

**PROFESSIONAL
DEVELOPMENT
PLAN**

**High Plains Educational Cooperative
I.L. #611**

**2010-2011
PLAN YEAR 1**

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High Plains Educational Cooperative

Professional Development Plan

The Professional Development Council and the High Plains Educational Cooperative will design staff development activities around a vision for change based on

- Results-driven education (Content Standards)
- Standards based learning (Process Standards)
- Building Professional Learning Communities (Context Standards)

High Plains Educational Cooperative's Professional Development Plan will change from
Individual Development-----team and organizational development
Fragmented improvements----measurable, coherent, evidence based plan
Individual implementation----collaborative design

Purpose for the Professional Development Plan

1. High Plains Educational Cooperative will promote and provide staff development for all certified personnel to ensure results-based decisions are used to improve learning.
2. The Professional Development Council will provide opportunities for personnel of High Plains Educational Cooperative to develop and improve knowledge and skills which support or enhance the role of special education as an integral and collaborate part of the student's learning.
3. High Plains Educational Cooperative will support certified staff in their service to the profession.
4. The Professional Development Council will annually review the Targeted Improvement Plan document to identify improvement for the Professional Development Plan.

I. SPECIFIC GOALS FOR THE PROFESSIONAL DEVELOPMENT PLAN

Goal I

Students will demonstrate success in the general curriculum outcomes as evidenced through state assessments or progress on the student's individual goals that are tied to the state standards.

Objective

Teachers will use data in the decision making process to ensure all students make progress on their goals, and that student goals are reflective of the state standards.

Goal II

Students will demonstrate improved communication skills.

Objective

Teachers will become more knowledgeable and skilled in identifying student learning needs to improve communication skills, and will become skilled in improving student performance

in reading, writing, spelling, speaking; and/or in the communication mode most used/needed by the student.

Goal III

Students will demonstrate increased learning as the result of effective assessment practices that are aligned with state standards and IEP goals.

Objective

HPEC staff will increase the quality of valid and relevant data to routinely and accurately document student performance in the state standards and on IEP goals.

Goal IV

Students will learn effectively as a result of research-based practices.

Objective

- A. Teachers and related service providers will routinely focus the highest percentage of their professional growth time and activities to implementation of innovations designed for student benefits. (This may include participating in staff development study groups, the HPEC mentoring model, peer or supervisory coaching, and/or action research. Choices among these or other implementation activities will be included in strategies for personal Professional Development Plans and will be designed to improve specific teacher knowledge or skills, and to benefit student growth in targeted areas).
- B. Teachers will assess themselves in implementation of PDC goals using the five-steps of use of implementation (Joyce and Showers): knowledge; model/demonstration; low-risk practice; peer or supervisory feedback; and, on-the-job practice with feedback (coaching).

II. PROFESSIONAL DEVELOPMENT COUNCIL & MEMBERSHIP

- A. The standing membership shall be composed of no less than (7) and no more than (14). The breakdown shall be High Plains Educational Cooperative (HPEC) Administrator (1) Certified Personnel (10) at maximum, High Plains Educational Cooperative (HPEC) Personnel Secretary, Interlocal District #611 Board of Directors Representative (1) at their option, Local District Administrator (1) at their option.
 1. HPEC Administrator shall be defined as the certified director or assistant director.
 2. Certified Personnel shall be defined as certified teachers, psychologists, and registered therapists.
 3. Board of Directors shall be defined as members of IL#611 Board of Directors.
 4. Local District Administrators shall be defined as certified superintendents or building principals from any of the 17 participating school districts of HPEC.
- B. Representation and Method of Rotation
 1. The HPEC Administrator shall serve a term as designated by the HPEC Director.
 2. Certified personnel shall serve a term an unlimited term.
 3. The President of the Board will appoint the Board of Directors representative.
 4. The President of the Board of Directors will appoint the Local District Administrator representative.
 5. The full Professional Development Council will be recommended to the Board of Directors for official approval at the September Board of Directors meeting.
- C. Term of office for the Professional Development Council shall be from September 1 through August of the following year.

