

USD 250 Professional Development Guidelines



Pittsburg Community Schools Pittsburg, Kansas

USD 250 Professional Development Procedures

In accordance with the approved 5 year plan (2024-2029)

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Building Representatives:

Kelly Collver Teacher, Science/Chairperson--PCMS
Stuart Perez Teacher, Biological Science-- PHS
Rebecca Lomshek Teacher, Art--PHS
Jeff Johnson Secondary Administration--PHS
John Laflen Teacher, Technology--PCMS
Danielle Hartzfeld Teacher, Social Studies--PCMS
Deonna Hunt Teacher, 1st Grade--George Nettels Elem.
Katy Hughes Teacher, 1st Grade--Westside Elem.
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Cathy Ratzlaff Teacher, 2nd Grade--Lakeside Elem.
Ann Lee Asst.Superintendent--Board of Education

USD 250

Professional Development Guidelines

PROFESSIONAL DEVELOPMENT TOOLBOX PROCEDURES

1. New Employee Password/Password Change

- a. Vicki Horton at the BOE will add all new employees' names to the PDP Toolbox. Once that is completed, the employee may go into the Toolbox (www.pdptoolbox.org), enter for USD*-250, Username**-first letter of first name and full last name*, Password**-full last name*. (No spaces and lower case)
- b. Click on *Your Preferences* (upper left corner) to change the password, if desired. Scroll down to [Account Access](#). Employees may use the same password as the district given password or change it to one that will be remembered.
- c. If employees have any issues with a password change please see the building PDC representative (page 2).

2. Login Instructions

- a. Using the USD250 website (www.USD250.org), click on STAFF (upper right corner), scroll down to RESOURCES—PDP LOGIN (right side of webpage)
The direct link to PDP Toolbox may also be accessed at www.pdptoolbox.org
- b. Use the same information as given above to login to the PD Toolbox.



- c. It is very important to enter all of the requested information, such as first, middle, last name, licensure expiration date, etc. This is also accessed through [Your Preferences](#). Be sure to update all necessary items to ensure proper points, re-licensure, and activity requests. Areas to update are: Personal Information, Professional Information, Account Access, and Teaching License.
- d. If employees have any issues with updating please see the building PDC representative (page 2).

3. Transferring Points From Other Districts

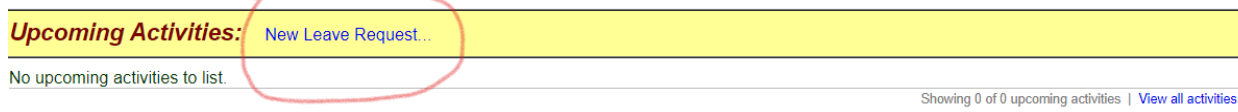
- If an employee's previous district uses the PDP Toolbox, Greenbush can transfer points from the previous district to USD 250.
- It is the teacher's responsibility to contact Tonya Smedley at Greenbush (620-724-6281) or tonya.smedley@greenbush.org to arrange the transfer of the points.
- If an employee's previous district does not use the Toolbox, the employee 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 Tonya Smedley at Greenbush. It is also suggested that the employee keep a copy of the previous in-service points for his/her records.

4. Using the PDP Toolbox When Requesting Professional Leave

Professional leave is intended to provide opportunities for reflection, research, and professional development that is 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, instructional, administrative, or other professional development within the content area of the educator. Professional leave is intended to free the faculty member from teaching as well as from other ongoing institutional service responsibilities (i.e. bus duty, hall duty, etc.)

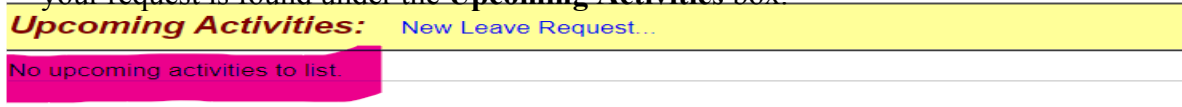
- a. Login to the PDP Toolbox (see Login Instructions on #2) on your PDP Toolbox: Staff screen you will see **Upcoming Activities**.
- b. Beside **Upcoming Activities** you will see **New Leave Request**.

