

# **Southwest Plains Regional Service Center In-service Education Plan 2014-2019**

## **PHILOSOPHY**

The philosophy of the Southwest Plains Regional Service Center In-service Education Plan is to view professional development as a combination of education and personal experience which leads to professional growth of certified staff. The ultimate goal is better learning outcomes for students resulting from the continuous growth of certified personnel.

We believe that learning is a lifelong process and that change is constant. Therefore, the goal of the Southwest Plains Regional Service Center In-service Education Plan is to facilitate the professional growth of certified staff members to help them meet individual and institutional needs.

We believe that:

1. We should involve the potential participants in identifying these needs.
2. The In-service Education Plan should identify, organize, and promote professional activities that are based on sound principles of staff development.
3. The staff development programs should be meaningful to the participants.
4. The building principals are key people in staff development and must be trained to take an active leadership role.
5. The Southwest Plains Regional Service Center Education Plan must respect the autonomy and preferences of the local districts which comprise it.

## **PURPOSE**

The In-service Plan is designed to foster quality development through the following cooperative ventures:

- Inter-district sharing of information on quality procedures and best practices for staff development.
- Inter-district sharing of resources, both materials and human, for development.
- Inter-district collaboration on In-service speakers and workshops for additional growth opportunities and cost-effective staff development.

## **REGIONAL PROFESSIONAL DEVELOPMENT COUNCIL**

### Definition

The Southwest Plains Regional Service Center Professional Development Council is a representative group of inter-district certified personnel that cooperates with the Local Professional Development Council in each participating district in matters concerning the planning, development, implementation and operation of the In-service Education Plan.

### Composition

The Southwest Plains Regional Service Center Professional Development Council shall consist of one member from each participating Local Professional Development Councils. The Council will be composed of at least as many teachers as administrators. A Southwest Plains Regional Service Center consultant will be an ex-official non-voting member who coordinates the inter-district group and is the contact person to receive information from the State Board of Education.

### Method of Selection

The representative to the Southwest Plains Regional Service Center Professional Development Council should be selected by the group they represent on or before September 1<sup>st</sup>.

### Vacancies

The Local Professional Development Council will select a replacement from among their members.

## **DUTIES**

### SWPRSC PDC Chairperson

Duties include:

- \* Prepares and distributes an agenda at least one week prior to the meeting
- \* Interprets guidelines between meetings
- \* Serves as an ex-officio member of any subcommittee
- \* Outlines yearly Southwest Plains Regional Service Center Professional Development Council tasks and timelines
- \* Carries out any other duties as described in this document or as assigned by the Council
- \* Keeps the SWPRSC Board and Superintendents updated on Southwest Plains Regional Service Center Professional Development Council activities
- \* Keeps minutes of all meetings
- \* Publishes and distributes notifications and minutes of all meetings
- \* Handles all Southwest Plains Regional Service Center Professional Development Council correspondence
- \* Maintains all Southwest Plains Regional Service Center Professional Development Council minutes, correspondences, and all other pertinent documents in official file.

### Meetings

The Southwest Plains Regional Service Center Professional Development Council shall meet September through May as necessitated by an agenda. The agenda will be distributed at least one week prior to the meeting. Special meetings may be called by the SWPRSC PDC Chair. All decisions by vote shall be made by a quorum of 50% of those attending.

### Major Duties

The Southwest Plains Regional Service Center Professional Development Council will:

1. Act as liaisons to participating districts to strengthen in-service programs through sharing ideas and communicating across districts.
2. Provide Local Professional Development Councils the regional five year In-service Education Plan and submit it to the State Board of Education.
3. Maintain the Southwest Plains Regional Service Center In-service Education Plan.

4. Facilitate the identification of the in-service needs of each district and translate the needs into goals and objectives for the Southwest Plains Regional Service Center in-service Education Plan.
5. Assist in designing and coordinating inter-district in-service activities for participating districts.
6. Coordinate in-service activities for professional staff with similar objectives on School Improvement Plans and the areas of the 5 r's for accreditation.
7. Promote outcomes based staff development.
8. Implement the In-service Education Plan according to the Kansas State Board of Education guidelines.

#### Maintenance

Appropriate records pertaining to the Southwest Plains Regional Service Center Education Plan will be maintained by the SWPRSC PDC Chair (see duties). Appropriate records regarding the Local In-service Education Plan will be maintained by each local district (see duties). In addition, a copy will be maintained at the Southwest Plains Regional Service Center central office.

