

2009-2010

Virginia Beach City Public Schools

PROFESSIONAL DEVELOPMENT PROGRAM (PDP) FREQUENTLY ASKED QUESTIONS

PROFESSIONAL DEVELOPMENT PROGRAM

1. What is PDP?

The **Professional Development Program** (PDP) is the name given to the Virginia Beach City Public Schools (VBCPS) School Board approved program of focused professional development in the area of curriculum and instruction as devised by the 2006 Task Force. It provides teachers with flexibility in their choice of offerings to meet individual instructional professional development goals. PDP requires 15 *division-sponsored* hours and 7 *site-based* hours of professional development **directly related to a teacher's current and primary teaching assignment to increase knowledge of data, standards, and strategies used in increasing student achievement.**

2. Why does Virginia Beach City Public Schools have the PDP?

The Virginia Beach school division is required by law to provide a program of professional development for teachers and principals. This directive--Standard 5 of the Commonwealth of Virginia's *Standards of Quality* states in Part E that "Each local school board shall provide a program of high quality professional development..." It further mandates in parts D and G that the program must provide professional development in specific content areas and reviewed annually.

3. What are the objectives of the PDP?

- ◆ To improve student achievement through focused professional development
- ◆ To provide all teachers with a common foundation of information, skills and strategies to enhance classroom instruction
- ◆ To provide time for teachers to reflect on what they are learning and to determine how to best apply the information to their classroom instruction
- ◆ To align school-based professional development activities related to student achievement with the school's plan for continuous improvement.

4. When must the division-sponsored and site-based hours for PDP be acquired?

PDP hours must be acquired during non-contractual time between **June 20, 2009** and April 30, 2010.

5. Why is PDP completed during non-contractual hours?

The School Board approved three "flexible" days of professional development for the 2009-2010 school year. The pay for these days is included in the teacher's annual gross salary, which is based on a 200-day contract. Therefore, any activity occurring during regularly scheduled contractual hours cannot count towards the fulfillment of the PDP.

ELIGIBILITY

6. Who participates in the PDP?

See the chart below:

Who participates in the PDP?	Who is <u>not</u> expected to participate in the PDP?
<p><i>All 10-month employees who are:</i></p> <ul style="list-style-type: none">◆ Teachers◆ Guidance Counselors◆ Library Media Specialists◆ Part-Time Teachers◆ Speech Pathologists◆ Title II Teachers	<ul style="list-style-type: none">◆ Individuals With 10-Month Extended Contracts◆ Individuals With 11-Month Contracts◆ Individuals With 12-Month Contracts◆ Teacher Assistants◆ Occupational Therapists◆ Physical Therapists◆ Psychologists◆ Social Workers◆ Naval Science Instructors◆ Parent Resource Center Staff◆ Teachers hired after October 23◆ Vocational Evaluators◆ Administrative Assistants (Interns)

PDP HOURS

7. What is the required number of PDP hours for part-time teachers?

All part-time teachers must complete the mandatory hours for their discipline. Part-time teachers, **except 0.2- 0.4 employees**, are required to acquire the full 7 site-based PDP hours in addition to the following number of **division-sponsored PDP hours**:

0.2 - 0.4	Mandatory hours only	} <i>Required to acquire the <u>full</u> 7 site-based PDP hours</i>
0.5 -	7 division-sponsored PDP hours	
0.6 -	9 division-sponsored PDP hours	
0.8 -	12 division-sponsored PDP hours	

Compensation is made at an hourly rate for the mandatory hours in their discipline, which exceeds their total contracted hour obligation. Compensation is calculated at a per-diem rate in accordance with the contract and posts in the last paycheck for the school year.

Examples:

- ◆ A **0.5** employee has 8 hours of mandatory. One hour of pay is added in the June 30th paycheck.
- ◆ A **0.8** employee has 8 hours of mandatory. The employee does not receive any compensation due to having 12 hours of contracted time designated for PDP.

8. Who can rollover division PDP hours?

Full time and **part-time** teachers on **continuing** contract who exceed the required number of division PDP hours may rollover hours to the next school year. Teachers on **probationary** contract (P1, P2, P3) **or** who **begin the school year on an action plan** are **not** eligible to rollover division PDP hours. Once rollover hours are processed, PDP participants will be notified. The rollover hours will be listed on the *Enrollment History* page in the *Staff Information System* under the course number PDPD-0004-09-001.

