

# *USD 250 Professional Development Guidelines*

*Pittsburg Community Schools  
Pittsburg, Kansas*

**USD 250**

**Professional Development Toolbox Procedures**

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# USD 250

## Professional Development Guidelines

### PROFESSIONAL DEVELOPMENT TOOLBOX PROCEDURES

#### 1. New Employee Password

- a. Vicki Horton at the BOE will add all new employees' names to the PDP Toolbox. Once that is completed, one can go into the Toolbox, enter USD 250, first letter of their first name and full last name for both username and password. (No spaces and lower case) Then click on Preferences to change the password, if desired. It is recommended one use the same password as the district password. Then enter the other information in order to gain access to the PDP Toolbox. It is very important to enter all of the requested information, such as first, middle, last name, licensure expiration date, etc.
- b. Once a password is obtained, follow logon instructions.

#### 2. Logon Instructions and Changing Password (see # 1 in the graphic)

- a. Go to the USD250 webpage ([www.USD250.org](http://www.USD250.org))
- b. Click on PDP toolbox on the left side of the screen. Sign-in page will open.
- c. Sign-in page:  
Enter "USD250"  
Enter "User Name" (User name is your first initial and last name (no space))  
Enter "Password"
- d. Click on "Preferences"
- e. Click on "Change Password".  
Change it to something you can remember, such as your district password.
- f. Click "Save"
- g. Enter your name as it appears on your certificate.
- h. Enter your current certificate expiration date and click "Save".

You are now ready to logon, however **it is suggested you go through the tutorial found at the top of the page to become familiar with the process.**

#### 3. Transferring Points From Another District

If one's previous district uses the PDP Toolbox, Greenbush can transfer points from the previous district to USD 250. (A question referring to this is on the check sheet of the new teacher's paperwork.) It is the teacher's responsibility to contact Ginger Mein at Greenbush (620-724-6281 or [ginger.mein@greenbush.org](mailto:ginger.mein@greenbush.org)) to arrange the transfer of the points. If one's previous district does not use the Toolbox, the teacher should contact the district to arrange for the transfer of points to USD 250's PDP Toolbox. It is highly recommended that points be sent electronically (Excel, etc.) to Ginger Mein at Greenbush. It is also suggested that the new teacher keep a copy of the previous in-service points for his/her records.

#### 4. Using the PDP Toolbox When Requesting Professional Leave

Definition of professional leave - Professional leave is intended to provide opportunities for the reflection, research, and professional development essential in a scholarly community. Professional leave, which is defined as “a leave of absence with pay for specific purposes”, may be either for research or instructional, administrative, or other professional development. Professional leave is intended to free the faculty member not only from teaching but also from other ongoing institutional service responsibilities.

- a. From [www.USD250.org](http://www.USD250.org), click on the staff resources, then Professional Development Plan button
- b. Enter District **250**, Enter **Username** and **Password**, Click on “**Sign In**”
- c. Under “**Upcoming Activities**” click on the blue word “**New Leave Request**”. This will open up a screen with various fields which may or may not need to be filled out depending on your situation. For example, if you are attending a one day workshop at Greenbush and do not need a hotel, delete the Hotel Information section. Delete the sections which do not pertain to you by clicking on the “**Remove**” button for that field. Fill out all information in the fields you are using as completely as possible. The various sections of this page include:
  - Request leave (can not be removed).
  - Professional development information.
  - Research based criteria.
  - Registration information.
  - Include all contact information.
  - Include cost.
  - Include who will register for you.
  - Substitute information.
  - Include the times and dates needed for a substitute.
  - Vehicle information - You are required to use district vehicles when available. If you drive your personal vehicle when a district vehicle was available, you will not be reimbursed for mileage. If a group is attending a workshop, **only one in the group should request the car**. However, all group members need to individually state in the transportation comment box, who requested the car.
  - Hotel information - Include all contact information. In the drop down menu next to Reservation, “**To Be Finalized by Main Office**” should always be selected. Choice of hotel will ultimately be at the discretion of the main office.
  - Meals information - If approved, reimbursement may be made for meals. Itemized receipts must be submitted: breakfast \$7.50, Lunch \$7.50, Dinner up to \$15.00. If approved, a daily stipend may be granted for meals. No receipts are required: breakfast \$5.00, lunch \$5.00 and dinner \$10.00. Alcoholic beverages are not reimbursed. See the sample reimbursement sheet and reimbursement information in the addendum.
  - Other expenses (i.e. tips, cabs, parking, tolls, etc.).
- d. You will need to check your PDP Toolbox periodically to verify the status of your request. The status of your request is found under the “**Upcoming Activities**” button in the white box, directly under the yellow box.
- e. Once the professional leave has been approved, sign on to Aesoponline.com to request the professional leave and substitute if one is needed. If a substitute is used, please provide feedback on the substitute through Aesoponline.com. Moreover, it is a good idea