PDP Toolbox: Staff



- c. Click on **New Leave Request**. There are various fields that **MUST** be filled out completely. Do make sure that all fields are correctly filling in—*Request: Purpose, Conference/Activity Description, Date(s).*
Professional Development Information: Goal, Support, Research Based, Contact Hours, Location of Activity, College Credit
Registration Information: Too Be Finalized By District Office (this does NOT mean the BOE will fill this out! You MUST fill out every piece of information in order for the BOE to PAY for the conference/activity.) Sponsor, Mailing Address, Phone, Fax, Email, Website, Sessions, Deadline, Fee, Special Instructions
Hotel Information: If you need a hotel then fill this part out completely. No hotel? Remove Hotel (on the right)
Vehicle Information: If you need a vehicle then fill this part out completely. No Vehicle? Remove Vehicle (on the right)
*Substitute Information: If you need a substitute then fill this part out completely. No Sub? Remove Substitute (on the right) *Important* Once you fill out for a sub you will need to immediately go to FrontLine and request a substitute.*
Meals Information: If you would like your meals covered then fill this part out completely. No meals? Remove Meals (on the right)

- 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.
- d. Once filled out, click the **Submit for Approval** button at the bottom. 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** box.



- e. 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.

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. Reimbursement form can be found: [Reimbursement Form](#) or USD250.org⇒Staff⇒Staff Info & Forms⇒Miscellaneous Forms⇒Reimbursement Forms

6. Individual Professional Development Points Request

- a. Upon returning from a professional development conference/activity, login to your PDP Toolbox (see Login Instructions on #2)
- b. Under the **Transcript Points Request** section, click on the name of the activity you attended.

Transcript Points Requests: [Greenbush Workshop Points Request...](#) [New Points Request...](#) | [Print Transcript...](#) | [View College Transcripts...](#)

Activity	Knowledge	Application
Points above are during license term: Sep 21, 2022 - Sep 21, 2027		
Back to School Monday 8/15, Tuesday 8/16	12	
Leader in Me Deep Dive	6	

- c. Be sure to fill out: *Post-Activity Information-Evidence, Artifacts, and Reflection*
A Reflection is based off: What do I now know, that I didn't know before (What did I learn)? Artifacts are very important pieces of information that can prove your attendance to the activity. PDF's, DOC's, and JPEG's are excellent ways to prove your attendance as well as show what you learned.
- d. Click **Submit for Approval** at the bottom once finished.

7. Group Professional Development Points Request

- a. Group requests can only be initiated by your building PDC Representative. The building PDC Representative will do group requests for district OR building related in-services.
- b. Each individual will submit their own Post Activity reflection on the group learning activity/in-service after the activity has passed.

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. *An unofficial transcript of your college courses is required as part of your reflection. It can be uploaded as an artifact in the toolbox.*
- 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. Converting College Credit to Professional Development (PD) Points

- a. ONE college credit equals 20 PD points. A half (.5) of a college credit is equivalent to 10 PD points.
- b. PD points equals 1 point per hour of in-service, **not including lunch or travel time.**
- c. PD points are *not* awarded for routine faculty meetings.
- d. Greenbush PD points equal the number of points which are printed on the certificate as well as college credit paid through Greenbush via Pittsburg State University.
- e. Points will be awarded for college courses that match the content being taught in the classroom.
- f. Coaches - may receive PD points for workshops or college courses 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.)

⇒PDC could award points for coaching clinics or courses for non-PE-endorsed teachers if ALL of the following are met:

- the points are not counted as semester credit hours; AND the coaching clinic or course relates to an individual development plan goal on the teacher's PDC-approved plan; AND
- the PDC must be able to verify the clinic/course fits within professional education standards or service to the profession. To be considered one of these areas, the coaching clinic or course must be a general clinic, not one for a specific sport (i.e. Glazier Football Clinic, or Coaching Volleyball). For example, a clinic dealing with issues such as motivation of children or developing leadership skills would be appropriate. PDC's should keep in mind that the entire clinic may not be eligible for points. If only 4-6 hours of a 16- hour clinic delivered information applicable to the renewal area (professional education standard or service to the profession), it is appropriate to award points for the portion that was applicable.

***Please be aware of the accreditation of the institution that you receive your college credit from especially those that are online only. Non accredited institutions for continuing education will not be accepted as professional development points.**

- **Click the link for updated Kansas Institutions for continuing education:**
[Professional Development Schools](#)

10. Point values for PDP Levels

- a. Knowledge level points must be approved before Application or Impact points may be requested. Knowledge level points are the exact amount of hours pertaining to the in service attended.

b. Application points are two times the number of Knowledge points pertaining to that specific application. *You must show evidence (lesson plan, worksheets, etc) of how the knowledge was applied to your classroom.*

Example: A faculty member attended a 3 day conference, then applied a “cooperative learning” strategy learned in a **one hour** break out session. The total points awarded would be 2 Application points (2 X 1 hour = 2 *points*).

c. *Impact points are three times the number of Knowledge points. You must show evidence of how the Knowledge impacted your classroom (pre/post quiz, essays, assignments from students, etc)*

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** then **Impact** points, click on the activity to which you have been awarded the Knowledge points.