#### On-going Evaluation

Districts are required to describe the manner in which the in-service education program is aligned with the mission, academic focus and Quality Performance Accreditation School Improvement Plans. Responding to the following questions will help them do so:

1. What staff development is needed to implement the strategies selected to improve student performance (results) on the targeted outcomes?
2. What are the staff development priorities?
3. What staff development activities will be implemented for the district, school personnel, and individuals?
4. What are the desired results of staff development?
5. What indicators or assessments have been selected to demonstrate, to measure or to use as a benchmark that results have been achieved?
6. What are the timelines for implementing the staff development activities?

#### Amending the In-service Education Plan

1. The In-service Education Plan may be amended at any time.
2. The amendment(s) must be approved by the following prior to its being submitted to the State Board of Education and implementation of the change:
  - a) Southwest Plains Regional Service Center Professional Development Council (if it affects the total plan)
  - b) Local Professional Development Councils
  - c) Local Boards of Education
3. The approval process for an amendment is the same as the approval of the original In-service Education Plan.

## **NEEDS IDENTIFICATION PROCESS**

The Southwest Plains Regional Service Center Professional Development Council will work with the member districts in an effort to determine their staff development needs at least once every 2 years. The Southwest Plains Regional Service Center Professional Development Council will consult at least the following sources of information as they do so:

1. Needs assessment administered to teachers

2. Needs assessment administered to administrators
3. Concerns of SWPRSC Superintendents
4. Kansas State Board of Education Goals
5. National Education Reports
6. The 5 R's for accreditation
7. Stated district School Improvement Plan goals
8. Staff Development assistance needed to reach the district's School Improvement Plan Goals

## **GOAL OF THE REGIONAL PROFESSIONAL DEVELOPMENT PLAN**

The Regional Professional Development Council shall assist Districts in meeting their Staff Development Goals as stated in their School Improvement Plans.

## **OBJECTIVE FOR PROFESSIONAL DEVELOPMENT PLAN**

The Regional Professional Development Council shall assist Districts in achieving their objectives as stated in their School Improvement Plans.

## **LOCAL PROFESSIONAL DEVELOPMENT COUNCILS**

### Definition/Purpose

The Local Professional Development Council is a representative group of local certified personnel which advises the local board of education in matters concerning the planning, development, implementation, and operation of the In-service Education Plan.

### Composition

The members of the Local Professional Development Council shall be representative of the certified personnel employed by the local district. The membership shall include at least as many teachers as administrators and be selected by the group they represent.

### Method of Selection

The representatives to the Local Professional Development Council should be selected solely by the group they represent on or before September 1.

### Term of Membership

We encourage each member to serve no less than a one year and not more than a three year term and not have succeeding terms. Membership will be on a rotational basis so continuity is maintained.

### PDC Annual Training

The local professional development council or representative of that council will be trained by Southwest Plains Regional Service Center staff at the beginning of the school year.

### Vacancies

If a member of the committee should leave the employment of the district or resign from the Local Professional Development Council, the vacancy shall be filled according to the selection procedure of the committee.

### Officers

The officers of the Local Professional Development Council shall consist of a Chairperson, a Vice-Chairperson, and a Secretary/Recorder. All officers will be elected for a term of one year by consensus of the members and shall begin their term at the first meeting in the fall. Vacancies in officer positions will be filled by a majority vote of the Local Professional Development Council. The duties of the officers shall include but not be limited to the following:

#### Chairperson:

- Calls and conducts all meetings
- Calls special meetings as needed
- Carries out any other duties as described in this document or as assigned by the Local Professional Development Council, Superintendents, or the local Board of Education

#### Vice-Chairperson

- Acts in the absence of the Chairperson
- Carries out any other duties as requested by the Chairperson or the Local Professional Development Council

#### Secretary/Recorder

- Keeps the record/minutes of meetings
- Maintains a file in the local district of all the Local Professional Development Council minutes, Individual Development Plans, correspondence, and all other pertinent documents
- Carries out any other duties as requested by the Chairperson or Local Professional Development Council

### Meetings

The Local Professional Development Council shall meet a minimum of 4 times per year. (Once per nine weeks) Meetings and times will be determined at the organizational meeting no later than October 1. All decisions by vote shall be made by a quorum of at least 50% of the voting membership.

