



Communication

Critical Thinking

Social-Emotional

Salina Public Schools

**PROFESSIONAL
DEVELOPMENT
GUIDE**

2024-2025

Table of Contents

<u>District Vision of Professional Learning</u>	4
Vision Statement	
Mission Statement	
Strategic Plan	
KESA System Goals	
<u>Professional Development Council</u>	5
Mission Statement	
Belief Statement	
Professional Development	
Role of the PDC Representatives	
Role of the District PDC Executive Officers	
Building Representatives/Executive Officers	
Meeting Schedule	
<u>Professional Learning Conference Funds</u>	9
Procedure to Apply for Funds	
<u>Professional Learning Plan</u>	10
Purposes for Using the Professional Learning Plan Process	
Individual Professional Learning Plan	
Mark complete previous year's Individual Professional Growth Plan	
Writing an Individual Professional Growth Plan	
Learning Categories	
<u>Professional Learning Activities</u>	14
Types of Professional Learning	
Activities Typically Eligible/Not Eligible for Points	
<u>Knowledge Plan</u>	15
<u>Individual Book Study</u>	16
<u>College Credit</u>	17
Adding a College Transcript to File Library	
Filing a College Credit Form	
<u>Level Criteria for Professional Learning Points</u>	20
Level 1: Knowledge Level Points	
Level 2: Application Level Points	
Level 3: Impact Level Points	
Application/Impact Points for Different Positions in the District	
Knowledge, Application, Impact Flowchart	

<u>Licensure Procedures</u>	24
Licensure Requirements	
Initial License to Professional License	
Renew a Professional License	
Accessing and Printing Your License from KSDE	
<u>Presenter Points Policy</u>	26
<u>Frequently Asked Questions</u>	27
Appeals Process	
Application and Impact Points for Salary Movement	
Assessments Returned for More Information	
Points are Not Limited	
Previous District Transcripts	
Student Teacher Supervision	
When to File College Credits	
<u>Professional Learning Office</u>	28

District Vision of Professional Learning

The Salina Public School District is committed to providing effective, relevant, collaborative, and sustainable professional learning for all educators and administrators. With a steadfast obligation to all students, professional development in Salina supports our Strategic Plan goals to increase students' communication, critical thinking, and social-emotional skills. Professional learning activities shall include implementation, facilitation, and evaluation of knowledge, skills, and concepts that create rigorous and relevant learning experiences for all students. Our district strives to enhance student well-being, increase program effectiveness, and strengthen our capacity to ensure every student has exemplary educators with professional growth provided.

Vision Statement

The vision of Salina Public Schools is to transform Salina and the world.

Mission Statement

The mission of Salina Public Schools is to be the best place to learn and work by embracing challenges, creating belonging, fostering pride, and inspiring hope.

Strategic Plan

- Goal 1: Increase students' communication skills
- Goal 2: Increase students' critical thinking skills
- Goal 3: Increase students' social-emotional skills

KESA System Goals

Kansas Education Systems Accreditation (KESA) is the state's K-12 accrediting model. KESA accredits at the district level and districts need to redesign and pursue a continuous improvement process at both the district and building levels. Systems must have school improvement action plans in place and the results to show that each student in each classroom has access to a quality learning experience that opens the door to future opportunities. The Kansas State Board of Education has identified Four Fundamentals that each system must incorporate in school improvement plans: Structured Literacy, Standards Alignment, Balanced Assessment System, and Quality Instruction. Five State Board Outcomes also have a direct impact on producing successful high school graduates: Social-Emotional Factors, Kindergarten Readiness, Individual Plans of Study, High School Graduation, and Postsecondary Success.

Professional Development Council

The purpose of the Professional Development Council (PDC) is to facilitate continuous learning for all licensed staff members. The council purposefully supports the district's strategic goals and state board outcomes that guide educators to collaboratively develop successful high school graduates. The council also supports and guides educators as they renew and maintain a professional license issued by KSDE through continuous learning and professional growth.

Mission Statement

The mission of Salina Public Schools' PDC is to provide the processes and activities necessary to assist educators in acquiring or enhancing their knowledge, skills, and beliefs to respond to a variety of learners, resulting in increased student learning.

Belief Statement

Professional learning in Salina Public Schools should:

- be aligned with and clarified by the definition and standards of professional learning as set forth by [Learning Forward](#).
- be job-embedded, ongoing, and supportive of individual growth, school improvement initiatives, and district strategic plans. Please refer to the [KSDE Fact Sheet: Does It Count?](#)
- be aligned with curriculum and program standards.
- be an intentional development of knowledge, skills, and attitudes that foster lifelong learning.
- be results-based, with improved student learning as the goal.
- encourage ownership and accountability for all educators to set, work toward, and evaluate professional learning goals.
- foster collective responsibility for improved student learning and well-being.
- support the transfer of new knowledge and skills to advance educator effectiveness.
- be assessed regularly for effectiveness.

Professional Development

Professional learning should ultimately result in increased student learning. Measures of professional learning include:

- Student achievement data (norm-referenced assessments, criterion-referenced assessments, Kansas assessments, and other student learning data) are reviewed at the building and district level annually.
- Staff surveys are conducted annually to determine the impact of professional learning on classroom application.
- Staff development needs assessments are reviewed to determine future professional learning priorities.

Evidence of professional development knowledge, application, and impact are collected and reviewed on an ongoing basis.

Professional Development Council (cont.)

Role of the PDC Representatives

The PDC shall be representative of licensed personnel and include at least as many teachers as administrators. Teacher representatives are elected by the group they represent and serve a three-year term, while administrators are on an annual rotation cycle. The PDC is responsible for the development of a five-year plan to be approved by the Board of Education which meets the criteria established by KSDE. Questions about the professional development process should be directed to building representatives.

The building-level PDC representatives have the responsibility to:

- attend all PDC meetings (each missed meeting results in a 10% reduction in annual stipend).
- participate in annual training related to roles and responsibilities, including knowledge of and ability to implement professional development regulations according to [KSDE Regulation and Standards for Kansas Educators](#).
- report updates and changes in professional growth to educators represented.
- serve as the voice for educators for changes made to the professional development guidelines.
- train all educators on how to write an individual growth goal and how to file the different plans on Frontline Education (Knowledge Plans, College Credits, Book Studies, etc.).
- read and approve prior approvals of Knowledge and College Credit plans for their building.
- read and approve final approval forms during the PDC meetings.