[View Learning Activity](#) | [Request Application Points...](#)

Knowledge Level Activity:		Status: Approved
Activity Title:	Hot Marimba Workshop with Walt Hampton ~ Days 1-5	
Activity Description:	Participants will experience first-hand the benefits and excitement of Zimbabwean-style marimba music in their classroom. You will learn playing and teaching techniques as well as gain background information on arranging and composing for this ensemble. Most of the arrangements studied are also playable on Orff-type xylophones. No text required.	
Points:	32	
Learning Activity Date:	Jul. 05, 2021 - 08:00 am	
Date and Time Description:	July 5-9, 2021	
	If more than one day, or part of a day, provide details.	
	If the activity is more than 10 points a range of dates is required by KSDE for license renewal.	
Location:	Green Valley Elementary School --San Antonio Workshop	

PDP Toolbox: Staff

[View Knowledge Points](#) | [Request Impact Points...](#)

Application Level Activity:		Status: Approved by Dec 31, 1969
Activity Title:	KMEA In-Service Workshop for Music Educators	
Knowledge Description:	A 2 1/2 day workshop designed just for Music Educators in the state of Kansas. Provides standard specific classes, professional musician-specific classes, concerts, and resources.	
Application Description:	A 2 1/2 day workshop designed just for Music Educators in the state of Kansas. Provides standard specific classes, professional musician-specific classes, concerts, and resources. KMEA stands for Kansas Music Educators Association. Every class during the 2 1/2 days was over music. It was a K-12 workshop with additions for college and professional level musicianship. I took specific sessions designed to enhance my teaching level. For example, one session was over how to give assessments in the Elementary Music classroom. I use the information given and the suggested assessments to assess my student now.	
Knowledge Points:	3 x 2 = 6 Application Points	
Date:	Mar. 14, 2006 - 02:00 pm	
Date Description:	Describe the period of time the application activity occurred.	

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. *Books read in the 23-24 school year must not be older than a copyright of 2019. The title, author,

copyright and reflection must be provided in the PDP toolbox as well as which number of book it is (1 of 5, 2 of 5, etc.)

11. Service to the Profession

(There are no *Application* or *Impact* points for service to the profession).

a. 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 1st year, and 2nd 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

b. Staff who are mentoring teachers may create one Mentoring Point Request, in the PD Toolbox, for the school year and add points to it each month, then submit one request one time at the end of the school year with the grand total of points earned.

c. Awarding PDP points to teachers who share student teachers/specials teachers: Cooperating teachers will calculate the amount of time they spend working with the student teacher/specials teacher, then use that percentage as clock hours/points 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 will 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 will need to demonstrate how they arrived at the number of points they individually requested and also will need to be sure to mention the other cooperating teacher who is involved with the student teacher.

d. Presenting for a workshop:

1 point per clock hour for presenting and preparing.

For example: 1 hour presenting + 1 hour prepare = 2 points.

If presenting a workshop again: 1 point per hour of presenting, no additional prepare time will be approved.

MATRIX FOR AWARDING PD POINTS FOR RE-LICENSURE			
KAR 91-1-206 “Professional development plans for license renewal”	Content Endorsement Standards	Professional Education	Service to the Profession

Knowledge What do you know now that you did not know before?	1 PD point = 1 clock- hour of in-service education	1 PD point = 1 clock- hour of in-service education	1 PD point = 1 clock- hour of service to the profession
Application What knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior?	2 X Original Knowledge Level points	2 X Original Knowledge Level points	Not applicable
Impact How has student performance improved? What has positively changed about the program?	3 X Original Knowledge Level points	3 X Original Knowledge Level points	Not applicable

12. Licensure

- a. Points are valid throughout the length of a re-licensure cycle (i.e. Kansas 5 year license)
- b. After renewal of a 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, then to Impact level for additional points.
- c. If a license should lapse, contact the BOE, Assistant Superintendent and KSDE for further instructions.
- d. For a Master’s Degree and above, a license may be renewed twice on experience.
- e. Check the license for specific directions on re-licensure, or check with KSDE Licensure Division:
Teacher Licensure and Accreditation: (785) 296-2288
Front Desk: (785) 296-3201
FAX: (785) 296-7933
IT Help Desk: (785) 296-7935
- f. To print a copy of a current license:
<https://appspublic.ksde.org/TLL/SearchLicense.aspx>
or go to KSDE.org⇒Teaching and Learning⇒License Lookup
- g. **After renewing a license, be sure to change the expiration date in the PDP Toolbox.**

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

Retired teachers and applicants from other locations will be routed through the assistant superintendent, Ann Lee, in order to maintain and receive points.

14. Money

a. Summer deadlines for workshops requiring PD funding must be encumbered by date given each school year by the business office.

b. Inter-local employees do not qualify for USD 250 PD funding unless requested 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 substitutes and travel in connection with the National Certification workshops.

Registration fees for National Certification workshops will not be paid by the district.