D. Selection of Council Members

1. HPEC Administrator shall be designated by the HPEC Director.
2. Certified personnel shall be elected from within 3 designated geographical areas. 1) Greeley, Wichita, Scott, & Finney counties; 2) Hamilton, Kearney, Grant, & Stanton counties; and 3) Morton, Stevens, Haskell, & Gray counties. Each geographical area will have a maximum of 4 representatives
3. HPEC Board of Directors may choose to appoint a representative.
4. HPEC Superintendents' may choose to appoint a representative.
5. All members shall be elected or designated by September 1. As it becomes necessary to fill Professional Development Council vacancies, elections shall be compiled in August of each year. Prior to placing names of certified personnel on a ballot, approval shall be obtained from each individual person for his/her name to appear. All voting shall be completed by secret ballot. In the case of a tie, run-off procedures shall also follow the above guidelines. It is recommended the newly elected members attend meetings of the Professional Development Council as non-voting members from the date of selection until term of office
6. The HPEC Personnel Secretary will be a member of the Council.

E. Resignations and Replacements.

1. The Professional Development Council is empowered to request the resignation of a member for the good of the Council.
2. Resignation of Membership: A member may resign his membership at any time. A letter of resignation shall be written and submitted by the resigning member to the Professional Development Council at least one regular meeting prior to the effective date of the resignation. The resigning members' constituency shall then be notified immediately by the Professional Development Council of the existing vacancy. The constituency according to the selection procedure shall fill the vacancy, unless it is a mid-year vacancy. The Professional Development Chairperson shall then be responsible for implementing the selection procedure.

F. Offices of the Professional Development Council

1. Officers: The officers of the HPEC Professional Development Council shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.
2. Selection of officers: All officers shall be elected every two years and their terms of office shall begin at the meeting following the election.
3. Terms of office: All officers shall hold office for two years. They maybe re-elected to serve a maximum of three successive terms.
4. Resignation: Any officer may resign from office at any time provided a letter of resignation is submitted to the Professional Development Council at least one meeting before the resignation is to become effective.
5. Vacancies: Vacancies in officers' positions will be filled by a vote of a quorum of the Professional Development Council at the meeting the resignation is effective.

G. Powers, Duties, and Functions

1. Implement the Professional Development Plan in the cooperative within the guidelines and criteria established by the State Board of Education.
2. Periodically, but not less than once a year, review the actual accomplishments of each participating staff member, fix the number of points earned for each completed activity, and notify the staff member in writing of the points awarded. The number of points to be awarded for each activity shall be based on such criteria which shall include the length of time spent, degree of effort expended, and relative importance in

Professional Development for the individual, as well as contributions to the improvement of educational curricula or programs.

3. Review and certify or reject the successful completion of the five-year Professional Development Plan of each participating staff member.
4. Relicensure - PDC points may be accumulated during the term of the license.
5. Notify the HPEC Director of the success or failure of each staff member who participates in the plan to renew certification.
6. Report at least once each year on its activities to the Board of Directors and make recommendations for improvement of the plan and its continuation.
7. Necessary clerical and accounting staff and facilities for meetings, record keeping, communication, and other necessary business of the Council shall be furnished by HPEC.
8. Participate in annual training relating to their roles and responsibilities for implementing the professional development regulations. (KAR 91-1-2-05 and 91-1-206)

H. Chairperson - Duties

1. Presides at all regular meetings.
2. Prepares an agenda for all meetings.
3. Calls and presides at all special meetings.
4. Services as an ex-officio member of any subcommittee.
5. Interprets guidelines between meetings.
6. Supervises Professional Development Council in tasks, timelines, and preparing the annual report for presentation to the HPEC Board of Directors.
7. Receives all resignations and election data from the Professional Development Council.
8. Ensures that Professional Development Plan and Inservice Applications are safely and accurately forwarded, received, and filed.
9. Carries out any other duties as described in this document or as assigned by the Director.