Role of the District PDC Executive Officers

The District Professional Development Council Executive Officers are responsible for:

- attending KSDE annual training related to effective professional learning.
- developing effective professional learning leadership capacity.
- approving or rejecting the professional learning plans and assessments submitted by district and building committees.
- approving or rejecting the application and impact plans and assessments submitted by individual staff members.

Professional Development Council (cont.)

2024-2025 Building Representatives

Building	Representative	Term Expires
Coronado Elementary	Dani Bradrick	May 2025
Cottonwood Elementary	Jamie Hoff	May 2027
Heusner Elementary	Barbra Bartz	May 2027
Meadowlark Elementary	Kylene Comeau	May 2026
Oakdale Elementary	Patricia Huerta	May 2026
Schilling Elementary	Rebecca Bowman	May 2027
Stewart Elementary	Melissa Mall	May 2025
Sunset Elementary	Ashley Cross	May 2027
Lakewood Middle School	Jennifer Griffin	May 2026
South Middle School	Kathy Clark	May 2026
Central High School	Trey Cullins	May 2027
South High School	Brenda Geist	May 2025
CKCIE	Julie Opat	May 2025
Elementary Administrator	Heather Galvan	May 2025
Secondary Administrator	Tiffany Lowe	May 2025
CKCIE Administrator	Mary Gardner	May 2025
District Administrator	Deanna Cullins	Ongoing

2024-2025 PDC Executive Officers

Deanna Cullins, Director of Accreditation and Professional Learning

Jennifer Griffin, President

Rebecca Bowman, Vice-President

Kathy Clark, Secretary

Professional Development Council (cont.)

2024-2025 PDC Representative Meeting Schedule

PDC monthly meetings are held at Hageman Education Center in the Staff Development Lab beginning at 4:10 pm. Executive meetings are held the Monday before PDC monthly meetings.

August 26, 2024

September 23, 2024

October 28, 2024

November 25, 2024

January 27, 2025

February 24, 2025

March 24, 2025

April 28, 2025

May 12, 2025

Summer partner readings should be completed by the third Friday of each month. Once you have completed your monthly readings, please email Deanna Cullins.

Professional Learning Conference Funds

Building staff development funds are to be used for professional learning related to the district strategic plan goals and approved by the building administrator. PDC has money set aside to assist with registration and expenses up to \$750 for attending conferences or workshops if building funds are not available. PDC funds will be used to pay the registration fee, lodging, and/or travel expenses (excluding meals). PDC funds will be divided between first and second-semester activities.

Procedure to Apply for Funds

- An email must be sent to your home building administrator requesting approval of your attendance for a professional development event.
 - The administrator must indicate that building funds are not available for this request.
 - This email must be forwarded to the Professional Learning Office before filing a Funding Request Form on Frontline.
- A Funding Request Form must be submitted at least 30 calendar days before the event date, allowing enough time for the council to review the request. The funding request must be aligned with at least one district goal.
- All requests for PDC funds should be submitted before registration and accompanied by a Knowledge Plan if professional development points are desired.
- All attendance guidelines in the Negotiated Agreement regarding leave will be followed.
- Funds may not be used to pay for graduate credits.
- Each individual is limited to the use of PDC funds for one activity per year, while funding is available.
- No more than three district-wide funding requests per conference will be approved.
- The fiscal year for expenditure of funds ends June 30. All expense claims for funds within a fiscal year must be sent to the Professional Learning Office by June 15 so paperwork can be processed before books are closed.
- Staff awarded PDC funds will be required to present a three to five-minute summary of the workshop to the council at a monthly meeting.
- Failure to comply with these guidelines may result in future denial of funds.

Professional Learning Plan

Purposes for Using the Professional Learning Plan Process

There are three primary purposes for using the Professional Learning Plan process.

- **Professional Growth** – The responsibility we have for continued growth in education benefits both educators as professionals and students as learners.
- **License Renewal** – KSDE allows educators to renew their licenses, in part or in full, by accumulating credit with the Professional Learning Plan process. Points earned may be used for license renewal only if an active Individual Professional Growth Plan is on file.
- **Movement on the Salary Schedule** – The USD 305 Board of Education has agreed that an educator may use Professional Learning Plan credit to move horizontally on the salary schedule. Please refer to the Negotiated Agreement [Article III-Salary and Additional Compensation](#) for more information.

Individual Professional Learning Plan

Each staff member is responsible for their professional learning activities and the associated record keeping. Additionally, certified staff members are responsible for knowing licensure requirements and maintaining a current license. Professional learning activities are a component of licensure and should be completed in a timely and accurate manner.

Individual Professional Growth Plans are due by October 1st of each calendar year. They are approved by both the building administrator and the Professional Learning Office.

Writing an Individual Professional Growth Plan

The Individual Professional Growth Plan is housed in Frontline Professional Growth. New goals are required annually. PDC representatives are available to provide support for goal writing. When creating or revising the plan, the educator must do the following:

1. Assess professional learning needs to determine appropriate goals by collaborating with their appraiser regarding professional learning and requirements for licensure renewal.
2. Enter goals in Frontline Professional Growth to include clearly stated results-based goals that work toward improved student learning.



Salina Public Schools use the [Frontline Education](#) software to track professional development. If you have any questions about your username, password, or using [Frontlineeducation.com](#) please contact the [Professional Learning Office](#).

The previous year’s Individual Professional Growth Plan must be MARKED COMPLETE before writing a new Growth Plan for the current school year.

MARK COMPLETE A PROFESSIONAL GROWTH PLAN

From the Navigation menu, select “Learning Plan.”

Select the blue “Manage” button.

Professional Growth - Salina USD 305

My Requests - REBECCA BOWMAN

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (1 Record(s))				
Manage	Creating a New Vision for Teaching Math	07/10/2023	06/11/2023	Knowledge Plan
Approved and In Progress (2 Record(s))				
Manage	Rebecca Bowman	09/02/2022	09/01/2023	Ind Prof Growth Plan 22-23

Click on “Mark Complete.”