9. How many division PDP hours can I rollover each school year?

FT/PT	MAXIMUM DIVISION PDP HOURS REQUIRED	ROLLOVER HOURS
0.2-0.4	Mandatory PDP hours only	None
0.5	7 division PDP hours	Rollover up to 4
0.6	9 division PDP hours	Rollover up to 5
0.8	12 division PDP hours	Rollover up to 6
1.0	15 division PDP hours	Rollover up to 8

10. Can site-based PDP hours be rolled over?

No, site-based PDP hours do not rollover.

11. How many PDP hours are required of teachers hired after the school year begins?

Teachers hired after October 23, 2009 have no division or site-based PDP obligation for the 2009-2010 school year. All others must complete the required PDP hours.

12. If I plan to retire before **April 30, 2010, how many PDP hours must I complete?**

Students should always have the benefit of the latest strategies and techniques provided by professional development. All mandatory PDP training must be taken prior to the opening of school. The final paycheck upon retirement will reflect the actual days worked, which will include any day, or portion of the PDP obligation fulfilled.

COMPENSATION

13. Can I be paid for the PDP hours I acquire beyond the stated requirement?

Part-time teachers whose mandatory hours for their discipline exceed their contractual hours will be compensated for those mandatory hours at their hourly rate. This compensation will be awarded in the last paycheck of the school year.

No full time teacher will be paid for PDP hours acquired beyond the stated requirement.

14. What happens if I do not fulfill the contractual obligation for PDP?

Full time or part-time teachers who do not fulfill their contractual obligation for PDP by April 30, 2010 will experience a negative pay adjustment in the last paycheck for the school year; may have it noted on their performance evaluations; and may not be coded as meeting the division's definition of a "highly qualified" teacher.

15. How much money will I be assessed if I do not fulfill the contractual obligation for PDP?

Pay adjustments will be calculated by taking the number of hours missed and multiplying that number by the teacher's hourly rate of pay based on a 7 hour and 20 minute day, 200 days per year. The assessment will be taken from the last paycheck of the school year.

Division PDP Status Reports via the Office of Organizational Development will be made available to PDP participants several times during the school year prior to April 30, 2010. A PDP Hour Reconciliation letter will be sent to select PDP participants in May, and Pay Adjustment letters will go to those who have not met the PDP obligation in June.

PDP COURSE OFFERINGS

16. What is the difference between division-sponsored PDP and site-based PDP?

PDP offerings fall into two categories:

- **Division-sponsored:** *focus on subject content and instruction including such courses as classroom management and technology applications found in the PDP Catalog and through approved non-division alternative requests.*
- **Site-based:** *determined at the site level and based upon the school's Plan for Continuous Improvement.*


Teachers are required to acquire **15 division-sponsored PDP hours** and **7 hours site-based PDP hours** for a total of **22 PDP hours every school year**. The professional development selected to meet the PDP obligation must be directly related to a teacher's **current** and **primary** teaching assignment.

17. Can I attend more than 15 hours of division-sponsored training?

Yes, in fact qualifying individuals can rollover division PDP hours to the next school year.

18. Can I take courses outside of my current and primary teaching assignment, if I am certified in that area?

The PDP is designed to increase knowledge of data, standards and strategies in each teacher's **current** and **primary** teaching assignment, not the areas for which one may be certified or endorsed. **Individuals can audit a course outside their current and primary teaching assignment, but PDP hours cannot be awarded.**