### Major Functions

The Local Professional Development Council will:

1. Make recommendations about Professional Development Points requested ( approve/disapprove )
2. Submit in a timely manner or at least once per nine weeks, the approved points to SWPRSC for addition to the individual professional development transcript.
3. Identify in-service needs based on validated data-driven student and staff data for inclusion in the School Improvement Plans.
4. Recommend to the Local Board of Education a five year in-service plan to be submitted to the State Board of Education.
5. Report and evaluate staff development activities that they have undertaken locally to progress toward their selected Quality Performance Accreditation (QPA) goals as stated

in the School Improvement Plan. This report shall be data driven (i.e. contain disaggregated school profiles or test results as well as the number and level of involvement by staff members taking part in an activity).

## **GOALS FOR PROFESSIONAL DEVELOPMENT PLAN**

The district's comprehensive staff development system is designed to generate three kinds of efforts:

1. Individual – in which each practitioner will be regularly engaged in the study of some aspect of academic content or clinical skill.
2. Collective (School) – in which the faculty refine or renovate some aspect of the school program.
3. District-wide Initiative – in which curriculum or technology will be in some state of implementation.

## **OBJECTIVES FOR THE LOCAL PROFESSIONAL DEVELOPMENT PLAN**

- I. In the years between August 1, 2014, and August 1, 2019, districts shall meet their staff development (In-service) goals as stated on their School Improvement Plans. Districts must also report levels of implementation for 5 R's of accreditation model.
- II. In the years between August 1, 2014, and August 1, 2019, districts shall provide opportunities for district staff members to take part in staff development activities that are related to the priorities identified in the Needs Identification Process or part of the staff development needed to reach the 5 R's of accreditation model.

## **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS FOR LICENSURE RENEWAL**

### Definition/Purpose

The Individual Professional Development Plan is a plan describing the professional development goals and activities to be completed by an individual during a specified period of time. The purposes of the Individual Professional Development Plan are to establish continuity and specificity in the job related training of an individual; to enrich knowledge, skill, and attitudes; to expand the options for renewal of licensure; to improve job performance; to outline individual objectives and activities that will help achieve the district QPA goals as stated in the School Improvement Plans; and to increase satisfaction for educators.

### Plan Development

1. The Individual Professional Development Plan is required for re-licensure in Kansas.

2. Forms for the Individual Professional Development Plan may be obtained from SWPRSC, the local administrators, or PDC members. These forms can also be found on the SWPRSC website at [www.swprsc.org](http://www.swprsc.org).
3. The individual certified employee, in cooperation with a designated supervisor (SWPRSC PDC Chair or the building principal) will devise an individual development plan proposal that:
  - a. is designed to improve the performance of the individual in an area of certification or in a new area if the individual is enrolled in an approved program.
  - b. is written for a period of one to five years with provision for annual review and revision.
  - c. the Individual Professional Development Plan needs to include goals supporting the local district's School Improvement Plan target goals and intervention strategies.
  - d. the Individual Professional Development Plan may also include an individual's personal professional development goals such as adding new endorsements.
  - e. the Individual Professional Development Plan may also include service to the profession goals.
4. Certified Staff and other certified individuals, planning to renew a Kansas license are to complete the Individual Development Plan (Form 1). For those not employed by the school district the designated supervisor could be any of the current building or district level administrators.
5. It is understandable that the Individual Development Plan participant, because of the unavailability of such information, may be unable to list specific titles of courses, seminars, conferences, or workshops. Specific information will be added to the Professional Development Points Request Form (Form 2).
6. Each participant may modify his/her plan with the approval of the Local Professional Development Council at any time.
7. Activities acceptable as In-service Education may include, but not limited to, the following:
  - a. College courses
  - b. Professional conventions, conferences, workshops, seminars, clinics, lectures
  - c. Curriculum development
  - d. Observations and visitations
  - e. Presentations at local, state, or national conferences
  - f. Publications of professional articles
  - g. Independent study, projects, or research
  - h. Faculty/group study of educational projects
  - i. Supervision of student teachers ( 1 point per week of supervision)
  - j. Practicum and supervision of practicum or special projects (1 point per week)
  - k. Additional individual activities approved by the committee
  - l. Participation on Professional Development Councils and other school required committees
  - m. National Board Certification Process
  - n. Supervision as a Mentor Teacher (1 point per clock hour)
8. The In-service Education Plan is for renewal of an individual's areas of recertification; adding new areas of endorsement must be through college or university. Any state certification course work requirements are the responsibility of the participant.