Rebecca Bowman

Activity Details

Dates: 09/02/2022 to 09/01/2023
Status: Approved in Progress

Form: Ind Prof Growth Plan 22-23

#	Administrator	Approval Type	Comments	Status
1	JENNIFER EBEL	Pre-Approval		APPROVED
2	JENNIFER POTTER	Final Approval		

Actions

- View/Print Form
- Download Calendar File
- Mark Complete
- Drop

Select the “Submit” button to complete the process.

Activity Completion

General Info

User
Building
Department
Employee ID
Job Title
Submitted Dates
Reference ID

Activity Summary

Activity Title
Dates

Comments

Comments

Finish

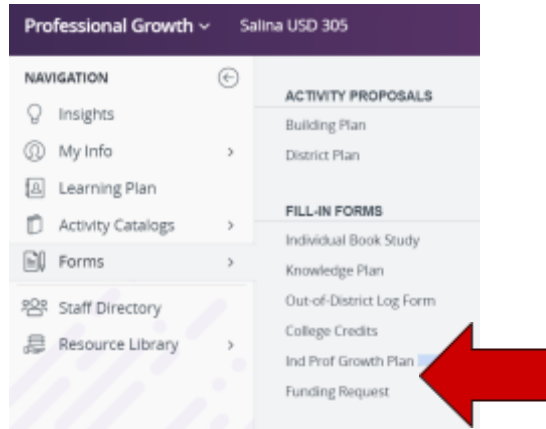
Submit

If you need assistance with your personal goal(s), please contact your Building PDC Representative.

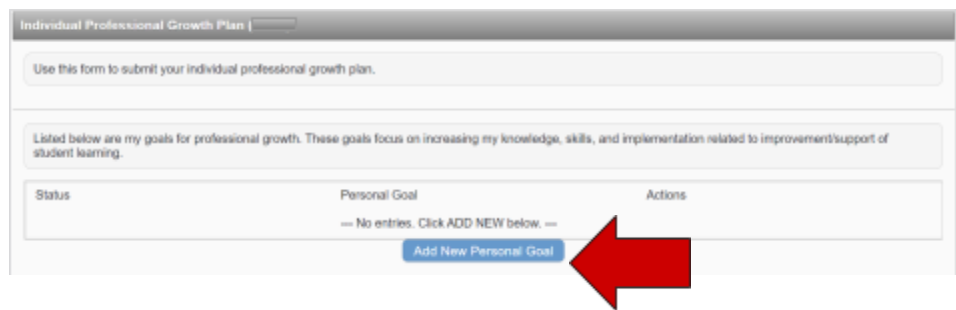
WRITE A NEW INDIVIDUAL PROFESSIONAL GROWTH PLAN

From the Navigation menu, select "Forms."

Select "Ind Prof Growth Plan."

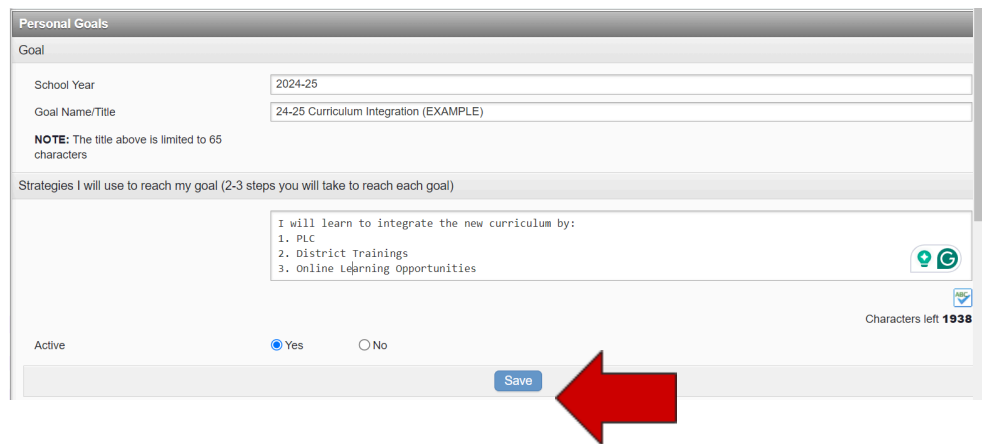


Click on "Add New Personal Goal."



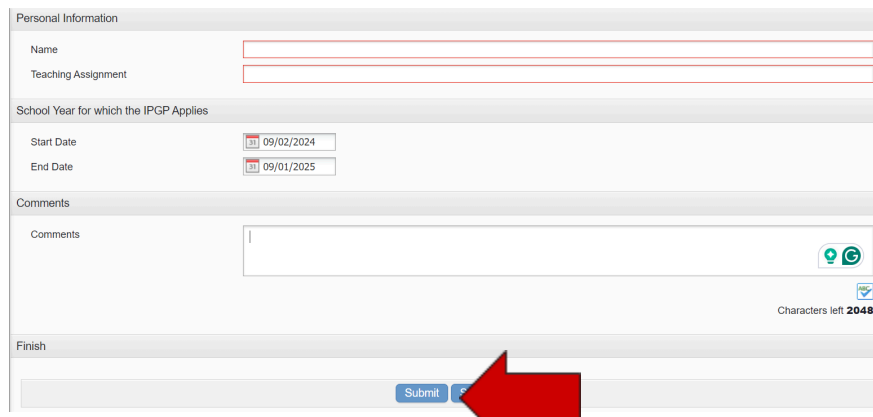
Provide a title and description with the current year. See format to the right. Write 2-3 steps to reach your goal

Click "Save."



Scroll down to enter your Name and current Teaching Assignment. DO NOT change the dates.

Click "Submit"



LEARNING CATEGORIES

Staff members earn professional development points needed for licensure by participating in professional learning activities. Per [KSDE Professional Development Regulations](#), points can be awarded across three categories of professional development.