19. **Where would I go to see the PDP courses offered for the school year?**
PDP courses are listed in the online *PDP Catalog* and indicated in the *Staff Information System* with the following PDP icon: D. The *PDP Catalog* can be found on the VBCPS Intranet at <https://www.vbcps.com/Pages/PDP.aspx> or on the VBCPS Internet at <http://www.vbschools.com/PDP2010/index.asp>.
20. **Are additional courses offered throughout the year for PDP hours?**
If opportunities arise which meet the PDP focus, courses are added to the *PDP Catalog*. The *PDP Catalog* are updated and posted on the Internet/Intranet every week. [However, it is recommended that PDP hours be obtained prior to the end of the first semester as second semester offerings fill quickly and offerings for which you are eligible may be limited.]
21. **Is completing courses/pre-approved activities listed in the *PDP Catalog* the only way I can acquire PDP hours?**
No, alternative activities can also be permitted upon prior approval. See the section on *Non-Division-Sponsored PDP Activities* for procedures and application guidelines for alternative requests.
22. **What determines a course cancellation?**
Each course has a registration minimum. If the enrollment number in a course has not reached the minimum enrollment at least 72 hours in advance of the start date, it will be cancelled. It is the responsibility of the participant to check the Intranet prior to the beginning of the course for accurate information regarding status, time, date, and location.
23. **If Virginia Beach has inclement weather, how will I know if the course has been cancelled?**
PDP courses will follow the inclement weather status of the school division. If schools close for unsafe weather conditions, the courses for that day will be automatically cancelled unless the location of that course is not within a school; or the primary sponsoring agency is not Virginia Beach City Public Schools. In these cases, please contact the sponsoring agency or venue for an update.
24. **How will I be notified, if a course for which I am registered is cancelled or the location is changed?**
With the exception of inclement weather, a decision regarding the cancellation of a class will be made at least 72 hours prior to the beginning of the scheduled class time. An e-mail will be sent to the school e-mail account if the course has been cancelled. The participant may also check the *Staff Information System* prior to the beginning of the course for accurate information regarding status, time, date, and location. Teachers should re-register on-line to request an alternate session, if the course has been cancelled.
25. **If I do not want to take courses over the summer, am I still able to fulfill the 15 division PDP hour requirement during the school year?**
Yes, a wide variety of PDP courses are available throughout the school year. The online *PDP Catalog*, available on the VBCPS Internet and Intranet, lists the PDP courses made available. Mandatory PDP sessions offered during summer, 2009 are repeated on the Tuesday, September 1, 2009 staff day. Teachers who attend

this mandatory session on the staff day cannot earn PDP hours because it is offered during contractual hours. Teachers who attend the September 1st mandatory session are still required to complete the 15 hour division-sponsored PDP requirement. **Please note: As the year progresses, limited offerings are available---so register early!**

26. Do the courses I took prior to June 20, 2009 count towards the 2009-2010 obligation?

No, only activities successfully completed between **June 20, 2009** and **April 30, 2010**, can be used to meet the PDP obligation for the 2009-2010 school year.

MANDATORY PDP COURSES

27. Are any PDP sessions mandatory?

Some discipline areas have mandatory sessions as designated in the *PDP Catalog*. Mandatory sessions prepare teachers for the upcoming school year and are offered throughout the summer.

28. Why are some PDP sessions mandatory?

Mandatory PDP sessions are scheduled to ensure that all teachers have the information required to successfully implement the curriculum. Mandatory PDP sessions are required for subject areas that have undergone curriculum revision, textbook adoption, or a new program adoption. Curricular areas with new, revised, or updated guidelines will have training as well. These sessions are designated as mandatory in the matrix associated with each discipline.

29. When are mandatory PDP sessions offered?

Mandatory PDP sessions offered during summer, 2009 are repeated on the Tuesday, September 1, 2009 staff day. Teachers who attend this mandatory session on the staff day cannot earn PDP hours because it is offered during contractual hours. Teachers who attend the September 1st mandatory session are still required to complete the 15 hour division-sponsored PDP requirement. **Please note: As the year progresses, limited offerings are available---so register early!**

30. Why does the mandatory PDP session taken on the staff workday not count towards my 15-hour requirement?

The mandatory PDP make-up date is a contract day for which instructional personnel are paid. All PDP hours must be acquired beyond the normal contractual day/calendar.

31. If I am hired after the make-up day, when must I have the mandatory PDP session completed?

Teachers hired between September 1, 2009 and October 23, 2009, must meet all mandatory training requirements and are expected to attend a make-up session. Please contact your C&I coordinator immediately for locations and times of available mandatory PDP make-up sessions.

32. Are 10 month-extended contract teachers required to participate in mandatory PDP sessions?

Ten-month extended and eleven-month contract teachers must attend any mandatory training per the directive for that discipline. Such training occurs within the teacher's contracted days.

33. What do I do if the mandatory PDP sessions are all full?

If all mandatory PDP sessions are full, then you must attend the training on the September 1, 2009 staff day. This session will **not** count as part of the PDP obligation since attendance will occur during contractual hours.

34. Can I use an alternative for a mandatory PDP course?

No, mandatory PDP sessions prepare teachers for the upcoming school year to ensure that all teachers have the information required to successfully implement the curriculum.