- to verify hotel registration, transportation and or event registration before departure with Vicki Horton. When the main office books a hotel by credit card, the staff person is sent an email along with a copy to the PDC rep. If it is a purchase order, the pink copy goes to the building secretary. Registration (activity) by purchase order is the same—pink copy goes to the building secretary. Usually the staff person receives confirmation by email. All travel related receipts should be submitted to Vickie Horton at the BOE.
- f. If a group is planning on attending a learning activity, each person must request his or her leave individually through PDP Toolbox.
  - g. Cancellations – If necessary to cancel, each person is responsible for his/her cancellation of substitute and vehicle. Notify the main office (Vickie Horton) of cancellation and she will cancel the registration and hotel. Also, notify the building PDC rep and secretary of the cancellation.
  - h. Coaches - may receive in-service points for workshops that pertain to their license. (For example, a licensed P.E. teacher who is a coach may receive points for a football clinic since the information in the clinic pertains to a P.E curriculum. However, a licensed math teacher who is also a coach would not be eligible for professional development points for that same clinic as the information from the clinic would not pertain to their license.)

## 5. Request for Reimbursement Sheets

These sheets need to be filled out, **and itemized**, upon returning from the learning activity for reimbursement of approved expenses. Request for reimbursements can be found at:

[Reimbursement form](#)

## 6. Individual Professional Development Points Request

- a. Upon return from a professional development learning date, go to the district webpage, [www.usd250.org](http://www.usd250.org), and click on “**PDP Toolbox**”.
- b. Sign-in to the PDP Toolbox.
- c. Under the “**Transcript Points Request**” section, click on the name of the activity you attended and fill out the following before submitting:
  - Time
  - Date
  - Evidence
  - Category (Content, Professional Education or Service to Profession)
  - Reflection - Reflections should be a worthy account of what one has learned at the professional development activity.
- d. Click “**Submit**”.

## 7. Group Professional Development Points Request

- a. Group requests can only be initiated by your building PDC Representative. (I.e. the building PDC Representative will do group requests for district OR building related in-services.)
- b. Each individual will submit their own reflection on the group learning activity after the activity and notification of the request.

## 8. Deadlines for Points Request

- a. All professional points should be entered into the toolbox within your licensure cycle. You are encouraged to enter the points in a timely manner.
- b. You must request points for **college credit** for those courses completed within the length of your licensure cycle.
- c. For professional development activities taken during the summer, you are encouraged to request points in a timely manner either after completion of the activity or upon returning to school in the fall.

## 9. Comparing College Credit to PDP Points

- a. A full college credit equals 20 in-service points. A half of a college credit is equivalent to 10 PDP points.
- b. PDP points equal 1 point per hour of in-service, **not including lunch or travel time**.
- c. PDP points are not awarded for routine faculty meetings.
- d. Greenbush PDP points equal the number of points which are printed on the license.

## 10. Point values for PDP Levels

- a. Knowledge level points must be approved before application or impact points may be requested.
- b. Application points are two times the number of knowledge points pertaining to that specific application. **Evidence of how one applied the learned knowledge is required.**  
**Example:** A faculty member attended a 3 day conference but applied a “cooperative learning” strategy learned in a one hour break out session. Total points, which could be awarded, would be 2 points (2 times 1 hour = 2 points).
- c. Impact points are three times the number of knowledge points, but **require evidence of how the data was recorded over a specific time period**.
- d. There is no written deadline on how long one has to apply for application or impact points after receiving the knowledge points.
- e. To request **application** and then **impact** points, click on the activity to which you have been awarded the knowledge points for such an application and/or impact **and** then request application or impact points.
- f. Professional books may be read to earn up to 5 points per school year. 1 point will be awarded for knowledge per book. The copyright of the book must be within 5 years of the current school year, e.g. books read in the 16-17 school year cannot have copy rights older than 2011. The title, author, copyright and reflection must be provided in the PDP toolbox as well as which number of book it is e.g. 1 of 5, 2 of 5, etc.