<p>Content Standards</p>	<p>Knowledge or skills related to specific content endorsements.</p> <p>KSDE Regulations 91-1-215(a) “Content endorsement standards” means those standards adopted by the state board that defines the skills and knowledge required for the specific content endorsements prescribed in K.A.R. 91-1-202.</p> <p>For example: Attending professional growth opportunities specifically in English, Math, Reading, Science, Social Studies, ESOL, etc.</p>
<p>Professional Education Standards</p>	<p>Knowledge or skills related to specific job or role responsibilities.</p> <p>KSDE Regulations 91-1-215(j) “Professional Education Standards” means those standards adopted by the state board that specifies the knowledge, competencies, and skills necessary to perform in a particular role or position.</p> <p>For example: Attending professional growth opportunities in classroom management, Kagan strategies, social-emotional skills, etc.</p>
<p>Service to the Profession</p>	<p>Professional activities that directly relate to licensure of educators, accreditation processes, or professional organizations along with activities that assist others in acquiring proficiency in instructional programs, pedagogy, or content.</p> <p>KSDE Regulations 91-1-215(k) “Service to the Profession” means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to the licensure of professional educators, accreditation processes, or professional organizations.</p> <p>For example: Supervising student teachers, mentoring, presenting workshops, etc.</p>

Professional Learning Activities

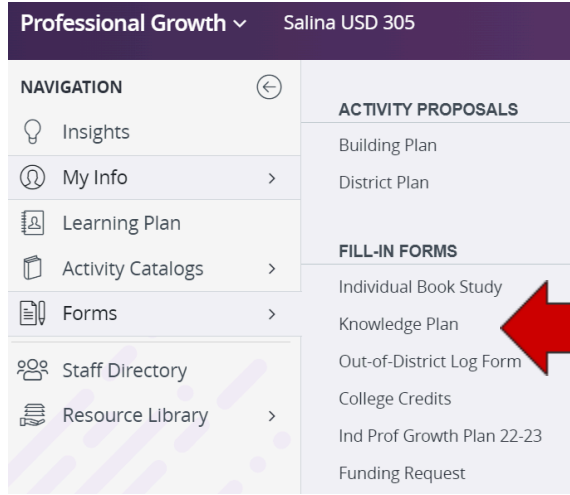
Types of Professional Learning Identified by Who Designs the Activity

1. **District-Designed Professional Learning** - District-level professional learning priorities are based on the district accreditation goals. Those goals are determined from district student achievement data, community collaboration, and administrative input. District personnel write a District Professional Learning Plan for any district-wide in-service. Educators need to sign a roster to earn Professional Development Points.
2. **Building-Designed Professional Learning** - Building administration determines building-level professional development priorities based upon specific school needs. Administrators or PDC Representatives write a Building Professional Learning Plan for any building-wide in-service. Educators need to sign a roster to earn Professional Development Points.
3. **Educator-Designed/Individual Professional Learning** - Educator-designed professional learning is planned and facilitated by the individual educator and/or teams of educators. Activities align to individual professional learning goals, PLC goals, and support the district’s strategic plan.

ACTIVITIES TYPICALLY ELIGIBLE FOR POINTS	ACTIVITIES TYPICALLY NOT ELIGIBLE FOR POINTS
<ul style="list-style-type: none"> ● In-service trainings ● District-sponsored professional learning ● PLC meetings, as professional learning communities are intended ● BLT meetings, as leadership growth opportunities ● Curriculum writing and revising ● Mentoring ● Cooperating teacher for a student teacher ● Book and case studies ● Professional learning conferences/workshops ● Professional learning webinars ● Graduate-level college courses (1 graduate credit = 20 points) 	<ul style="list-style-type: none"> ● Informational meetings that are part of expected duty (faculty meetings, department meetings, block plan meetings, etc.) ● Regular job duties (grading, lesson planning, developing assignments, evaluating formative assessments, IEP/504 meetings, PT conferences, etc.) ● Committee meetings not associated with professional learning (facilities task force, insurance committee, calendar committee, etc.) ● Activities related to supplemental contracts (coaching clinics, travel, clubs, etc.) ● Courses taught by educator (university, continuing education)

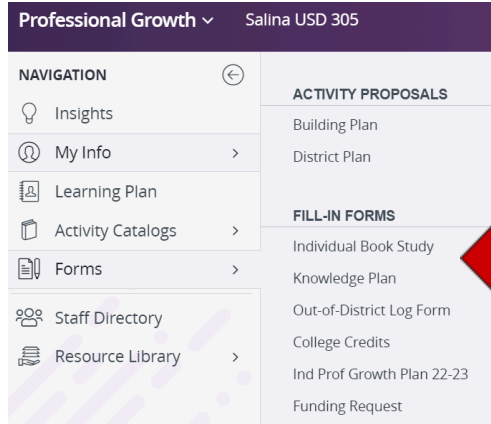
Knowledge Plan

To earn points at any level for an individual activity, certified staff members must submit the activity in [Frontline Professional Growth](#) and complete a reflection. Other verification documents may be required by PDC. The process for individual activities includes a prior-approval, reflection, and final approval.

FILING A KNOWLEDGE PLAN	
<p>Select “Forms” and then “Knowledge Plan”</p>	
<p>Obtain Prior Approval</p>	<p>The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval. All conferences and workshops MUST be submitted for prior approval BEFORE the start time and date of the event.</p>
<p>Complete or Attend Activity</p>	<p>Events that do not have prior approval may not be awarded points.</p>
<p>Submit Reflection and Mark Complete</p>	<p>Click on “Manage” by the title in your Approved and/or In Progress queue. Then click on “Knowledge Assessment” to access the reflection page. This needs to be completed within 30 calendar days after completing the activity.</p> <p>Assessment questions should be answered in paragraph form.</p> <ol style="list-style-type: none"> 1. <i>Describe</i> three specific examples of what you learned. 2. <i>Describe</i> two specific examples of how you can apply the information in your classroom or position. 3. <i>Describe</i> how applying this knowledge will impact student achievement.