DIVISION-SPONSORED COLLEGE COURSE OFFERINGS

35. How much does it cost to take a division-sponsored college course?

College courses sponsored by the division may be taken at no cost, providing the course is completed with a grade of "C" or higher. Should a grade lower than a "C" be received, the participant may be required to reimburse the School Board for the entire cost of tuition and related costs. **Note: *Only tuition is paid by the division. Books, materials, and any college or university fees (including parking) are the responsibility of the participant.***

36. How do I register for a division-sponsored college course?

To register for a college course through the division, one must register through the *Staff Information System* on the Intranet and agree to comply with the terms and conditions set forth in the electronic pop up window. You will be asked to complete an official university registration form and to sign and agree to comply with the terms set forth in a course participation agreement prior to the first day of class.

37. How many PDP hours will be received for a division-sponsored college course?

All PDP-approved college courses will receive 15 PDP hours, providing the course is completed with a grade of "C" or better. Grades are impacted by the attendance policy of the sponsoring college/ university. Mandatory course obligations still must be met. An official transcript must be sent from the sponsoring university to the License Renewal Office in the Department of Human Resources to receive credit towards license renewal.

38. How do I drop a division-sponsored college course once I have enrolled?

All courses may be dropped through the *Staff Information System* up to 48 hours prior to the start of class. To withdraw within 48 hours, the individual must contact Organizational Development at 263-1220. College courses must be dropped prior to the first day of class. After the first official day of class, university guidelines for dropping the course must be followed. Should the

university request payment for that seat, reimbursement from the participant will be required and paid to VBCPS for the cost of tuition.

39. If I am asked to compensate the school division for a college course I did not successfully complete, how will reimbursement be obtained?

The cost of tuition may be made in a lump sum, by check or money order, payable to Virginia Beach City Public Schools. If a lump sum payment is not possible, arrangements for restitution must be made through Business Services. Should employment be terminated prior to the full amount being paid, the entire unpaid balance must become due and payable.

40. Does the division automatically submit college course information to the state for license renewal?

No, each participant must submit an official transcript to the License Renewal Office in the Department of Human Resources.

41. Are college courses sponsored by the division considered as content courses valid towards license renewal?

Contact the License Renewal Office in the Department of Human Resources at 263-1155 for assistance in determining whether a particular college class can be used as a content area course towards license renewal.

42. I have completed a division-sponsored college course; yet, my PDP hours are not showing up on my enrollment history report. What does this mean?

PDP hours are automatically awarded, if a "C" or better is earned in the course. The status shows completed; however, the PDP hours for the college course are recorded under the PDP Summary on the *Enrollment History* page.

43. Can my college courses for an advanced degree or endorsement count toward my required division PDP hours?

Any non-division sponsored college course **directly related to a teacher's current and primary teaching assignment** and not referenced in the *PDP Catalog* can count toward required division PDP hours, if an *Alternative Request Application* is submitted and approved by the appropriate director, and submitted to Organizational Development with verification of satisfactory attendance and successful completion. **If license renewal points are desired, in addition to PDP hours**, then the PDP participant must send an official transcript to the License Renewal Office in Human Resources. **Note: PDP hours will not be awarded simply because an original transcript has been sent to the License Renewal Office.**

44. I am taking a non-division sponsored college course. Can I receive the full 15 PDP hours?

Any non-division college course **directly related to a teacher's current and primary teaching assignment** and not referenced in the *PDP Catalog* can receive up to 15 PDP hours per school year, if an *Alternative Request Application* is submitted and approved by the appropriate director, and submitted to Organizational Development with verification of satisfactory attendance and successful completion. **If license renewal points are desired, in addition to PDP hours**, then the PDP participant must send an official transcript to the License

Renewal Office in Human Resources. **Note: PDP hours will not be awarded simply because an original transcript has been sent to the License Renewal Office.**

PDP REGISTRATION

45. May I register for a PDP course from my home computer?

Yes, instructions for PDP registration from home or school are located on the VBCPS Intranet at <https://www.vbcps.com/Pages/PDP.aspx> by clicking on **PDP Registration Instructions**. The instructions are also located on the VBCPS Internet at <http://www.vbschools.com/PDP2010/index.asp> by clicking on **PDP Registration**. *Macintosh computers require the Firefox browser to access the VBCPS Intranet from home or off-site.*

46. Where do I go to register, online, for a PDP course?

The *Staff Information System* is for online PDP registration. It is located on the VBCPS Intranet at <https://www.vbcps.com/Pages/PDP.aspx> by clicking on **PDP Registration**. *Macintosh computers require the Firefox browser to access the VBCPS Intranet from home or off-site.*

47. Can I attend a session for which I am not registered?

No, teachers may not attend a session for which they have not officially registered and received an on-line confirmation. PDP hours may not be awarded for attendance at a session if an official registration has not taken place.

