

Policies of the Board of Education

Series 500: Personnel

ADMINISTRATION/STAFF RESPONSIBILITIES – PI34

531.1 – Rule (1)

Professional staff members (teacher/administrator) being considered for employment by the Waunakee Community School District shall satisfy all requirements of the State of Wisconsin and the Department of Public Instruction.

A. License Renewal

Professional staff may fulfill their applicable license renewal obligations under the current credit acquisition process (i.e. staff licensed prior to July 1, 2004), the PI34-Professional Development Plan-PDP or, the Master Educator license process.

B. License Acquisition and Renewal Alternatives

1. College Credit Approach

Professional staff licensed prior to July 1, 2004 may continue to utilize college credit in support of their license applications. They may accumulate credits by following the approval process as outlined in the Waunakee Board of Education/Waunakee Teacher Association Educational Agreement – Teacher Incentive Program and submit for re-licensure following applicable Department of Public Instruction guidelines.

2. PI 34/Professional Development Plan Approach

Initial Educator licensed staff and/or professional licensed staff who pursue their license renewal through the PI34 Professional Development Plan-PDP approach will call together a Professional Development Plan Review team as outlined in the applicable Department of Public Instruction – PI34/Administrative Rules. The Professional Development Plan Review Team selection process is the responsibility of the individual staff member except as it relates to the appointment of an administrator to the review team. A staff member who wants to pursue licensure through the PI34/Professional Development Plan process must notify the Superintendent, in writing, of their intent to do so and the need to have an administrator appointed to their PDP review team. The Superintendent or his/her designee will appoint an administrator to the PDP review team within 45 days of receiving the staff member's request. The review team shall include persons required by state statutes and DPI regulations, including an administrator who is not responsible for evaluating the staff member engaged in the Professional Development Plan – PDP process. Subsequent meeting(s) and/or review of the PDP are the responsibility of the individual staff member.

- C. Maintaining appropriate licenses to perform the district contracted duties/responsibilities is the individual staff member's responsibility and failure to maintain up-to-date licensure shall void the individual's teacher contract with the Waunakee Community School District.

Legal Ref.: PI34 Wisconsin Adm. Code
§118.21 Wis. Stats.

Adopted: October 2005

Waunakee Community School District