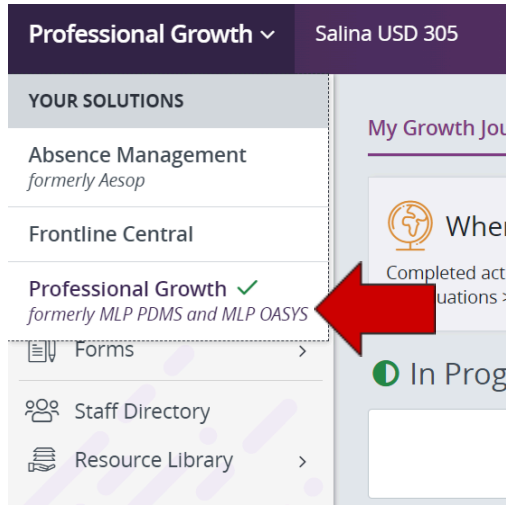

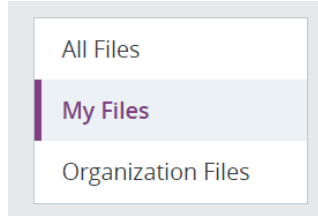
Individual Book Study

To earn points for reading a book to learn new strategies/content by an individual (not a group/building) certified staff member must submit the activity in [Frontline Professional Growth](#) and complete a reflection. The process for individual activities includes a prior-approval, reflection, and final approval.

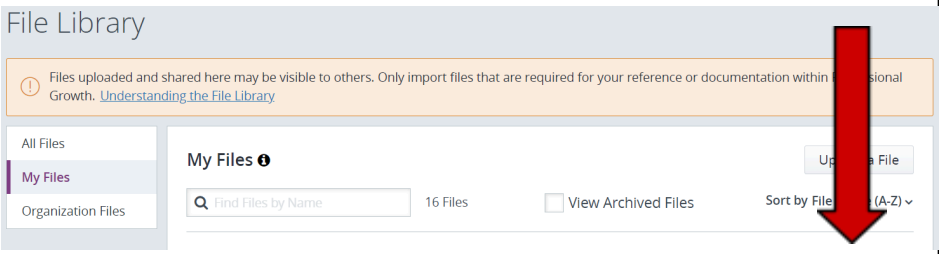
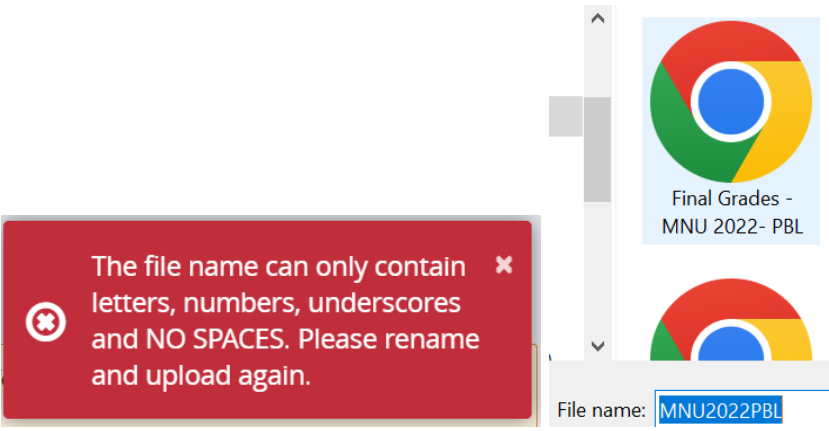
FILING AN INDIVIDUAL BOOK STUDY	
<p>Select “Forms” and then “Individual Book Study”</p>	 <p>The screenshot shows a web application interface for 'Professional Growth' at 'Salina USD 305'. On the left is a 'NAVIGATION' sidebar with options: Insights, My Info, Learning Plan, Activity Catalogs, Forms, Staff Directory, and Resource Library. On the right is a main menu with sections: 'ACTIVITY PROPOSALS' (Building Plan, District Plan) and 'FILL-IN FORMS' (Individual Book Study, Knowledge Plan, Out-of-District Log Form, College Credits, Ind Prof Growth Plan 22-23, Funding Request). A red arrow points to the 'Individual Book Study' option in the 'FILL-IN FORMS' section.</p>
<p>Obtain Prior Approval</p>	<p>The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval.</p>
<p>Write Chapter Summaries</p>	<p>While reading the book, write a 3-5 sentence summary for each chapter. This must be uploaded (see p.17) to your file library before marking the Book Study complete. Each chapter is worth one professional development point.</p>
<p>Submit Reflection and Mark Complete</p>	<p>Click on “Manage” by the title in your Approved and/or In Progress queue. Then click on “Book Study Assessment” to access the reflection page. This needs to be completed within 30 calendar days after completing the activity.</p> <p>Assessment questions should be answered in paragraph form.</p> <ol style="list-style-type: none"> 1. <i>Describe</i> three specific examples of what you learned. 2. <i>Describe</i> two specific examples of how you can apply the information in your classroom or position. 3. <i>Describe</i> how applying this knowledge will impact student achievement.
<p>If you need assistance with your Individual Book Study Form, please contact your Building PDC Representative.</p>	

College Credit


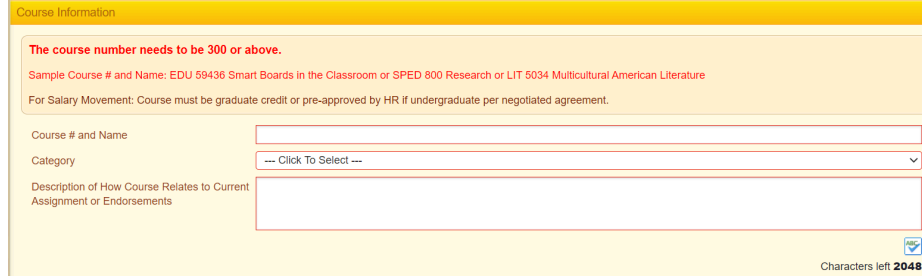
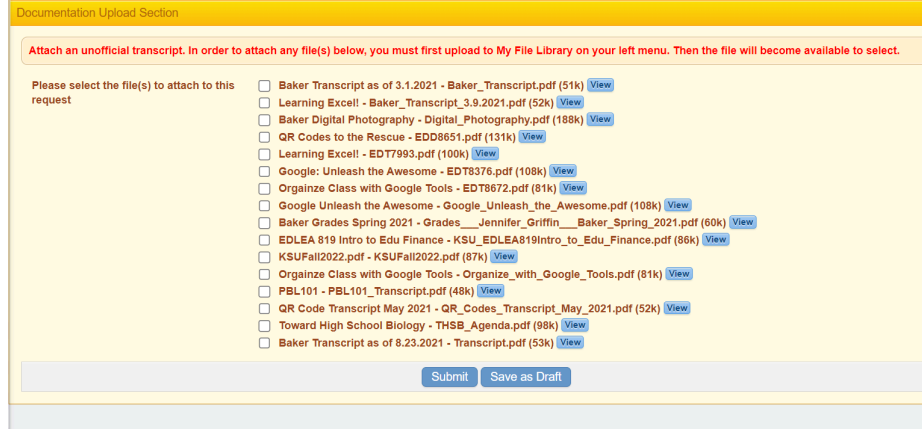
To earn points or credit for taking a college course, a certified staff member must take a graduate-level course, submit the activity in [Frontline Professional Growth](#) and upload an unofficial copy of their transcript with a final grade. Please submit this form at the completion of the course because the transcript **MUST** be directly attached to the form. 1 graduate credit = 20 points

