

**Greenfield-Central Community School Corporation**  
**PROFESSIONAL DEVELOPMENT & SERVICE PROGRAM**

8. One credit may be approved for authorship of an article published in a professional periodical or magazine of general circulation, provided that the article is consistent with the stated purpose of this professional development and service policy. A maximum of two credits may be earned in a three-year period.
9. One credit shall be given for 30 hours of private tutoring. Such tutoring shall be done free of charge. No more than one student at a time may be tutored. Names of students who may need tutoring and the subject matter areas needed for each child shall be submitted by the building principals to the Superintendent, who may assign a suitable teacher to each student. Any teacher wishing to do tutoring shall submit his/her name and subjects he/she wishes to teach to the Superintendent's office. Elementary, middle school and high school students are eligible and the tutoring shall be remedial in nature. A teacher may earn up to three credits per year or nine credits in any three-year period.
10. One credit may be given for developing and sponsoring any new curricular or extra-curricular program that requires at least 12 hours of time outside the regular school day. The building principal shall certify that at least 12 hours of time were spent outside of the regular school day sponsoring the program. Only one such credit may be earned by a teacher during any three-year period.
11. One professional credit may be awarded for each 18 hours of professional service to the corporation, for service to school and/or School Corporation. Documentation of the service must have the signature of the administrator supervising the school/program. Such service shall not include activities which are considered a part of the person's job description, or for those activities related to individual students' or employees' services. Continuing Renewal Units (CRU) may be accepted for leadership provided during the Performance Based Accreditation process. 15 CRUs shall equal one professional credit. A maximum of three credits per year may be earned with a limit of 6 credits in any three-year period.
12. One professional development credit may be awarded for each 18 hours completed through leadership in regional, state, or national professional organizations or through presenting at local, regional, state, or national educational conferences/workshops. The Superintendent or his/her designee shall approve all such regional, state or national activities at least two weeks in advance of the service. The principal or the Assistant Superintendent, who is in charge of the activity, shall approve all local presentations. Different from the corporation Staff Development Compensation program, in this program time will be accrued at an hour for hour rate of presentation by increments of ¼ hour with no allocation for preparation time. Presentations made during contract hours are not eligible for Professional Development Program credit. A maximum of 2 credits per year or 6 credits in any three-year period may be earned in this category.

ARTICLE VI: The provisions, excluding economic considerations, of the Professional Development and Service Program shall be considered a discussible issue within the scope of Section V of the Teacher Collective Bargaining Law. Each new teacher shall be given a copy of the program by the school corporation. Explanation of the program and assistance in completing applications will be the responsibility of the Association.

*Revised 8/10/05*

PREAMBLE: This agreement entered into by and between the Greenfield-Central Community School Board of Trustees, hereinafter called the "Corporation", and the Greenfield-Central Classroom Teacher's Association, hereinafter called the "Association".

PURPOSE: To promote, encourage, and increase teaching skills of the professional educator in the Greenfield-Central Schools by compensating the teacher for experiences gained, as outlined below, which may be demonstrated to have a direct effect on student learning.

ARTICLE I: The following agreement of Professional Development is for the Greenfield-Central School Corporation. The effective date of this revision shall be January 1, 2004. A review of the program may be made when such review is requested by either or both parties.

ARTICLE II: Application for credit shall be made on forms supplied by the Superintendent's office and received in the Superintendent's office on or before March 31. A separated form shall be used for each type of credit requested. The superintendent shall mark the application "approved" or "denied", no later than May 15 of that school year. A record of the approved increments shall be kept in the Superintendent's office. A teacher's record of these increments shall be available for his/her inspection.

Should a teacher disagree with denial of credit, he/she may request a hearing. The request for a hearing shall be made in writing to the Superintendent within five school days of May 15 of that school year, or 5 school days after receipt of notification, whichever date is later. Requests made later than the five school days guidelines defined above will not be accepted. The written hearing request must include a statement of the reason for the appeal and supporting evidence for each item in question. The professional Development and Service Committee and the Superintendent of Schools or his/her designee shall act as the hearing body, but the Superintendent or his/her designee shall be a non-voting member. The committee shall meet and reach a decision before June 15. The Board of Trustees reserves the right to review the case and to make a final disposition; otherwise the decision of the committee shall be final.

ARTICLE III: The Professional Development and Service Committee shall be composed of five full-time certified employees of the Greenfield-Central Community School Corporation. The chairman and two of the members shall be appointed by the president of the Association. The two remaining members shall be appointed by the Superintendent. Not more than one member of the hearing committee shall be an administrator. These appointments shall be made when a teacher requests a hearing concerning denial of credit.

ARTICLE IV: For each three credits earned a teacher shall be given ¼ or .25 of an index on the salary schedule in computing his/her salary for the following year. A maximum of 12 credits or one full index shall be allowed in any three-year period. Time periods shall be computed individually, with each teacher's period beginning the first year credit is earned, and shall be referred to hereinafter in this document as "any three-year period". Applications for credits insufficient to qualify for a salary increase shall be returned to the employee and may be resubmitted during the remainder of his/her current three-year period. All personnel who have credits accumulating to an increment will apply at the appropriate time when such credits entitle the teacher an increment of not less than ¼, nor more than one full increment. The advancement on the salary schedule shall be permanent, with the exception of those teachers who earn college credits while working on their Master's degrees. When transferring to the Master's salary scale, this advancement shall replace those credits earned through courses taken prior to the attainment of the Master's degree. However, any credits earned for other activities shall be retained.

