
APPENDIX D Professional Growth Plan

OBJECTIVES

The Professional Growth Plan in the Naperville Public Schools has four major purposes:

1. The improvement of teaching in the schools.
2. The enhancement of the caliber and reputation of the professional staff.
3. The promotion of high morale of the professional staff.
4. The advancement of the education profession.

THE PROFESSIONAL GROWTH COMMITTEE

An integral feature of the Professional Growth Plan of the Naperville Public Schools is the creation of a Professional Growth Committee composed of teachers and administrators of District 203. This committee is charged with sharing responsibility for promoting professional growth of the staff of the Naperville School District and with establishing and maintaining high standards of professional growth.

The Committee shall be organized in accordance with the following:

Composition — The committee shall be composed of six members: four from the teaching staff (two high school, one junior high and one elementary teacher) and two administrators (one high school and one junior high or elementary administrator). The Assistant Superintendent for Human Resources and the Assistant Superintendents for Curriculum and Instruction are ex-officio members with no voting privileges.

Membership Term

and Method of Rotations — Membership shall be three years, and the terms shall be staggered so that new members will be appointed each year. The rotational sequence should not be such that both representatives of the administrative staff will be replaced in the same year. Members may not succeed themselves.

Method of Selection — The Superintendent shall appoint the two representatives of the administrative staff. The president of the local teachers association recognized for negotiation purposes shall appoint, subject to ratification by the association executive committee, the teacher representatives from the association.

Organization — A chairperson shall be elected by the committee at the beginning of each year's operation. A regular secretary shall be provided from the district secretarial staff by the Superintendent.

Meetings — The committee shall meet at least four times in each school year. The staff shall be informed of any meetings at least one month in advance of each meeting. Suggested dates are the second Monday in September, November, March, and May, but meetings are called at the discretion of the chairperson elected by the committee.

Records — Records of the transactions of each meeting shall be maintained by the secretary.

REQUESTS

All transcripts, requests for prior approval, and requests for final approval shall be sent to the Assistant Superintendent for Human Resources. Appropriate forms, when applicable, are available in each building.

IMPORTANT LIMITATIONS

All credits earned for salary schedule advancement must be approved college credit course work, except that occupational and physical therapists may earn a maximum of six (6) semester hours of credit in any one year, with sixteen class hours to be the equivalent of one (1) non-transcript credit. For such non-transcript credit, the first three (3) hours may be taken without the requirement of matching, but, thereafter, the ratio of non-transcript to transcript hours may not exceed 2:1. (Note: non-transcript credits approved and completed prior to the effect of this negotiated agreement shall be credited without regard to the even multiple of sixteen and the matching with transcript credit requirements.)

Once the Master's Degree is obtained, any salary credits acquired in any area before the master's degree is received are not credited on the salary schedule beyond the master's level. In other words, staff member would be placed at the Master's +0 level. All salary credit earned then advances the eligible staff member to the Master's degree + levels on the salary schedule.

However, an occupational or physical therapist who earns a Master's Degree in the field of occupational or physical therapy shall be placed on the salary schedule at the Master's level plus any hours required for that Master's program beyond thirty (30), with a maximum placement of Master's plus fifteen (15) hours.

INTEREST-FREE LOANS FOR TUITION

The School District shall provide, upon application, interest-free loans for tuition for approved Masters courses or approved courses leading toward a Masters, or to be used for approved coursework to gain an endorsement in critical fields as defined by the district.

The District shall provide such interest-free loans as per the following schedule:

- 2005-06 - \$2000 per person per year. The maximum District expenditure shall be \$100,000.
- 2006, on - \$2,000 per person per year. There shall be no maximum aggregate limit.

The District shall pay the university or college directly. Repayment of such loans shall be made over the remainder of the contract year through payroll deduction.

Any employee having reached B.A. plus 48 hours level shall be paid a special stipend equal to tuition costs up to \$80 per hour for each semester hour of academic credit earned from an institution charging tuition, the total accumulated stipend not to exceed \$480 in any five-year period.

PAYMENTS OF PROFESSIONAL GROWTH INCREMENTS

All requests for increases or changes in professional growth increments, together with supporting documentation, must be submitted by October 1. Paycheck adjustments will be made in November.

Employees may request mid-year increases or changes in professional increments, together with supporting documentation, no later than the first day of the second semester. Paycheck adjustments will be made in March and shall be prorated for one-half (1/2) of that work year.