ADDING A COLLEGE TRANSCRIPT	
<p>Log in to Frontline and select "Professional Growth"</p>	 <p>The screenshot shows the Frontline Professional Growth interface. The 'Professional Growth' menu item is highlighted with a red arrow. Other visible items include 'Absence Management', 'Frontline Central', 'Forms', 'Staff Directory', and 'Resource Library'.</p>
<p>Select My Info, My File Library from your side navigation.</p>	 <p>The screenshot shows the side navigation menu. 'My Info' is selected in the 'NAVIGATION' section. In the 'MY INFORMATION' section, 'My File Library' is highlighted with a red arrow.</p>
<p>Once opened, you will see "All Files", "My Files", and "Organization Files" sections.</p>	 <p>The screenshot shows the 'My Files' section with three sub-sections: 'All Files', 'My Files', and 'Organization Files'. 'My Files' is highlighted with a purple bar.</p> <p>"My Files" includes any files you already uploaded, and "District Files" displays any district-provided material. Each section lists a file's type, name, size, and upload date.</p>

College Credit (cont.)

<p>To add a personal file to your My File Library, click on the Upload a File button.</p>	
<p>Choose File to Upload</p>	<p>Next, locate the item you want to upload, enter a name (it is helpful to include the date uploaded and school name in the file name), and click Upload. (Max file size: 30Mb)</p>  <p>The document will then appear in the "My File" list.</p>
<p>Continue to College Credit Form</p>	<p>Once uploaded, proceed to filing the College Form.</p>

College Credit (cont.)

<h2 style="margin: 0;">FILING A COLLEGE CREDIT FORM</h2>	
<p>Select “Forms” and then “College Credits”</p>	 <p>The screenshot shows a navigation menu for 'Professional Growth' under 'Salina USD 305'. The 'Forms' option is expanded, and 'College Credits' is highlighted with a red arrow pointing to it. Other options in the 'Forms' menu include Individual Book Study, Knowledge Plan, Out-of-District Log Form, Ind Prof Growth Plan 22-23, and Funding Request.</p>
<p>Fill out form</p> <p>The course number and name must exactly match the transcript.</p>	 <p>The screenshot shows the 'Course Information' form. It includes a warning: 'The course number needs to be 300 or above.' Below this, there are fields for 'Course # and Name', 'Category' (with a dropdown menu), and 'Description of How Course Relates to Current Assignment or Endorsements'. A character count at the bottom right shows 'Characters left 2048'.</p>
<p>Attach your Transcript</p> <p>Ensure the course is listed on the selected transcript.</p> <p>Select “Submit”</p>	 <p>The screenshot shows the 'Documentation Upload Section'. It contains a warning: 'Attach an unofficial transcript. In order to attach any file(s) below, you must first upload to My File Library on your left menu. Then the file will become available to select.' Below this is a list of files with checkboxes and 'View' links. At the bottom, there are 'Submit' and 'Save as Draft' buttons.</p>
<p>Obtain Prior Approval</p>	<p>The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval.</p>
<p>Mark Complete</p>	<p>A college credit form needs to be marked complete within 45 calendar days after completing the course. If submitting a form past the 45 calendar days, please contact the Professional Learning Office for assistance.</p>

Level Criteria for Professional Learning Points

Professional Learning Points (PLP) are awarded for licensure on three levels, as required by the KSDE regulations. All points are housed in Frontline and routed through multiple approvers at different levels to ensure accuracy. There are no limits to the number of points a staff member may be awarded at any level. There is a multi-step process for approval of the Application and Impact level requests. Because of the length of this process, it sometimes takes extended periods of time to approve all forms that are submitted. Points can only be awarded when submission guidelines are followed. If any proposal is denied, the staff member has the right to appeal the decision to the full council for evaluation.

Level 1: Knowledge Level Points

Knowledge level points address the question, “What do you know now that you did not know before?” This level provides the baseline for the points that will eventually be earned at the Application and Impact levels. Knowledge level points are awarded at a rate of one point per clock hour of the professional learning activity. Knowledge level points are awarded for activities that increase the knowledge and/or skills related to specific content endorsements (Content Standards) or job and role responsibilities (Professional Education Standards). Knowledge level points can also be awarded for activities that assist others in acquiring proficiency in instructional programs, pedagogy or content, or directly related to licensure of educators, accreditation processes or professional organizations (Service to the Profession).

Knowledge level points are approved by the building PDC representative, PDC Executive Team, and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation of the activity in the form of a reflection, agenda, certificate of completion, and/or sign-in sheet. The PDC retains the right to request additional documentation for any activity.

Level 2: Application Level Points

Application level points address the question, “What are you doing now that you could/did not do before?” When a staff member applies professional learning to an authentic situation, he/she can apply to earn Application level points. Application level points are awarded at a rate of two points per Knowledge level point of the original activity.

Application level points are approved by the PDC Executive Team and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation in the form of evidence (ex. lesson plans from throughout at least one semester, practice with feedback from a trained peer coach or supervisor that takes place throughout at least one semester, observations using video or audio tapes at several intervals throughout at least one semester, etc.), and in the form of a reflection. The PDC retains the right to request additional documentation for any activity.