48. Can I register for more than one session of the same class?

No, duplicate enrollments waste resources and affect options available to your peers. Teachers may only enroll in one section of an offering. To enroll in a separate section individuals must first drop the course through the *Staff Information System*.

49. Can I enroll in a class, if I am not a member of the targeted audience?


PDP classes are designed for members of a select group of VBCPS employees. If an individual registers for a class, and he/she is not a member of the targeted/eligible audience, that individual may be removed from the course.

Non-targeted members may participate provided space is available and the course pertains to their current teaching assignment; however, materials purchased for the eligible population cannot be provided. Please, contact Organizational Development 48 hours in advance of the course start date to determine whether space is available and identify yourself as a non-targeted employee at 263-1220. **If the individual chooses to participate in the activity, only license renewal points not PDP hours may be awarded.**

50. How do I register for a division-sponsored college course?

To register for a division-sponsored college course, use the online registration, *Staff Information System*, on the Intranet and agree to comply with the terms and conditions set forth in the electronic pop up window.

51. How can I tell how many PDP hours I have?

Go to the VBCPS Intranet and login on *Staff Information System*. A listing of all your courses will appear by clicking on the *Enrollment History Training* link in the upper left-hand corner of the page. **All courses listed on your *Enrollment History Training* do not earn PDP hours.** **The courses that offer PDP hours have the following PDP icon in front of the course #:  D.** In order to see how many PDP hours each class is worth, select only the **completed** courses with the PDP icon, and tally the hours manually.

In November, a summary course for PDP, PDPD-0001-09-001, appears in the *Enrollment History*.

Division PDP Status Reports via the Office of Organizational Development will be made available to PDP participants several times during the school year prior to April 30, 2010. A PDP Hour Reconciliation letter will be sent to select PDP participants in May, and Pay Adjustment letters will go to those who have not met the PDP obligation in June.

52. May I leave a PDP course early or arrive late?

In order to receive PDP hours, participants must attend all sessions of the activity and remain in the session for its **entirety**. PDP hours cannot be awarded in segments and partial credit cannot be received.

53. What if I forget to sign-in?

The only documentation accepted for attendance is one's signature. If a signature is not on the sign-in sheet, it cannot be assumed the individual was not present. Word of mouth or witnesses cannot be accepted as documentation **except for written validation by the course instructor.**

54. Can you explain why I have requested registration for PDP classes that appear to be plenty of available openings; yet when I check later, the classes are full?

The *Staff Information System* on the Intranet does not display the enrollment status in real time. Instead, it is updated every four hours. When a request is made, it goes into a queue file and is time stamped down to the one hundredth of a second. When a 4 hour rollup window occurs, course registrations are processed in the order received by that timestamp. As a result, if someone requested the course before you, they would get that seat. **Check *Pending Request* when you register--it shows how many people have requested registration ahead of you.**

55. Whom do I call, if I have a question about the registration process?

Questions about the registration process may be addressed by calling the Office of Organizational Development at 263-1220.

DROPPING PDP COURSES

56. What do I do if I cannot attend a course for which I have registered?

If you know in advance that you will not attend a PDP offering, go to the Internet and withdraw from the offering through the *Staff Information System*. If the class needs to be dropped within 48 hours of the offering, contact Organizational Development at 263-1220.

57. What happens if I fail to attend a course and I did not officially withdraw from the offering?

If the course is not officially dropped through the *Staff Information System*, and/or Organizational Development is not contacted prior to the start of the class, “*No Show*” will appear on the *Enrollment History Report*. Additionally, notification of the absence will be sent to the principal and the appropriate director. If the school division is charged a per person rate for course delivery, you may be required to reimburse VBCPS for the cost of that seat.