I. Vice-Chairperson - Duties

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

J. Secretary - Duties

1. Keeps minutes of all meetings.
2. Prepares minutes of all meetings.
3. Maintains a file of Professional Development Council minutes.
4. Submits minutes for dissemination.

K. HPEC Central Office Secretary - Duties

1. Maintains PDC files in Central Office as necessary.
2. Receives PDC communication and deals with it appropriately.
3. Compiles inservice information and sends copy to HPEC office, PDC Chairperson, and presenters.
4. Post Professional Development Council meetings on HPEC common calendar.

L. Meetings of the Professional Development Council

1. Regular meetings will be held as necessitated by an agenda.
2. Notification of all meetings shall be given at least one week prior to the meeting.

3. Meeting dates will be posted on the HPEC common calendar, a link to the calendar may be found at www.highplained.com
3. Meetings will be held at locations as designated by the Council.
4. Special meetings may be called by the Chairperson or a majority of the Professional Development Council.
5. Quorum: A majority of voting members present.
6. Voting: All decisions by vote shall be by simple majority.

III. PROCEDURE FOR DEVELOPMENT OF AGENDA FOR PROFESSIONAL DEVELOPMENT COUNCIL

- A. Items for consideration by the Professional Development Council may be proposed by the members of the Professional Development Council or certified personnel of HPEC.
- B. Items must be submitted in writing to the chairperson of the Council via HPEC Central Office Secretary at least two weeks prior to the scheduled meeting of the Council.
- C. The agenda and notification of the meeting shall be distributed to members of the Professional Development Council.
- D. The Council shall determine the amount of time to be spent on each agenda item.

IV. PROCEDURE FOR TAKING AND MAINTAINING RECORDS OF MEETINGS

- A. Records of meetings and materials submitted to the Professional Development Council shall be forwarded to the chairperson of the Council. These materials upon being received by the chairperson shall be forwarded to the HPEC administration to distribute to authorized personnel.
- B. Minutes of all meetings shall be kept by the secretary of the Professional Development Council. Minutes will be forwarded to the HPEC administration to distribute to authorized personnel.
- C. A master file of individual and group Professional Development Plans shall be maintained in the HPEC Central Office. Prudent supervision of the files by the HPEC administration is required with distribution only to authorized personnel.
- D. Professional Development information shall be available to employees subject to the following stipulations:
 1. All Professional Development Council records shall be available at reasonable times in the HPEC Central Office except records of a confidential nature.
 2. Third party access to Professional Development Council records is subject to the same stipulations and shall be governed by the following procedures: A log shall be kept of all occasions of third party access to Professional Development Council materials given time, date, and name of person.
- E. Only those designated, as “official family” shall have access to Professional Development Council records unless written permission has been granted. Official family shall be designated as HPEC Director and Assistant Directors, Superintendents, Assistant Superintendents, Principals, Professional Development Council Members, and

Board of Directors acting in official capacity. District administrators will be granted access to the records only of those personnel who are under their immediate supervision.

- F. The Board of Directors, while in session, may have access to all Professional Development Council materials, but shall respect the confidentiality of such files. An individual board member may be authorized by the Board to have access to personnel records for specific purposes under the same constraints as applicable to the Board as a whole and the administrative staff.

V. PROCEDURE FOR AMENDING THE DISTRICT PROFESSIONAL DEVELOPMENT PLAN

- A. This document may be amended in the following manner:
 - 1. The Professional Development Council may adopt amendments to the HPEC Professional Development Plan by a two-thirds majority of a quorum of Council members.
 - 2. Amendments approved by the Professional Development Council shall be submitted to the Director, Board of Directors, and the State Department of Education for approval.

