PLEASE POST

MEMO

TO: JEA Members

FROM: Dr. Donna Behn, Director of Instructional Services
Dr. Steve Salerno, Director of Administrative & Human Services

DATE: December 1, 2008

RE: Professional Development Plans Protocol for Earning Credits

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Per the 2007-09 Professional Agreement, teachers who elect to complete a Professional Development Plan (PDP) will be eligible to earn six (6) credits toward horizontal advancement/placement on the salary schedule. In order to move to the Master's lane and beyond, the educator must have a Master's Degree.

To receive this advancement all of the following shall occur:

1. Obtain written preapproval for their PDP from the Director of Instructional Services or designee ("Initial Educators", as defined by PI 34, are exempt from this step as they already receive administrative and IHE approval as part of the process).

2. Supply to the Department of Administrative and Human Resources *Wisconsin Department of Public Instruction's PDP Verification Form* (PI-PDP-2) with signatures from all original authorized team members indicating the PDP has been verified.

3. Attach a completed copy of the School District of Janesville's "PDP Credit Request Form." This form will require you to obtain written verification from the Instructional Services Office your PDP was previously approved.

"Professional Educators" (as defined by PI 34) who are new to the School District of Janesville *and* are more than one (1) year into completing their PDP, pre-approval is not required if you have your approval on file at the Department of Public Instruction.

Please keep in mind advancement on the schedule will be awarded provided the appropriate timelines, identified in Article XIV, Section 2 of the current Professional Agreement, have been met.

Should you have any questions, please contact the Office of Administrative and Human Services.

PDP CREDIT REQUEST FORM
SCHOOL DISTRICT OF JANESVILLE

Name:

_____

Home School:

_____

District Requirements:

- ❑ **I have completed a Professional Development Plan (as defined in PI 34) and attached original signed forms verifying approval from an authorized PDP Evaluation team.**

Please obtain the Director of Instructional Services signature verifying pre-approval has been received for PDP.

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Director of Instructional Services or Designee Signature **Date**

Per the Professional Agreement, all PDP's for credit advancement must be turned in to the Human Resources Department within one (1) year of completion.

_____

Teacher's Signature Date

_____

Subject Area or Elementary Grade Level

_____

Principal's Signature Date