58. How do I withdraw from a college course once I have enrolled?

College courses must be dropped prior to the first day of class through the *Staff Information System*. If the course occurs within 48 hours of the offering, please contact Organizational Development at 263-1220. After the first official day of class, university guidelines for withdrawing from the course must be followed. Should the university request payment, restitution for the cost of tuition will be made.

59. If I drop a college course after the first day of class and requested to reimburse the school division, how is reimbursement to be obtained?

The cost of tuition may be made in a lump sum, by check or money order, made payable to Virginia Beach City Public Schools. If a lump sum payment is not possible, arrangements for restitution must be made through Business Services. Should employment be terminated prior to the full amount being paid, the entire unpaid balance must become due and payable.

NON-DIVISION-SPONSORED PDP ACTIVITIES

60. What is a Non-Division-Sponsored PDP activity?

Non-Division-Sponsored PDP activities are approved opportunities directly related to a teacher’s **current** and **primary** teaching assignment; and occur outside of the division beyond normal contractual hours. Each of these opportunities has to be identified, and evaluated by the appropriate assistant superintendent/director of instructional services as meeting the objective and focus of the PDP. Because these activities occur outside the division, registration and costs are the responsibility of the individual. **The PDP includes three non-division sponsored PDP activity processes, each one different, depending upon the purpose, type, and the approval status of the activity.**

61. What is a PDP Pre-Approved Non-Division Sponsored Activity?

Non-division-sponsored activities identified and pre-approved by the appropriate assistant superintendent/director are listed in the *PDP Catalog*. These activities have been recognized as correlating with the theme, objectives and focus of the PDP. These activities are designated for a specified number of PDP hours within a teacher’s primary discipline. Pre-approved non-division-sponsored activities are located at the end of each discipline in the *PDP Catalog*. Click [PDP Pre-Approved Non-Division Sponsored Activity](#) to download and print the procedures and application.

62. How do I receive PDP hours for Pre-Approved Non-Division Sponsored PDP Activities?

To receive PDP hours for a Pre-Approved Non-Division Sponsored PDP Activity, teachers must complete the *Pre-Approved Non-Division-Sponsored PDP Activity Verification Form*. **Incomplete forms are returned.** Forward the completed verification form with documentation of satisfactory attendance and/or successful completion attached to the **Office of Organizational Development, ATTN: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed. It is not the responsibility of the coordinators or the sponsoring agency to submit attendance information to the Office of Organizational Development.** PDP hours for pre-approved activities are awarded as designated in the *PDP Catalog*. You are notified via email that your hours for your Pre-Approve Non-Division-Sponsored PDP Activity have been processed; and the hours will show in your *Enrollment History* under PDPD-0005-09-001. Call 263-1220 with questions.

63. Can I be awarded pay and PDP for a Pre-Approved Non-Division Sponsored PDP activity?

No. "In general the school board subscribes to the principle that no employee of the board shall be paid twice for the same work period," according to Virginia Beach City Public Schools School Board Policy 2-57. If pay is offered for participation in the pre-approved activity, then the PDP participant must decide whether pay or PDP is desired. Both cannot be earned for a single pre-approved activity. If pay is decided, then it is not necessary to complete the Pre-Approved Non-Division Sponsored Verification Form.

64. What type of verification is accepted for proof of satisfactory attendance and/or successful completion?

Certificates, original programs, transcripts or grade reports can be submitted for attendance/completion verification, if crafted from the sponsoring agency.

65. What is a PDP Alternative Request?

Activities not referenced in the *PDP Catalog* as a pre-approved non-division-sponsored activity may receive PDP hours, if an *Alternative Request Application* is submitted and approved by the appropriate assistant superintendent/director within 2 weeks of the starting date of the activity. Only activities that occur beyond normal contractual hours directly related to a teacher's **current** and **primary** teaching assignment, and address the focus of PDP may be considered for a PDP alternative. Click [PDP Alternative Request](#) to download and print the procedures and application.

66. How do I apply for a PDP Alternative Request?

Complete and submit the *Alternative Request Application* to the appropriate assistant superintendent/director **no later than 2 weeks** after the start of the activity. Notification regarding the approval/denial of the application is returned within seven working days. If approved, attend the event; forward the APPROVED form with documentation verifying satisfactory attendance and/or successful completion to **Organizational Development Attn: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed.** You are notified via email that your PDP

Alternative Request hours have been processed; and the hours will show on your *Enrollment History* under PDPD-0005-09-001. Call 263-1220 with questions.

