BOE Agenda Item Executive Summary

Date: August 9, 2021

Topic: *[Flight 3.]* Second Review: Proposed Consolidation of Learning Services Policies

Current Policy	Proposed	Title	Notes
4600	NA	Inservice Education	Updates to AIP
4603	NA	Payment for Inservice Activities	Updates to AIP
4605	NA	Local Inservice Education Plan	Updates to AIP
6000	NA	Curriculum Program	Updates to 1st paragraph
6410	NA	Curriculum Guides	Update to title and AIP

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P4600 INSERVICE EDUCATION

BOARD POLICY:

Inservice education opportunities shall be provided for both certificated and classified employees. The programs offered shall be for the purposes of improving employee performance in positions already held and/or expanding employee work knowledge for possible advancement to positions of greater responsibility within the district. Learning Services shall have major responsibility for identifying needs based on Campus Improvement Plans (CIP) and Results-based Staff Development plans (RBSD) along with ~~Staff Quality Improvement System (SQIS)~~ Individual Professional Development Plan (IPDP) goals of various employee groups. Learning Services will additionally serve as a resource to all assistant superintendents and school principals as they develop inservice activities, and for providing districtwide coordination of inservice activities.

Administrative Implemental Procedures:

~~1.~~ Inservice education programs conducted and/or sponsored by the district shall specifically relate to the district's priority goals, needs, objectives, programs and services, accountability, and evaluation.

~~2. Inservice programs shall be offered in accordance with priorities determined by SQIS goals within the district, division, department, attendance center, or individual employee level as deemed appropriate.~~

~~3.~~ **2.** Assistant superintendents and division directors shall work collaboratively with Learning Services in the development and presentation of inservice.

~~4.~~ **3.** Building principals and management employees who supervise a department shall be responsible for inservice activities for employees under their supervision .~~5. Inservice activities applicable to specific types of employees at work sites throughout the district shall be the responsibility of management employees within a division area.~~ For example, inservice activities for science teachers shall be the responsibility of Learning Services; for custodians, the Supervisor of Custodial Services; for school nurses, the Coordinator of Health Services, etc.

~~5.~~ **4.** Inservice programs shall be developed and implemented in alignment with regulations or guidelines set forth by the Kansas State Department of Education and/or other appropriate regulatory agencies. **For more information, see P4605 Local Inservice Education Plan.**

5. Representatives of participants in inservice activities shall be directly involved in development of CIP goals and RBSD goals. This representative group is also responsible for the **information, see P4605 Local Inservice Education Plan.**

~~6. Inservice activities shall be related in a specific but reasonable way to an employee's current job assignment and/or to a job assignment of greater responsibility to which an employee aspires.~~

~~7.~~ **6.** Participation by employees in specific inservice programs may be voluntary or may be required by the administration depending upon the purpose of the activity and/or the relationship of the activity to an employee's success on the job.

~~8.~~ **7.** The expertise of the district staff shall be the primary source of leadership in conducting inservice activities; however, arrangements may be made with colleges, universities, outside consultants, speakers, etc., for particular activities or programs that cannot reasonably be provided by the district staff.

~~9.~~ **8.** Records of employee participation in inservice activities may be recorded and stored in ~~My Learning Plan,~~ an online data base for district inservice activity.

~~10.~~ **9.** Appropriate records of an employee's participation in specific inservice activities may be included, at the discretion of the administration and/or the request of a staff person, in an employee's personnel file.

~~11.~~ **10.** Funding sources for inservice activities may include monies from the district's budgets; special funds available at the school or department level; special grants from individuals; philanthropic foundations; local, state, and national governmental agencies; and fees charged individual participants.

~~12.~~ **11.** All inservice funds shall be administered in accordance with approved budgeting and accounting procedures.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~September 2006~~ **July 2021**
Previous Revision Date: ~~July 1988~~ **September 2006** P4600

~~Updated administratively for alignment purposes: December 2013~~

4603 PAYMENT FOR INSERVICE ACTIVITIES

BOARD POLICY:

A school district employee who receives remuneration from Unified School District 259 for workshop participation is being paid for services rendered to the Wichita Public School System.

Administrative Implemental Procedures:

1. University or college credit may be awarded for a USD 259 inservice activity if approved by the university or college.

2. Payment to personnel will be allowed only when the school district benefits directly from the service given outside scheduled working hours. When such payments are made they will be considered as extra earnings and will be subject to normal deductions.

~~3. For inservice activities identified as "Required and/or encouraged to attend" participants will receive an hourly rate of $13.50. Inservice instructors and/or participation that require additional planning, application and other specified requirements, participants will be eligible to receive compensation at the hourly rate of $21.00.~~

~~4.~~ **3**. Inservice activities supported with federal or state funds will include the same policies and rates of pay as other inservice programs.