ARTICLE V: Credits shall be granted for the following activities, provided that they are carried out during time for which the teacher is not compensated by the Corporation. Compensation shall be defined as time for which a person is being paid by the corporation, whether through salary or stipend; payment of fees/registration, travel, lodging, or a substitute teacher, or other similar items. Compensation from outside sources would require approval by the Superintendent or his/her designee, at least two weeks in advance of the activity.

### **PROFESSIONAL DEVELOPMENT**

Note: In Article V, Sections 1-5, stipulations noted for “graduate course” shall apply to those courses offered for Continuing Renewal Units as well.

1. One credit shall be granted for each semester hour of college credit. (Four quarter hours shall be equivalent to three semester hours). 15 Continuing Renewal Units shall be equal to 1 semester hour of college credit.

Either graduate or undergraduate courses may be taken, but undergraduate courses must be approved by the Superintendent in advance. Also, graduate courses which are not taken as part of a program that will lead to a degree or to an endorsement on the teacher’s license or that do not clearly advance subject matter proficiency, must also be approved by the Superintendent in advance. It will be assumed that any teacher who has not yet earned a Master’s degree is presenting graduate credits for courses that will be counted toward that degree. A teacher who is pursuing a Specialist or Doctorate’s degree, or who is working on an endorsement program, must have a statement to that effect in the Superintendent’s office no later than March 31 of the year in which he/she first applies for professional development credits for courses taken for that degree or endorsement program.

Requests to take courses which require the Superintendent’s approval shall be made in writing at least one month prior to the date of enrollment. The Superintendent shall notify the teacher at least one week in advance of the enrollment date if his/her request has been denied. If the teacher is not so notified, he/she may assume his/her request has been granted. The Superintendent’s decision shall be final.

Proof of credit shall be furnished by submitting a grade report or a transcript, with the requested courses noted, along with the application for credit.

2. Credit shall be granted for auditing courses, either graduate or undergraduate, at the rate of ½ credit for each semester hour the course would carry for credit. As evidence that he/she has completed the course, the teacher shall submit a statement from his/her instructor or another college official.
3. One credit shall be granted for each semester hour of credit for workshops, provided that the workshop is sponsored and administered by an accredited college or university. Non-credit workshops of at least three days duration may be approved. During any three-year period, credit for non-credit workshops shall not exceed two credits.
4. Credits may be granted for attendance of educational conferences, clinics, conventions or in-service training, provided that the following conditions are met: Credit may be granted for such conferences, etc. at the rate of one credit for 18 hours, which may include six evenings *or* six ½ day sessions, or three all-day sessions or any combination of the above in any three-year period. A teacher may receive credit for evening or Saturday sessions of a conference, part of which was held on a day for which the teacher was compensated, provided that the teacher has no obligations to the Corporation during such

sessions. All such meetings must be solely and explicitly for the advancement of subject matter proficiency.

5. Professional Development credit shall be given for an educational trip, provided the following conditions are met:
  - a. Educational trips must cover at least 1,000 miles round trip. Exceptions to this rule must have the approval of the Superintendent in writing and in advance of making the trip.
  - b. A preliminary indication that application for credit for an educational trip will be submitted and filed with the Superintendent’s office at least two weeks before the planned trip by completing an educational trip form. (Applications can be obtained by contacting the Superintendent’s office). Filing of this form does not necessarily indicate that the educational trip will eventually be approved for Professional Development credit.
  - c. If the trip is for college credit, the amount of credit shall be the number of semester hours of credit earned. All other trips shall earn one Professional Development credit.
  - d. A record of the college credits earned or other verification of the educational trip will be supplied with the Professional Development application. Ticket stubs, tour guides, canceled checks, etc., are examples of supporting evidence.
  - e. A lesson plan is to accompany the application for Professional Development credit, showing how the educational trip will be used in the curriculum.

### **LIMITATIONS OF EDUCATIONAL TRIPS**

Unless the trip is taken for college credit, only one educational travel credit may be earned in any three-year period. In no future period will credit be given for a trip to the same place, even though different activities were included in the trip.

### **PROFESSIONAL SERVICE**

Total credit for professional service in the following section shall not exceed 9 credits in any three year period.

6. One Professional Development credit shall be granted for 18 hours of service on a Curriculum Development Committee for the Greenfield-Central School Corporation, provided that the teacher is not compensated by the Corporation for time spent working on the committee. A maximum of two credits for such services may be earned in a three-year period.
7. One Professional Development credit shall be granted for 18 hours of service on a Textbook Adoption Committee for the Greenfield-Central School Corporation, provided that the teacher is not compensated by the Corporation for time spent working on the committee. A maximum of two credits for such services may be earned in a three-year period.