VI. PROCEDURE USED TO INFORM CERTIFIED PERSONNEL AND THE BOARD OF DIRECTORS OF THE DECISIONS AND ACTIVITIES OF THE COUNCIL

- A. The secretary of the Professional Development Council prepares minutes of all meetings and distributes them to the HPEC administration to distribute to all members of the Professional Development Council. Minutes of the Professional Development Council are available at www.highplainsed.com. One copy of the minutes will be included in monthly Board Packets.
- B. Inservice education points earned will be recorded by the HPEC Central Office secretary as recommended by the Professional Development Council through September 1 for the previous fiscal year.
- C. Each participant with an individual plan shall be notified in writing as to the points earned to said employee for Professional Development activities during the preceding period beginning June 1 of the previous year and ending May 31 of the current year. Notification shall be given to participants in writing no later than HPEC beginning inservice of each year.

VII. PROCEDURE FOR DEVELOPMENT AND APPROVAL OF FIVE-YEAR PLANS

- A. The Individual Development Plan through HPEC is required for license renewal in Kansas and is open to all resident professional staff members. Staff members who are not current employees of HPEC will be supervised by the Assistant Director responsible for the member's area of resident.
- B. Forms for the Individual Development Plan may be obtained from the HPEC Central Office, copied from this plan or from the HPEC website at www.highplainsed.com

- C. Individual Plans: All Individual Development Plans shall be submitted on the “Individual Development Plan” form and maintained in the Professional Development folder until Check In.
- D. The Individual Development Plan shall be based upon the participant’s needs as determined through self-evaluation of career needs and interests. Each plan should be based on HPEC Targeted Improvement Plan indicators, district and building school improvement plans, categorical goals and individual professional development goals. Each plan shall be subdivided into one-year increments and shall contain the estimated number of credits each activity shall be awarded. The plan year is from June 1 to May 31.
- E. The Individual Development Plan is for licensure renewal. All college credit applicable for renewing a license must be semester credit hours earned through a regionally accredited college or university. Adding areas of endorsement must be through college or university.

Renewal requirements must be completed during the term of the license.

VIII. CRITERIA FOR APPROVING INDIVIDUAL DEVELOPMENT PLANS

- A. Each activity meets needs as expressed in the goal/objectives of HPEC and the Professional Development Plan.
- B. Each activity meets needs which were addressed in formal and informal needs assessments of the individual, categorical areas, building, district or Cooperative.
- C. Action Plan is clearly stated and includes evidence of the levels of use.
- D. Clearly stated starting and completion dates are included.

IX. APPEALS FOR PROCEDURE FOR INDIVIDUAL DEVELOPMENT PLANS

- A. PDC will review IDP’s at the final fiscal year meeting and during any regularly scheduled Professional Development Council meeting with a prior written request.
- B. Any participant who is aggrieved by a decision of the Professional Development Council may appeal said decision to the Council. Such appeal shall contain a copy of the notice from the Professional Development Council advising the participant of the decision which the participant wishes to appeal. Additionally, the participant shall submit, in writing, the reasons why he feels that the decision of the Council is incorrect. The participant may submit whatever other information he/she feels will be of assistance to the Council in deciding the appropriateness of the decision of the Council.
- C. The materials mentioned in letter B above must be received by the Council no later than one week prior to the regularly scheduled September meeting. The materials may be mailed or hand-delivered to the chairperson of the Council.
- D. The Professional Development Council will accept oral testimony concerning any appeal and may accept any written information it receives after the deadlines

established above if the Council deems it to be in the best interest of the committee's decision-making process.

- E. Any individual, after participating in the HPEC appeals process, who continues to be aggrieved by the decision of the local Professional Development Council's findings, may appeal to the Kansas State Department Licensure review committee.