Level Criteria for Professional Learning Points (cont.)

Level 3: Impact Level Points

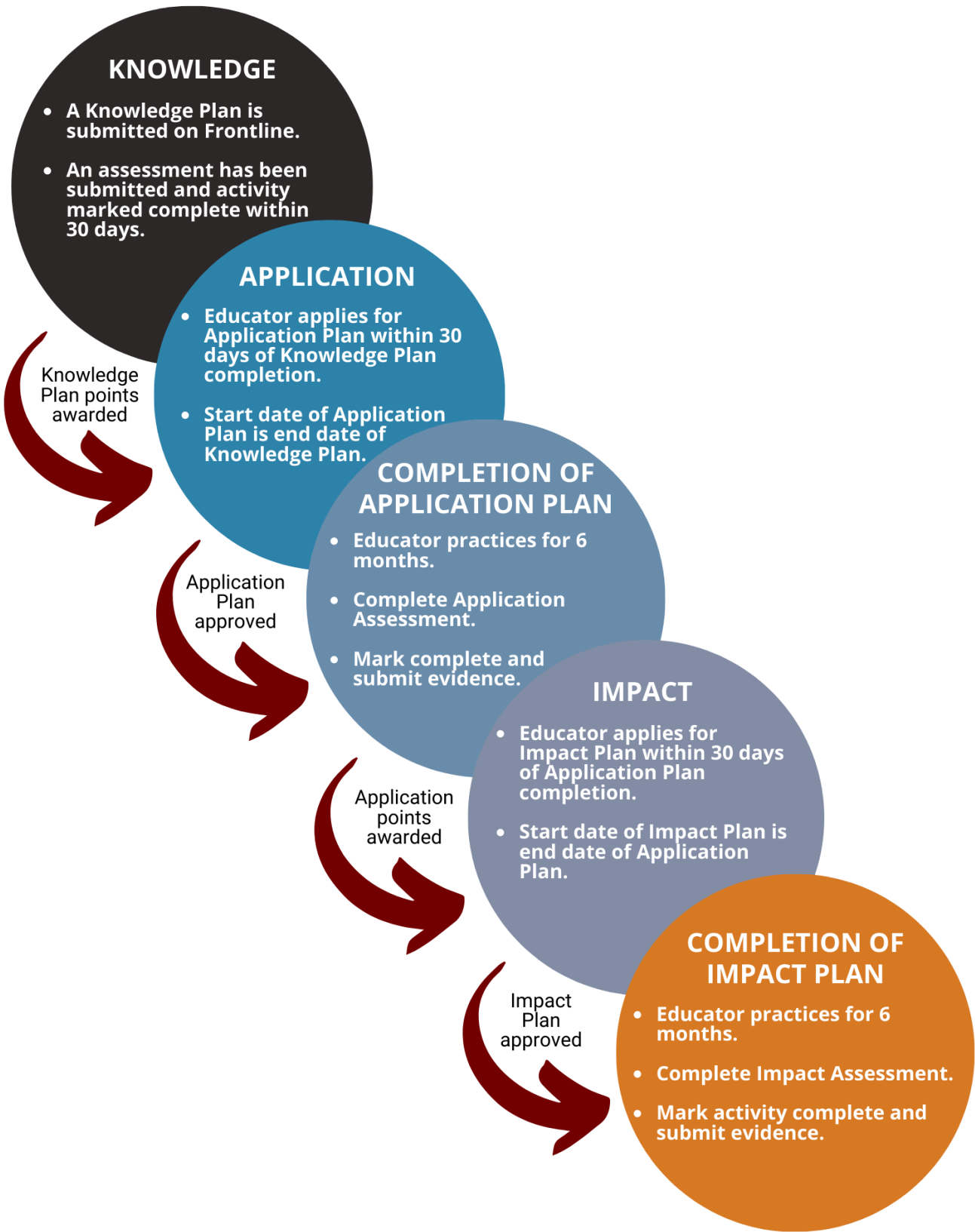
Impact level points address the questions, “How has student performance improved and what has changed about the program?” When a staff member applies professional learning to an authentic situation and it positively impacts student learning or the educational program of the school or district, he/she can apply to earn Impact level points. Impact level points are awarded at the rate of three points per Knowledge level point of the original activity.

Impact level points are approved by the PDC Executive Council and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation of the activity in applicable data (ex. evidence of improved student academic performance, evidence of school-related district or school policy change, revision of curriculum, etc.) over at least a six-month time period and in the form of a reflection. The PDC retains the right to request additional documentation for any request for Impact level points.

Application/Impact Points for Different Positions in the District

Staff whose main responsibility is working with students must earn points and provide evidence for application/impact with students. District personnel whose main responsibility is working with staff (i.e. coaches), must earn points and provide evidence for application/impact with staff.

Knowledge, Application, Impact Flowchart



Comparison of Licensure and Salary Movement Points

Points can be earned at three levels, each possessing different values. The graphic below shows how a plan can begin at the Knowledge level and be taken to the Application Level, then on to the Impact level.

Three Levels of Professional Development Points		
KNOWLEDGE	APPLICATION	IMPACT
What do you know now that you did not know before?	What are you doing now that you could not or did not do before?	How has student performance improved? What has changed about the program?
For Licensure: One point per contact hour One graduate credit hour equals 20 points	For Licensure: 2 x Knowledge points One graduate credit hour equals 20 points	For Licensure: 3 x Knowledge points One graduate credit hour equals 20 points
For licensure, professional development points are good for five years.		
No Salary Movement points awarded at the Knowledge level.	For Salary Movement: 0.25 x Knowledge points	For Salary Movement: 0.75 x Knowledge points
For salary movement, points never expire and accumulate until used.		

Salary movement is a negotiated item. Please refer to the Negotiated Agreement [Article III-Salary and Additional Compensation](#) or contact the Professional Learning Office at 785-309-4748 for more details regarding salary movement points.