Coursework shall be approved for salary credit as per the criteria listed on the Request for Approval form. (Included in this appendix)

2. Requirements

All requests for approval must be submitted to the assistant Superintendent for Human Resources within four (4) weeks of the start of the course.

The Assistant Superintendent for Human Resources or designee shall not arbitrarily deny such requests. Such requests may be submitted in advance or within a reasonable period following completion of the course. The granting or denial of any such request shall not be deemed a binding precedent. The denial of any such request may be appealed to the Professional Growth Committee.

Transcripts of course work completed must be filed in the Office of the Assistant Superintendent for Human Resources in order to obtain credit. Such transcripts must be submitted by the deadlines as stated under PAYMENTS OF PROFESSIONAL GROWTH INCREMENTS, otherwise transcripts will be returned to the employee. The employee may resubmit same transcripts after the start of the next posting period (October 1 or January 1).

3. Criteria

The amount of credit awarded in categories (a) and (b) above shall be established by the university or college.

4. Limitations

No more than 12 hours (24 hours for occupational and physical therapists) of transcript credit can be undergraduate credit below the Master's level.

Full-time staff members shall be limited to a course load of not more than nine credit hours each semester (but not to exceed 15 credit hours per school year), or the equivalent thereof, during the 186-day contract year. This limitation shall not apply to the summer semester.

COURSES OF STUDY FOR SALARY CREDIT

1. Philosophy

**NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203
REQUEST FOR APPROVAL FOR
COLLEGE CREDIT COURSES/DEGREE PROGRAMS***

PHILOSOPHY

District 203 is committed to improving student achievement by supporting professional staff in their efforts to continue a rigorous professional development program. There must be assurances that the level of professional development supports the high expectations held by the community, parents, and professional educators as expressed by the school district's Beliefs, Vision, and Mission. Thus, the school district is committed to maintaining the excellent achievement of our students and the high quality of our educational programs and services.

In accordance with the Professional Growth Plan of the agreement between the District and the Naperville Unit Education Association (NUEA), certificated employees should use this form to request salary schedule advancement for a college level course. Occupational and Physical therapists should also use this form to request credit for workshops. The completed form should be sent to the Assistant Superintendent for Human Resources, for approval. Any denials may be appealed to the Professional Growth Committee.

Salary Schedule credit will be granted, in accordance with the negotiated agreement, upon receipt of an official transcript. Grade reports are not official transcripts and cannot be used for course credit.

The criteria for course approval contain a number of restrictions. Human Resources will alert an employee if a conflict between these criteria and requests for approval exists. However, the employee is responsible for meeting the criteria in the Professional Growth Plan. Credit, which does not meet the criteria, cannot be granted even if discovered subsequent to approval of a request. Please feel free to contact Human Resources at any time if you have any questions about salary schedule credit.

CRITERIA FOR COURSE APPROVAL

The criteria for course approval apply to any current unapproved requests and all future requests. The criteria for course approval are as follows:

1. The course must be offered by a college or university accredited by one of the five regional accreditation associations in the United States.
2. The course must be transferable as part of a degree or certificate program, or accepted by the college or university providing the course credit. (The educator does not have to be enrolled in the degree program.)
3. The course content must align to the educator's current instructional assignment and/or to an endorsement/certificate program in progress.
4. Per the Agreement, Appendix C – Courses of Study for Salary Credit – Limitations:
No more that 12 hours (24 hours for occupational and physical therapists) of transcript credit can be undergraduate credit below the Master's level.
5. Once a Master's degree is reached, all courses must be at the graduate level unless approved as a planned sequence of courses leading to an endorsement/certificate or relating to a change of assignment, a change in the content of the current assignment, or to enhance content knowledge in the assignment., These courses may not include courses that have previously been taken, including the passing of competency test credit.

These criteria for course approval are effective as of September 18, 2003.

Teacher _____ Assignment _____
School _____ Date _____
College/University/Institution _____
Name and Number of Course _____
Number of Semester Hours _____ (OT/PTs apply for contact hours. Signed verification of contact hours must be submitted for credit)
Distance Learning Course Y ___ N ___
Starting Date _____ Completion Date _____
Brief statement of how the course will improve competency in your assignment:

District Office Use Only

Prior Approval Granted for: _____ Credit Hours _____ Denied _____
Date _____ Assistant Superintendent for Human Resources _____