X. PROCEDURE FOR RECOMMENDING VALIDATION OF THE INDIVIDUAL DEVELOPMENT PLAN

- A. The Professional Development Council shall recommend to the Board of Directors all individual plans for renewal of relicensure that have met or exceeded the requirements for such plans as set forth in the approved Professional Development Plan. Assurances that an individual plan has met or exceeded the criteria shall include the following:
 - 1. Starting and completion dates.
 - 2. A copy of the Individual Professional Development Plan.
 - 3. Statement of approval of the plan by the Professional Development Council.
 - 4. Statement of approval of the plan by the Board of Directors representative.
 - 5. Statement of approval of the plan by the HPEC Administrator.
 - 6. Statement of completion signed by the individual participant, a delegated member of the Professional Development Council, and the HPEC Administrator.
- B. When Individual Professional Development Plan activities are completed and validated, the number of inservice points earned will be entered on the participant's Inservice Education Transcript. A copy of the participant's points earned will be sent to participant as soon as possible after May 31 of each year, but no later than HPEC's beginning inservice of each year.
- C. HPEC will award salary scale adjustments to participating certified staff for inservice points earned in accordance with the established steps for salary increases within the district. Only points awarded as established with the Professional Development Plan will be considered for salary increases. Twenty (20) inservice education points will be equal to one (1) semester hour of college/university credit.
- D. For those teachers who are on the last step on the salary schedule for BS+30, MS+45, or EDS+15, step increase advancement is available through the IDP's salary schedule inservice points. This advancement through salary schedule inservice points can be obtained by the teacher earning 25 or more approved salary schedule inservice points from June through May. If vertical movement on the salary schedule is still available for the degree held, this option is not available. (negotiated for 00-01 contract year)

XI. PROCEDURE FOR SUBMITTING INSERVICE ACTIVITY PLANS

- A. Group inservice activities are designed to foster Professional Development for participants within a positive organizational climate. Its goal is to enhance learning for students, to foster continuous growth for school personnel, and for relicensure.

- B. The Inservice Activity Plan describes knowledge to be gained, application and impact, a timeline, and suggested evidence to verify application/impact of the innovation.
- C. Forms may be obtained from the HPEC Central Office, Professional Development Council members, copied from this plan, and on the web site at www.highplainsed.com
- D. All Inservice Activity Plans are to be submitted on the “Inservice Activities Plan” form (Appendix B) to the Council chairperson or HPEC Central Office.

XII. PROCEDURE FOR APPROVING INSERVICE ACTIVITY PLANS

- A. Each activity meets needs as expressed in the Targeted Improvement Plan process of HPEC, district or building school improvement plan, categorical goals and the Individual Professional Development Plan.
- B. Each activity meets needs, which were addressed in formal, and informal needs assessments.
- C. Inservice activities goals and objectives are clearly stated.
- D. Inservice activities directly relate to one or more of the four areas:
 1. Collaboration between general and special education.
 2. Conduct and use functional, standard based assessment.
 3. Customize student programs using innovative delivery models.
 4. Provide appropriate services in the least restrictive environment.
- E. Evidence is included in the documentation for each activity.

XIII. PROCEDURE FOR VALIDATION OF INSERVICE ACTIVITY PLANS

The Professional Development Council shall recommend to the Board of Directors or their designee all inservice activity plans that have met with the approval of the Council. Assurances that inservice activities were carried out in accordance with the approval given shall be the responsibility of the Professional Development Council prior to the awarding of the inservice points to participants. Participants and the Council shall base validation upon a review of the goals, objectives and evidence set forth at the time the inservice activity was approved by the Council and the evaluation of the inservice activity.

XIV. PROFESSIONAL DEVELOPMENT POINTS AND SEMESTER CREDIT HOURS FOR LICENSURE

If an individual holds a bachelor’s degree, they must submit 160 professional development points earned under an approved individual development plan to renew their 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, they must submit 120 professional development points earned under an approved individual development plan to renew their 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. They may submit professional development points earned through any combination of semester credits and other professional development activities.