Licensure Procedures

Licensure is the responsibility of the employee. The Kansas State Department of Education (KSDE) is the issuing authority; only KSDE can provide accurate information regarding individual cases. The employee is responsible for meeting all licensure requirements, completing the renewal application through KSDE's authenticated application, keeping track of professional development points, and taking college courses if needed for renewal. The employee is also responsible for adding all completed college credits to their Frontline account in order for the points to be documented on their Professional Development Transcript.

KSDE accepts license renewals six months prior to the license expiration date. Please access information regarding licenses with the links below.

- To access a copy of your current Kansas license: [Educator License Lookup](#).
- To access application forms and license requirements: [License Applications](#).
- To access fingerprint requirements for licensure: [Fingerprint Requirement](#).
- To contact KSDE directly, please call 785-296-2288 or contact [License Consultants](#) by email.

Licensure Requirements

The next page outlines some of the licensure requirements from KSDE. This information is provided for convenience and any inquiries or clarifications should be directed to KSDE. Please allow 6-8 weeks for processing once submitted to KSDE. Printed form submissions and licenses are no longer available; all forms and licenses are processed electronically. Educators who have never been fingerprinted before for the purposes of licensing with KSDE will need to submit fingerprints as part of the renewal process.

For licensure with KSDE, educators no longer need to obtain a printed copy of an official Salina Public Schools Professional Development Transcript. The Director of Accreditation and Professional Learning will upload an official Professional Development Transcript upon notification from KSDE that a license application is being processed. Educators can access their own transcript any time by logging into [Frontline Professional Growth](#) and selecting My Info/Transcript. Teachers who need a Professional Development Transcript from another district must contact that district directly.

Licensure Procedures (cont.)

Initial License to Professional License

Most new to the profession teachers must complete two years in the Salina Public Schools Mentoring Program and submit Form 21 to KSDE. Teachers who completed the required mentoring in two different school districts must have one of the districts complete a [Verification of an Approved Mentoring Program](#) form and submit it to KSDE at etranscripts@ksde.org.

Renew a Professional (5 Year) License

Requirements vary based on the highest degree earned.

Bachelor's degree: 160 professional development points are required for licensure. Of those 160 points, 80 must be earned from college credit (minimum of four credits).

Master's degree: 120 professional development points are required for licensure.

Whether an educator possesses a bachelor's or master's degree, the following procedures must be followed to renew a Professional License.

- Enter college courses into Frontline to be recorded on the Professional Development Transcript.
- Upload unofficial transcripts from the institution where college courses were completed into Frontline.
- Submit Form 3a to KSDE.
 - This is an online process completed through the KSDE Authenticated Applications system. Applicants will need to create an account and remember login information.
- Select USD 305-Salina as the school district you are employed.

KSDE will send a notification to the Professional Learning Office of your pending application. The Director of Accreditation and Professional Learning will submit your Professional Development Transcript electronically to KSDE.

Accessing and Printing Your License from KSDE

KSDE will not send printed copies of a license to the applicant. Educators may access a copy of their license using the [KSDE Educator License Lookup](#) site. The Professional Learning Office maintains a hard copy of all employee licenses and has access to print them; therefore, it is not necessary to send a copy to the board office. Educators may save and print a copy of their license for personal records.

For questions about Professional Development Transcripts, please contact the Professional Learning Office at 785-309-4748. For questions about licensure, contact a KSDE consultant at 785-296-2288.

Presenter Points Policy

Creating and facilitating workshops and professional learning opportunities to colleagues, in areas of expertise, is a service to the profession and an effective way to grow professionally. Developing areas of expertise and sharing that expertise with colleagues is encouraged. As an incentive, additional points may be earned for being a facilitator or presenter at professional learning events.

Additional points may be awarded for the preparation of the presentation at a rate of one point per hour of presentation. Example: For a one-hour presentation, a presenter would receive two points - one point for participation and one point for presentation.

Additional points for preparing a presentation are awarded if the following criteria are met.

- Presenting at a professional learning event is not a normal job responsibility.
- The presentation is above and beyond the typical expectations of the position. Active collaboration in PLCs is an expectation of many positions.
- The presentation is new or revised. Repeated presentations of the same workshop are not eligible for additional points.
- A maximum of two presenters may receive additional points per professional learning event.

Prior to presenting at a conference or workshop, the filer must submit a Knowledge Plan for Service to the Profession. Presenters do not receive points as a participant. Points earned for presenting are not eligible to be advanced to the Application or Impact Levels per KSDE regulations.

Frequently Asked Questions (FAQ)

Appeals Process

If a plan or assessment is denied by the immediate supervisor, Building PDC, or District PDC, the educator may appeal that decision by filing an appeal form. Contact the Professional Learning Office at 785-309-4748 for additional information.

Application and Impact Points for Salary Movement

Impact points are the only points allowed to be used for salary movement in our district.

Assessments Returned for More Information

If a professional development assessment is returned to the filer for more information, the requested information must be submitted within 30 days to be eligible for points. Returned assessments submitted without adequate information will be denied.

Points are Not Limited

Points are not limited to a specific amount earned each year. Points will be awarded for educators using signed district and building rosters indicating attendance and number of hours for professional learning activities.

Previous District Transcripts

You will not need to request or send a copy of your previous district's Professional Development Transcript to the Salina Public School Board Office. When you renew your teaching license, your previous school district will need to send your transcript directly to KSDE at etranscripts@ksde.org.

Student Teacher Supervision

Prior to supervising a student teacher, the filer must submit a Knowledge Plan for Service to the Profession to earn professional development points. The filer must submit an assessment including a log of time at the conclusion of the clinical practice. The time log would represent only time spent specifically instructing, planning, or conferencing with the student teacher.

When to File College Credits

A College Credit form must be filed once a graduate-level course has been completed and a grade awarded. An official or unofficial transcript must be uploaded to Frontline prior to filing for college credits. A transcript must include the institution, your name, title, and number of the course, final grade, and credit hours awarded. The course number and title must match the transcript.

Professional Learning Office

If you have questions or need assistance, please contact the Salina Public Schools Professional Learning Office.

Jenny Potter
Administrative Assistant, Professional Learning Office
785-309-4748
jenny.potter@usd305.com

Deanna Cullins
Director of Accreditation and Professional Learning
785-309-4748
deanna.cullins@usd305.com