDURE**

If an individual questions a decision made by the committee, he/she may submit his/her concerns and additional information in writing to the Professional Development Committee. This correspondence must be received within sixty days (60) of the date the decision was made by the committee. After reviewing the Inservice Reporting Form, written concerns and additional information, the committee will provide a written statement of changes in decision or an explanation of the rationale for the original decision.

### **EVALUATION OF PROGRAM**

The Staff Development Program and Plan will be evaluated annually.

#### **A. Continuous/On-going Evaluation**

A continuous and systematic evaluation of the Staff Development Program will be the responsibility of the Professional Development Committee.

The Evaluation will involve:

#### **1. Needs**

- a. Periodic review of the needs assessment.

b. Periodic review of appropriateness of activities to current outcomes based goals.

2. Activities

Periodic review of activities offered to assure that they are appropriate to the certified employees' level of development.

B. An annual evaluation of the Staff Development Program will be the responsibility of the Professional Development Committee. The evaluation will involve:

1. A review and revision of program outcomes based goals.
2. A review and revision of program priorities based on identified needs.
3. A review and revision of the needs and assessment instrument and the process of administering it.
4. A review and revision of methods of delivery and the quality of activities.
5. A review of policies, procedures and efficiency of record keeping.

C. Methods

Means for evaluating the Staff Development Program will include, but not be limited to:

1. Participation analysis
2. Activity evaluations
3. Formal and informal feedback

D. Forms

Forms for reporting evaluation results will be used as sent by Kansas State Board of Education.

## INSERVICE EDUCATION DEFINITIONS

- (a) Board of Directors means Southwest Kansas Area Cooperative 613 unless designated as District Board of Education.
- (b) Individual Development Plan (IDP) means a plan describing the professional development activities and studies to be completed by the individual filing such a plan during a specific period of time.
- (c) Team means all individuals involved in educational planning for a student.
- (d) Inservice Education (staff development) means learning experiences either for credit or not for credit, which are provided under an approved inservice education plan and which are engaged in by a person after entry into a given position for the purpose of improving expertise and competency or upgrading skills in an area of licensure.
- (e) Inservice Education Plan or Plan means a detailed and precise program which is effective for five (5) years pursuant to which inservice education is provided.
- (f) Inservice Education Point means points earned for inservice activities. One semester hour of college or university credit is equal to 20 inservice points.
- (g) Professional Development Committee (PDC) means a representative group of certified personnel which advises the Southwest Kansas Area Cooperative District 613 Board of Directors in matters concerning the planning, development, implementation, and operation of the inservice plan.