### Plan Approval

1. The participant completes, signs, and submits the plan to the designated supervisor.
2. The designated supervisor signs the plan and indicates approval/disapproval of it and upon approval forwards the plan to the Local Professional Development Council.
3. The Individual Professional Development Plan is reviewed at a regular council meeting to determine approval, disapproval, or modification.
4. If the plan is not approved by the Council:
  - a. The Individual Development Plan is returned to the participant with recommendations for revision
  - b. The participant can appeal in writing and/or personal appearance before the Council
  - c. A final appeal may be made to the State Licensure Review Committee as noted in state regulations [91-1-206(d)].
5. The Chairperson will sign the Individual Professional Development Plan indicating the council's approval/disapproval.
6. A Council member shall not vote on any action regarding his/her own individual plan.

### Documentation

It is the responsibility of each certified staff member to:

1. obtain, complete, and submit the points request form to the appropriate local contact person, for example PDC chair or secretary, designated to collect points within 30 days of the activity or by September 1<sup>st</sup>, if any activities occur during the summer.
2. be aware of their personal relicensure deadlines and requirements.
3. send all required materials to the Kansas State Board of Education for license renewal.

Note: Points must be earned during period of the license being renewed.

### Validation of In-service Points

1. The designated supervisor will review the documentation of completed activity(ies) and efforts to implement the new learning.
2. The Council will determine if the criteria have been met for awarding In-service points for this part of the plan.
3. The Council may request input from the individual and/or supervisor in this determination.
4. Notification will be given to the participant of actual points validated on the Individual Development Plan.
5. If the Council does not validate the awarding of In-service points, the participant may appeal in writing and/or personal appearance before the Council.
6. A Council member shall not vote on any action regarding his/her own individual plan.
7. When Individual Development Plan activities are completed and validated, the number of in-service points earned will be entered by SWPRSC on the participant's In-service Education Transcript (Form 3).

### Evaluation

1. After participating in the local professional development activities, participants may evaluate the activity by using the In-service Education Activity Evaluation Form (Form 4). Evaluations from each activity will be compiled and analyzed by the local PDC as to the relevance, effectiveness, validity, and impact of the activities and the degree to which the objectives were met.
2. The Local Professional Development Council may follow-up with the participants on the effect of the activity on classroom performance utilizing informal observations and interviews.



3. Participants in QPA staff development activities will report and evaluate the staff development activities which they have undertaken to progress toward Quality Performance Accreditation goals.

### **STAFF DEVELOPMENT NEEDS SURVEY**

School\_\_\_\_\_ District\_\_\_\_\_ Grade Level\_\_\_\_\_

Please list 2 or 3 activities that you feel would be valuable to you or to your staff that could be provided either by the district or Southwest Plains Regional Service Center.

### **INSPIRATIONAL**

This area includes speakers or programs that inspire and motivate staff. They provide that extra spark that tells us that we and the jobs we do are important.

- 1.
- 2.
- 3.

### **INDIVIDUAL PROFESSIONAL DEVELOPMENT**

This area includes individually determined professional growth activities that are often oriented to a particular subject area. They can be from school improvement plans, but do not replace them. They are the items that have been traditionally identified/prioritized by the individual together with their supervisor and included in the IDP. They will usually be linked to district or building School Improvement Plan priorities and should be linked to newly identified educator skills and are focused toward increased student success.

- 1.
- 2.
- 3.

The 5 R's accreditation model will:

- The new model focuses on districts rather than schools
- We are moving away from a punitive accreditation system focused primarily on achievement at the school level
- The model is likely to be a four-year accreditation process with an interim year to prepare districts for the process of conducting needs assessments and examining change that the district would like to see occur
- Districts and KSDE will be able to conduct meaningful research as a result of the new model

## **SWPRSC Professional Development Council Consortium Member Districts**

1. USD 459 Bucklin
2. USD 102 Cimarron
3. USD 476 Copeland
4. USD 216 Deerfield
5. USD 482 Dighton
6. USD 225 Fowler
7. USD 422 Greensburg
8. USD 363 Holcomb
9. USD 412 Hoxie
10. USD 210 Hugoton
11. USD 477 Ingalls
12. USD 227 Jetmore
13. USD 215 Lakin
14. USD 226 Meade
15. USD 371 Montezuma
16. USD 274 Oakley
17. USD 294 Oberlin
18. USD 105 Rawlins County
19. USD 378 Riley County
20. USD 217 Rolla
21. USD 381 Spearville
22. USD 452 Stanton County
23. USD 374 Sublette
24. USD 626 SWPRSC
25. USD 494 Syracuse
26. USD 626 SWPRSC
27. USD 214 Ulysses

### **Forms Attached Are The Following:**

1. Individual Development Plan (Form 1)
2. Professional Development Points Request Form (Form 2)
3. In-service Education Transcript (Form 3)
4. In-service Education Activity Evaluation Form (Form 4)