

# 2022-2027 Professional Development (PD) Plan Review Report

USD/System #:

Contact Name:

USD/System Name:

Contact Email:

Date PD Plan First Review sent to USD/System:

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I have screened many PD Plans as they have come in, comparing them to each other and deciding on how to proceed with reviewing them. One common issue has been the lack of procedure/process for one or more of the required guidelines in the PD Plan Checklist, which states:

“This plan should reflect how your system/district provides or supports professional development in its jurisdiction. KSDE is interested in knowing **how** you are doing something, rather than just having something stating that you do or plan to do something.

If the component is listed as a process or procedure, it can be in a narrative in the body of the plan or in an appendix, depending on what it is. It can be a form or some other document that verifies the process. This will be especially important in Section 2, In-service education plans.

To help keep yourself on the right track, imagine that KSDE is going to audit your plan. Does what you’re doing match your plan? Do you have the documentation to verify that? Does your staff know what’s in the plan and would they be able to answer questions about it? Would their answers match yours? “

## Minimum KSDE expectations for PD Plans:

Scenario: Your Professional Development Council mysteriously disappears (big party, aliens, whatever). Anyone else left in your district/system only has bits and pieces of what they vaguely think professional development maybe looks like or for some it was just a rumor.

You hire someone to ensure professional development continues. The plan you hand that new person should include everything she/he needs to make that happen:

- Step-by-step processes and procedures,
- Copies of needed forms,
- Links for and examples of how any data entry system should be used, etc.

Never again will the newbie have a “deer in the headlights” gaze because of the PD plan you gave him/her.

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## Plan Review Process:

- I previewed about 15 plans and pulled some common elements that need to be included in every plan, especially the operations plan or bylaws for the Professional Development Council.
- For the plans that were not already in Word, I converted them to Word. Some of the graphics did not survive well, but unless that affects content, it was not an issue.
- For plans that did not have page numbers, I added those for ease of reference.
- I did not review for grammar and style, only content.
- The report below will refer to a place in your plan that related to the comments in the report. It will be designated in red with an EK1, EK2, EK3, etc. General comments that require action are also in red.
- Please compare the report below with the marked PD plan.
- Before you make changes in either the plan or the report, please mark “track changes” in the “Review” tab of the Word documents.
- If I have requested that you add your processes or procedures to the plan or you change the plan based on the question I asked in the report, please do that, and ensure that “track changes” is working.
- If you answer questions that are in the report that are not new additions/changes to the plan, you can do that directly after the question. I will notice them when I view “track changes”.
- Please change the date range you have on the cover or title page to “2022-2027”.
- Please finish making your changes and send the plan and report in Word with changes back to me by 9/30/22. That will give us another month to finalize and for me to approve the plan before 10/31/22 to get it on the State Board agenda for the December 2022 meeting.