The professional development points used for renewal of a license must be earned in **AT LEAST ONE AREA:**

**Content Endorsement Standards;
Professional Education Standards; or
Service to the Profession.
License renew only**

91-1-206 “Professional development plans for licensure renewal”	Content		Professional Education		Service to the Profession	
	Relicensure	Salary	Relicensure	Salary	Relicensure	Salary
Knowledge What do you know now that you didn’t know before?	1 pt. = 1 contact hr.	1 pt per day	1 pt. = 1 contact hr.	1 pt per day	1 pt. = 1 contact hr.	1 pt per day
Application What are you doing now that you could/did not do before?	2 X Knowledge Level Pts	2 X Relicensure Knowledge Level Pts	2 X Knowledge Level Pts	2 X Relicensure Knowledge Level Pts	No points awarded at this level.	
Impact How has student performance improved? What has changed about the program?	3 X Knowledge Level Pts	3 X Relicensure Knowledge Level Pts	3 X Knowledge Level Pts	3 X Relicensure Knowledge Level Pts	No points awarded at this level.	

Exceptions:

- You may apply directly to Licensure and Teacher Education 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 that were part of the approved program.
- You may apply directly to Licensure and Teacher Education at KSDE if you held a certificate and earned a graduate degree prior to July 1, 2003 **AND** have at least three years of accredited experience during the term of the professional license being renewed. This is for initial licensure only.
- You may apply directly to Licensure and Teacher Education 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)**

Three Levels for Awarding Points

Professional development points are awarded according to three levels. For each of the three levels there are no limits on the number of points that may be earned. No *limits* mean that there are no caps in reference to points earned for **licensure renewal**. The three levels are described below:

Level I – Knowledge.

Points awarded on a one-point per hour basis provided the individual verifies that he/she has learned something as a result of the inservice activity.

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.

Level III – Impact.

Points awarded based on demonstrated impact of the knowledge and skills acquired and for which 3 X's the knowledge levels points are awarded.

Service to the profession is not eligible for multiplier.

Level I – Knowledge Level Points Provide the Baseline

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 or baseline points can be partial points from several knowledge level activities.

An individual does not need to earn knowledge level or baseline points 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 I Knowledge Indicators:

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

Learning = 1 point per clock hour for license renewal

1 point per DAY for Salary

Evidence suggested may include one of the following:

- Meeting agenda
- Minutes of meeting
- Notes from article read
- Copies of handouts
- Certificates of attendance
- Copy of signed leave of absence form
- Flyer from workshop or conference
- Written personal reflections.

Service to the Profession = 1 point per clock hour.

1 point per DAY for Salary

Service to the profession may take place during contractual time.

Evidence suggested 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 am I doing now that is different than what I did before?

Use of New Knowledge and Skills = 2 X's points Level I for relicensure and salary.

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 student's work.
- Examination of participants' journals, portfolios or other artifacts.
- IEP at a glance with special considerations.
- Student work samples showing application of new knowledge or skills.

Level III Impact Indicators:

What are the results of my professional changes?

Organizational Change = 3 X's points Level I for salary and relicensure.

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 X's points Level I for Salary and Relicensure

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 or homework completion rates.
 - Independent observation of positive students' classroom behaviors.
 - Increased enrollment in advanced classes or participation in school-related activities.
 - Decreased dropout rates.
- Criterion referenced tests
- Student checklists
- Pre/Post Rubrics
- CRT's
- SIP/CIM data/charts/graphs

XV. CRITERIA BY WHICH THE INSERVICE EDUCATION PROGRAM WILL BE EVALUATED

On an annual basis the Professional Development Council shall evaluate the total inservice plan. Members of the Professional Development Council will evaluate the effectiveness of the year's inservice activities. Based upon the survey and results reviewed by the Professional Development Council the chairperson shall write an annual report of the actions and recommendations of the Professional Development Council for inclusion in HPEC Board of Directors' packets. This report shall include an analysis of the effectiveness of the needs identification process, coordination of inservice activities, and the efficiency of the record keeping system.

GLOSSARY OF TERMS

HPEC Director, Assistant Director, Administrators - Certified superintendents, assistant superintendents, program directors, and building principals.

Certified Personnel - Certified teachers, psychologists, registered therapists, and certified paraprofessionals.

School Board Members - Members of Interlocal District #611 Board of Directors.

Quorum - A majority of those PDC members present.

Participant - Certified and registered staff in USD #611 who elect to develop and individual development plan.