~~5.~~ **4**. Stipends will not be made to school district personnel for participating in inservice activities conducted during their scheduled working hours. Because school district personnel on the administrative salary schedule are considered to be on duty 24 hours per day, they are not eligible for either stipend payment. Administrators level IV and below who attend inservice activities during calendar vacation and/or non-contract days will be paid ~~the above mentioned stipend for their participation~~.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~August 2006~~ **July 2021**
Previous Revision Date: ~~July 1994~~ **August 2006** P4603

~~Updated administratively for alignment purposes: December 2013~~

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P4605 LOCAL INSERVICE EDUCATION PLAN

BOARD POLICY:

The administration is directed to maintain and implement a Professional Development Program (PDP) for certificated personnel that has been approved by the Kansas State Department of Education.

Administrative Implemental Procedures:

1. The specific procedures to be followed in the operation of this plan are explicitly described in the ~~Kansas Inservice Education Regulations, effective July 2003~~. **Regulations and standards for Kansas Educators by the Kansas State Department of Education.**

2. The Professional Development Council (PDC) will serve as an advisory body to the Superintendent and the Board of Education and will have district governance responsibilities for the PDP.

3. Programs offered as a part of the PDP shall be for the purpose of improving employee performance and providing them with opportunities to earn inservice education credits that can be used for licensure renewal.

4. School district personnel wanting to conduct and/or sponsor an inservice activity must submit a professional development proposal on ~~the~~ **an** electronic data base ~~, My Learning Plan,~~ and receive approval by the PDC.

5. Licensed personnel participating in the program must submit and have approved by the PDC an Individual **Professional** Development Plan (I**P**DP) ~~or SQIS goals~~.

6. Eligible expenditures under this plan are:
   a. External consultant fees and honorarium
   b. Travel expenses for external consultants
   c. District personnel serving as instructors
   d. Cost of materials used for inservice education

Administrative Responsibility: Learning Services
Latest Revision Date: ~~September 2006~~ **July 2021**
Previous Revision Date: ~~July 1990~~ **September 2006** P4605

~~Updated administratively for alignment purposes: December 2013~~

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P6000 CURRICULUM PROGRAM

BOARD POLICY:

~~**The Board of Education develops and adopts a district strategic plan that guides professional staff members in their work and includes academic standards for all students. Strategy 1 of the plan indicates that district staff will deliver an aligned curriculum based on challenging standards, measure achievement, and ensure that all students meet the standards.**~~

District staff will provide a guaranteed and viable academic curriculum which is aligned Prek – 12. Instructional staff will deliver curriculum and ensure that all students meet the standards. Student achievement toward the standards will be measured with the use of proficiency scales and bodies of evidence.

Administrative Implemental Procedures:

1. Learning Services staff will communicate state standards and indicators that are clear, measurable, and developmentally appropriate to guide curriculum, instruction and assessment for all grade levels and courses.

2. Grade level/course standards and indicators will be published and disseminated to parents annually and available on the district's website.

3. The curriculum will include provisions of the state laws and regulations established by the Kansas Board of Education and Kansas Board of Regents.

4. Textbooks and instructional resources must support state standards and indicators.

5. Curriculum documents will be reviewed on a regular basis to ensure alignment with state standards and indicators.

6. All teachers will teach the state's standards and indicators including the power standards that have been identified as essential learning for each grade level and course.

7. Principals are responsible to ensure that all teachers are adhering to the adopted standards-based curriculum and using researched-based instructional strategies and materials.

8. District-level staff will work cooperatively with school-based staff in adhering to the adopted standards-based curriculum and using research-based instructional strategies and materials.

9. The superintendent will have overall responsibility for ensuring that **curriculum** instruction and programs are aligned with the district's strategic plan so that all students achieve **at** high ~~standards~~ **levels**.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~September 2006~~ **July 2021**
Previous Revision Date: ~~September 2003~~ **September 2006** P6000

~~Updated administratively for alignment purposes: December 2013~~

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P6410 ~~CURRICULUM~~ INSTRUCTIONAL GUIDES

BOARD POLICY:

The Executive Director of Curriculum and ~~Instruction Design~~ Instructional Support, in cooperation with subject area directors, coordinators, and classroom teachers, will determine the guides which need to be developed.

Administrative Implemental Procedures:

1. Classroom teachers working under the direction of Curriculum and ~~Instruction Design~~ **Instructional Support** will prepare curriculum course ~~study guides~~ **instructional guides**.

2. ~~Curriculum~~ **Instructional** guides will represent a contribution not available in supplementary materials or teachers' manuals that accompany the adopted textbook.

3. ~~Curriculum~~ **Instructional** guides will be prepared in sufficient quantities for local distribution ~~and for sale and exchange with other school systems~~.

4. A list of available ~~curriculum~~ **instructional** guides will be prepared and ~~distributed~~ **available** to all building principals.

5. ~~Curriculum~~ **Instructional** guides that represent creative work may be copyrighted by the school district.

6. **Instructional guides may be for sale and exchange with other school systems.**

7. Educational institutions requesting ~~curriculum~~ **instructional** guides ~~will~~ **may** be ~~mailed~~ **provided** a price list of guides available for purchase.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~June 2006~~ **July 2021**
Previous Revision Date ~~March 1999~~ **June 2006** P6410

~~Updated administratively for alignment purposes: December 2013~~

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