

Personalized Professional Learning Criteria

2021-2022
(OPTIONAL)

Objective:

Allow professional certified staff members to individually choose professional learning opportunities that are meaningful and relevant. USD 434 encourages educators to seek out new learning opportunities to support their own professional goals and growth as an educator.

Applies to: Teachers, Contracted Staff, School Counselors, Social Workers, SPED Teachers

Guidelines: This is an **OPTIONAL** summer program that teachers can participate in between May 24th and August 13th, 2021.

Starting this year, Summer PPL is NO LONGER a trade of time for contracted days during the school year.

Summer Criteria:

Starting May 24th, 2021 (first day of teacher summer) through August 13th, you have the **OPTION** to seek out your own personalized professional learning opportunities. Due to COVID-19 this will include virtual PD opportunities as well as in-person events.

Budget:

Everyone will be allotted a **\$300 budget** to cover the following:

1. Registration costs
2. Mileage reimbursement
3. Food
4. Hotel
5. Required resources for PD event

Per Diem:

Everyone will receive a **\$150/7 hour day per diem**. The per diem will pay up to a max. of 14 hours. If you attend summer PD beyond 14 Hours you will not receive per diem for those additional hours.

PD events will be limited to in-state or a 300-mile radius. If attending an event with multiple people, please request the district van in the toolbox. All other personal mileage for PPL will need to be put in the toolbox as well as on your timesheet (mark it as PPL budget).

Additional PPL opportunities during Contract Days

With prior administrative approval, teachers can attend personalized professional learning opportunities during contract days if they meet district goals. You will only be allowed to use **2 days** of contract time for personalized professional learning unless approved by an administrator. The district will cover the cost of your sub. All other costs will be approved on a case by case basis with administrator approval. **Your \$300 budget is only available for summer learning opportunities not contract days.**

All professional development requests must follow the request procedures through the PDP toolbox prior to registration

Summer PPL will be tracked through the PDP Toolbox and is mandatory for processing to be finalized. Agendas and proof of attendance will need to be loaded into your points reflection artifacts.

Additional Documentation- Email confirmations for workshops (Virtual and in-person) must be forwarded to building principals and curriculum dept. (fflory@usd434.us)

PDP TOOLBOX-- Procedures for Professional Learning Requests

(this must be completed BEFORE YOUR EVENT not after)

1. Log into your PDP toolbox <https://www.pdptoolbox.org/index.php>
2. In the yellow UPCOMING ACTIVITIES box, click NEW Professional learning request link
3. Under REQUEST LEAVE choose your purpose and complete all boxes necessary as follows:
 - PROFESSIONAL DEVELOPMENT
 - FEES AND REIMBURSEMENTS
 - APPROVAL (this will be approved by building principal)
4. Once approval has been confirmed you will receive an email from the toolbox and then you may register yourself
5. If this PPL opportunity is not a free workshop, you will need to submit an EREQ. <https://ereqs.harriscomputer.com/>
(email rfulton@usd434.us if you have issues or need your password and login information)

TIMESHEETS

In order to get paid the per diem, it must be labeled on your timesheet during the summer months. The business office and curriculum department will track your Budget and Per Diem through the toolbox requests (information must be complete), and district timesheets. All summer PPL Budget and Per Diem must be submitted by the September payroll deadline.

Activities listed below, if completed between May 24th and August 13th, will be acceptable for summer personalized professional learning:

1. Summer Professional Development which aligns with the district goals (see below), and received prior approval by the building principal.
2. Virtual and in-person professional development
3. LiNK, Greenbush, KSDE, anything offered by USD 434 in the Summer, or other approved PD/Consulting agencies.

Activities listed below will not be acceptable for PPL:

1. Routine activities such as grading papers, completing lesson plans, filling out report cards, processing forms, work in the classroom, faculty meetings, or parent conferences, curriculum work etc
2. Any activities for which you are being paid a supplemental contract, stipend or new position can not be used for inservice credit.
3. Required school meetings that are a part of the contract obligations (Examples: parent-teacher conferences, IEP meeting, faculty meetings, chaperoning school events, coaching responsibilities, etc.) This does not include required Mentoring meetings for new teachers... that will count toward required in-service and PPL.
4. Athletic events, athletic seminars, coaching/cheerleading clinics, workshops, PD.
5. Family trips, vacations, touring, and personal traveling.
6. Administrative activities
7. College courses for credit/any continuing education
8. Business meetings for a professional organization

****Coaches that are certified in Physical Education may attend coaching PD for PPL points up to 7 hours if implemented and documented into your content area classes. This plan must be communicated to your building principal prior to registration.**

District PD Goals for 2021-2022 School Year

Relationships (KESA)- Goal 1

- staff
- students
- families
- community

Rigor (KESA)-Goal 2

- Career and Technical Skills
- Professional Learning
- Resources
- Data

Relevance (KESA)- Goal 3

- Curriculum
- Instruction
- Student Engagement
- Technology

Responsive Culture (KESA)-Goal 4

- Leadership
- Early Childhood
- District Climate
- Nutrition and Wellness

Results (KESA)- Kansas vision for Education- Goal 5

- Social-Emotional and Character Development
- Kindergarten Readiness
- Individual Plans of Study
- High School Graduation
- Post-Secondary Success

Redesign and Innovation- Goal 6

- Project-based learning/Real World
- Civic Engagement
- Physical and Mental Health
- Personalized Learning
- Arts and Culture Appreciation
- Career and College Readiness
- Communication and Life Skills
- Diversity and Equity

GOAL SETTING

1. Login to your PDP toolbox account
2. Click on the NEW link in the blue GOAL box
3. Choose a district goal to tie to your personal goals
4. Write your personal goal and fill out the boxes that follow
5. Submit your goals for approval and conference with the building Principal at the beginning of next school year.