PDC - Refers to the Professional Development Council.

QPA - Quality Performance Accreditation

TIP – Targeted Improvement Plan

Study Group – Study on a specific topic during noncontractual time, outside contract day/yr

Content Standards – Standards that address equity, quality teaching, and family involvement. *See also National Staff Development Council Standards for Staff Development.*

Context Standards – Standards that address learning communities, effective leadership, and effective use of resources. *See also National Development Council Standards for Staff Development.*

Process Standards - Standards that describe staff development that is data-driven, incorporates evaluation, is research-based, effectively designed, based upon human learning and change, and that addresses collaboration skills. *See also National Staff Development Council Standards for Staff Development.*

Noncontractual time – Periods of time during which an employee is not under a contractual obligation to perform services.

CRTs - Criteria References Tests/Assessments – Assessments designed to provide information on how well as student performs judged according to objective specifications or requirements.

Professional Education – Those standards adopted by the Kansas state board that specify the knowledge, competencies, and skills necessary to perform in a particular education role or position. This may include university course work.

Service to the Profession – 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.

School Improvement Plan (SIP) – A long-term, results driven plan developed through a collegial process, which plots changes within a school that lead to student success over a specified period of time. A school improvement plan includes identified needs, goal or targets, and student and staff development strategies for accomplishing targets, goals or outcomes.

Professional Development Council Members for 2009-2010

HPEC Administrator-Gail Gillespie
Superintendent Representative-Don Wells
HPEC Board Representative- Jim Gordanier
Angela Morris
Vicki Decker
Judy Neatherlin
Tania McNabb
Hope Pierson
Mary Schreck
Karen Roth
Jerrie Brooks

If you have questions about staff development, please contact one of the representatives.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name:	Social Security Number:
Signature:	Assignment:
Plan Year:	Goal:

This goal is aligned with:	<input type="checkbox"/> Continous Improvement Monitoring	<input type="checkbox"/> School Improvement Plan	<input type="checkbox"/> Categorical Goal	<input type="checkbox"/> Individual Professional Goal	<input type="checkbox"/> Other
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Level 1: Knowledge, Innovation & Activities											
#	Title	Evidence	C	PE	S	Dates	Salary Pts		Cert Pts		PDC Initials
							Req	Award	Req	Award	
1.											
2.											
3.											
4.											
5.											

Level 2: Application, Innovation & Activities										
	Title	Evidence	C	PE	Dates	Salary Pts		Cert Pts		PDC Initials
						Req	Award	Req	Award	
1.										
2.										
3.										
4.										
5.										

Level 3: Impact, Innovation & Activities										
	Title	Evidence	C	PE	Dates	Salary Pts		Cert Pts		PDC Initials
						Req	Award	Req	Award	
1.										
2.										
3.										
4.										
5.										

C = Content
 PE = Professional education (i.e., college credit)
 S = Service to the profession

INSERVICE ACTIVITY PLAN FOR STAFF DEVELOPMENT

WORKSHOP TITLE:
PRESENTER NAME(S):
DATE:
PLACE:
TIME:

SUFFICIENT ACTIVITIES TO PROVIDE STAFF	DESCRIBE TRAINING PLAN ACTIVITIES
*KNOWLEDGE	
DEMONSTRATION	
LOW RISK PRACTICE WITH FEEDBACK	
ON-THE-JOB PRACTICE WITH FEEDBACK	
FOLLOW-UP	
MAINTENANCE	

Please attach agenda and an example of a completed action plan with samples of possible evidence for impact and application.

*If inservice does not apply to student impact and/or application, no multiplier points will be awarded.

High Plains Educational Cooperative #611
 621 E Oklahoma
 Ulysses KS 67880
 (620)356-5577

INDIVIDUAL PROFESSIONAL DEVELOPMENT TRANSCRIPT

Name: _____ SSN: _____

Title of Professional Development Education Activities	Level	Date Completed	Professional Development Pts Awarded	College/University Credit
Total Professional Development Points				

APPENDIX C