

PROFESSIONAL GROWTH REVIEW BOARD

In addition to upper division and graduate academic course units earned in a college or university, the Board of Education recognizes that the professional growth of teachers is made possible through a variety of carefully planned and evaluated activities.

In order to encourage teachers to engage in a wide variety of professional growth activities, the Board of Education directs the Superintendent to establish a Professional Growth Review Board (PGRB) composed of teachers and an administrator. The function of this Review Board will be to review requests for professional growth credit and make recommendations to the Superintendent. The Review Board will evaluate advance plans for and evidence of satisfactory completion of professional growth activities, categorical examples of which are:

1. Educational travel
2. Action research
3. Self-directed study
4. Lower division college course work (for teachers already in District)
5. Curriculum development
6. Other activities approved by the PGRB and the Superintendent

The Review Board will recommend to the Superintendent the appropriate number of units to be assigned to each completed project. This recommendation will specify the application of units to:

1. Advancement from one column to the next on the salary schedule
2. In-service release time

Upon authorization by the Superintendent, the units will be applied accordingly. PGRB units are limited as follows:

1. In general, fifteen approved hours of activity equates to one PGRB unit.
2. No more than one-third of the units required for any column change on the salary schedule shall be earned in any manner other than upper division or graduate college work.
3. One PGRB unit will entitle a teacher to one day of in-service release time. Teachers shall give advance notice to their principal before taking in-service release days. The date(s) of such release time shall be at the teacher's discretion, except that in an emergency situation the Superintendent may require the teacher to select an alternate date(s).
4. No more than three days of in-service release time will be granted to any teacher during a school year.
5. Activities completed for PGRB units shall take place outside the regular school day with the possible exception of action research projects.
6. All expenses connected with earning PGRB units shall be paid by the employee.
7. All proposals for PGRB units must be received by PGRB prior to the teacher beginning his/her in-service activity.

In the event the Board policy is changed, units will be given for approved programs in progress.

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It is the policy of the Board of Education to encourage teachers to secure advanced professional preparation by a variety of activities. It has authorized the formation of a Review Board whose function is as follows:

1. Review the teacher's proposed professional growth activities submitted under the provisions of the Board of Education Policy "Professional Growth Review Board."
2. Evaluate the activity upon its completion.
3. Recommend to the Superintendent the granting of professional growth units that will be credited to the teacher for column change, or in-service release time.

The Review Board shall be composed of one elementary teacher from each school, two middle school teachers, two senior high school teachers and one administrator. Teacher membership will be elected by a vote of faculty members at each school. Members will be elected for a two-year term with the exception that the administrator (selected by the Superintendent), one high school teacher and one elementary teacher will, upon the initial organization of the Review Board, be appointed for a one year term. A member may be elected to succeed himself.

A certificated employee may progress from one pay bracket to a higher one and fulfill the professional growth requirements by the satisfactory completion of the specified number of professional growth units. These units may be earned in either of the following ways:

1. Satisfactory completion of upper division or graduate level courses from an accredited college or university
2. Self-directed learning experiences directly related to the teacher's professional field, providing such self-directed learning experiences have been approved for units by the Professional Growth Review Board.

The following self-directed learning experiences qualify for consideration by the Professional Growth Review Board:

1. Educational Travel. The Professional Growth Review Board may recommend units for educational travel conducted under the following circumstances:
 - a. The travel must have specific educational objectives related to the teacher's professional responsibilities as distinguished from a sight-seeing trip or vacation.
 - b. A planned itinerary must be presented. The itinerary must be designed to achieve the specified educational objectives.
 - c. The objectives, itinerary, and proposed evidence of having achieved the objectives must be submitted to the Review Board in writing in a form approved by the Review Board. The teacher may approach the Review Board prior to making written plans in order to secure its advice relative to the preparation of the application.
 - d. Fourteen days of approved travel must be completed for each unit of travel credit earned. Maximum: 2 units per year.
2. Action Research. Professional growth units may be earned by a teacher who conducts an approved action research project. Action research refers to a controlled study to determine

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whether or not a specific hypothesis will lead to an anticipated result. For example, action research may be related to establishing effectiveness of particular 1) curriculum materials, 2) modes of teaching, 3) approaches to discipline, or other similar topics.

The procedure to be followed is:

- a. The applicant must submit, in writing, a project proposal containing a statement of purpose, the method of research, a description of the method of evaluation and an outline of the method proposed for reporting the results.
 - b. A report of the research must be presented to the Review Board.
 - c. The conclusions drawn by the research shall not affect the decision of the Review Board relative to its recommendation for units.
 - d. A maximum of three units per year may be earned through action research.
3. Self-Directed Study. Professional growth units may be earned by a teacher who satisfactorily completes a series of self-planned study activities. The procedure to be followed is:
- a. Prepare and present to the Review Board a written proposal containing the following information:
 - (1) The purpose of the reading, indicating how this purpose relates to the professional responsibility of the teacher
 - (2) A list of the professional literature which will be used in the self-directed study
 - (3) A proposal for the presentation of evidence of the self-directed study
 - (4) A project of this nature must be significantly above and beyond what may be normally expected of every professional teacher
 - (5) A maximum of two units per year may be earned in this fashion
4. Lower Division College Course Work. There may be instances where the immediate professional needs of the teacher or the District would be best served by encouraging a teacher to take a lower division course (a course normally offered to freshmen and sophomores in college). The procedure to be followed is:
- a. Submit to the Review Board a statement indicating the number of the course and an outline of the course content as published by the institution offering the course and a statement indicating the need for this course.
 - b. At this point, and preferably prior to the teacher beginning the course, the Review Board must submit its recommendations to the Superintendent for his consideration. In any event, the application must be made to the Review Board no later than one week after the course has begun. However, the candidate who waits until the course has commenced before filing should be aware of the possibility of disapproval.
5. Curriculum Development. Professional growth units may be earned by a teacher who satisfactorily completes activities related to curriculum development. The procedure to be followed is:
- a. Prepare and present to the PGRB a written proposal containing the following information:

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- (1) A description of the curriculum revision that shows how this proposal goes substantially beyond the scope of the teacher's regular professional duties.
 - (2) A proposal for the presentation of evidence of the completed curriculum revision.
 - (3) A maximum of three units per year may be earned in this fashion.
6. Other Activities. Professional growth takes many forms and the list of professional growth activities presented above is not designed to exclude the possibility of other activities. The Review Board will consider any plan brought to its attention in a manner that it may prescribe. However, the Review Board will consult with the Superintendent and receive his approval prior to encouraging a teacher to pursue a professional growth activity. A maximum of three units per year may be earned in this fashion.

Whenever possible, teachers are encouraged to make available products, expertise, and experience gained through earning PGRB units.

The Review Board will develop appropriate methods for notifying the Personnel Office when credit has been granted and approved by the Superintendent.

Directions and applications for professional growth units will be printed and available to all certificated employees.

The Board of Education will be provided with minutes of all PGRB meetings.