## 11. Service to the Profession

- a. Staff who are mentoring teachers should create one Mentoring Point Request for the school year and add point to it each month. Save over it again each time and only submit one point request one time at the end of the school year with the grand total of points earned.

As deemed prudent and reasonable by the district PDC, a person may be awarded one point per clock hour for service to the profession. Service to the profession may include, but is not limited to, mentoring a new teacher 1<sup>st</sup> year, and 2<sup>nd</sup> year, mentoring a student teacher, pre-lab college student, ESL practicum student, or college intern. These points

have been predetermined by the district PDC and are as follows:

- Mentor/mentee training 1 @ GB 6 points
- Mentor/mentee training 2 @ GB 6 points
- Mentoring a 1st year teacher 39 points
- Mentoring a 2nd year teacher 36 points
- Field Experience I 3 points
- Field Experience II 5 points
- Diversity Student 1 point
- Student Teacher 20 points
- Intern semester 10 points
- Clinical rotation student 1 point per student per semester

Furthermore, we decided that instead of submitting 3 points one month, 3 points another month, etc., we want staff members to create one Mentoring Point Request and just keep adding points to it each month. They should just save over it again each time and only submit the point request ONE time at the end of the year with the grand total of points earned (using the guidelines above of course).

- b.** Awarding PDP points to teachers who share student teachers/specials teachers: The cooperating teachers need to look at the amount of time they spend working with the student teacher/specials teacher and calculate that as a percentage of the total points PDC available. For example, if you have a student teacher for 20 percent of the time, you would earn 20% of the available professional points, or 4 points. The percent calculated would need to be communicated between the parties sharing the student teacher before the point request is entered into the Toolbox. In the PDP point request, both of the cooperating teachers would need to demonstrate how they arrived at the number of points they individually requested and also would need to be sure to mention the other cooperating teacher who was involved with the student teacher.
- c.** Presenting for a workshop= 1 point per hour each for presenting and preparing (prepare time can not exceed presenting time). For example: 1 hour presenting plus 1 hour prepare = 2 points.  
If presenting a workshop again = 1 point per hour of presenting, no additional prepare time will be approved (there are no application or impact points for service to the profession).

## **12. Licensure**

- a.** Points are good throughout the length of a re-licensure cycle.
- b.** After renewal of one's license, the points used in that licensure cycle cannot be used for licensure in the next cycle. However, those points may serve as the base of knowledge that can be taken to the application level and then on to the impact level for additional points.
- c.** If a license lapses, contact the BOE and KSDE to see what steps need to be taken to reinstate the license.
- d.** If one has an advanced degree, one may renew their license twice on experience during their career.
- e.** One may apply up to 6 months in advance. Check one's license for specific directions on re-licensure, or check with KSDE Licensure Division 785-296-2288. To check on your

current license online, go to KSDE.org Licensure division site. [Licensure Look-up](#) and click on the quick link on the left side of the web page called “license lookup”. This is a secure site that allows you to enter your social security number and last name to examine the official record of your teaching license.

- f. Click on [License Renewal information](#) for license paperwork.
- g. **Important: After renewing the license, change the expiration date in one’s PDP account. Be sure the name on the PDP Toolbox account is one’s full legal name.**

### **13. Applicants of the PDP Toolbox Not Employed by USD 250**

- a. Retired teachers and applicants from other locations, such as Elm Acres, BOE, etc., need to be routed through the assistant superintendent in order to maintain and receive points.

### **14. Money**

- a. Summer deadlines for workshops requiring PDC money – all money must be encumbered by date that is given each school year by the business office.
- b. Inter-local employees do not qualify for USD 250 PDC money unless asked to attend a learning activity by a USD 250 administrator.
- c. National Certification---Teachers who are working toward National Certification may request the district pay for their substitutes and travel connected with the National Certification workshops. Payment for meals that are not provided by the workshop may also be requested (according to the meals guidelines on the reimbursement form.) Registration fees for National Certification workshops will not be paid by the district.