67. Can I be awarded pay and PDP for a Alternative Request activity?

No. "In general the school board subscribes to the principle that no employee of the board shall be paid twice for the same work period," according to Virginia Beach City Public Schools School Board Policy 2-57. If pay is offered for participation in the alternative request activity, then the PDP participant must decide whether pay or PDP is desired. Both cannot be earned for a single alternative request activity. If pay is decided, then it is not necessary to complete the Alternative Request Application.

68. What is the maximum number of hours I can receive for a PDP Alternative Request?

Each individual may acquire up to 15 PDP hours per school year for a particular activity.

69. Can I use a PDP Alternative Request for a mandatory course?

No, mandatory PDP sessions prepare teachers for the upcoming school year and ensure that all teachers have the information required to successfully implement the curriculum.

70. What if a PDP Alternative Request is denied?

Should a request be denied, the employee has the option to submit in writing an appeal to the Assistant Superintendent of Curriculum and Instruction, Dr. Christine Caskey, within two weeks of the denial notification. **Note:** *To access the appeal process, employees must have followed all processes and procedures for the approval of the alternative.*

71. What happens after the appeal has been submitted?

An ad hoc committee will review the appeal and submit a written response to the employee after a decision has been reached. If the employee does not receive the ad hoc committee's decision in sufficient time before the activity begins, the applicant may choose to participate, recognizing that only license renewal points, not PDP hours may be earned.

72. Can my non-division-sponsored college courses for an advanced degree or endorsement count toward the division-sponsored 15 hours?

Any non-division sponsored college course not referenced in the PDP Catalog must receive approval from the appropriate assistant superintendent/director to count as a PDP alternative. Request must be submitted **no later than 2 weeks** after the start of the activity. Courses directly related to a teacher's **current** and **primary** assignment and address the focus of PDP are considered. At the conclusion of the alternative, documentation of satisfactory completion must be sent to Organizational Development. Should a grade lower than a "C" be received, PDP hours cannot be awarded. If license renewal points are desired, in addition to PDP hours, then the PDP participant must send an official transcript to the License Renewal Office in Human Resources. **Note:** *PDP hours will not be awarded simply because an original transcript has been sent to the License Renewal Office.*

73. How many hours can I receive for participating in the National Board Certification sponsored by the National Board for Professional Teaching Standards?

Teachers who notify Organizational Development and complete the National Board Certification Process can receive 15 PDP hours and may qualify for 7 site-based PDP hours upon consent of the principal. Hours are not awarded for going through preparation courses. Please contact Organizational Development for more details at 263-1220.

PDP ALTERNATIVE REQUEST FOR SCHOOL SITES

74. Can a school site submit an alternative request to earn division PDP hours?

Yes, a building principal can submit a PDP Alternative Request for School Sites, and if approved, the teachers involved (has to be ten or more) who successfully complete the activity can earn division PDP hours. Click [PDP Alternative Request For School Sites](#) to download the procedures and application.

PDP INDEPENDENT PROJECT

75. What are independent projects?

Independent projects are special assignments or tasks completed by an individual teacher at a school site or in a central office department that has a **direct and significant benefit to students, individual school programs, and/or the school division. Independent projects result in the creation of an end product.**

Examples of school-based projects include planning/leading after-school book studies, development and delivery of before- or after-school workshops or in-services, and the development of parent resources (e.g., guide for parents on strategies to assist their children with homework). Examples of division-based projects include development of division-wide training materials and unit development.

76. How do I get credit for an Independent Project?

The PDP Independent Project procedures were carefully crafted and to which must be strictly adhered in order to earn credit. Click [Independent Project](#) to download the procedures and application.

INSTRUCTORS

77. Can I get credit toward the 15-hour division requirement for teaching PDP sessions?

Yes, teacher instructors may choose to receive PDP hours in lieu of pay for one session of each PDP course they teach. Instructors will receive monetary compensation for additional sessions.

78. If I choose to have a course I teach count towards my PDP requirement, can I still receive my preparatory pay?

Yes, you can still receive the one hour of preparatory pay for each core course taught; however, no preparatory pay can be received for additional sessions of the same core course taught by the same instructor.

79. If I co-teach a PDP course, can we both receive pay?

Yes. If more than one instructor is required to teach a class, both instructors are paid \$30.00 per hour + \$25.00 preparatory fee for teaching the PDP course. No preparatory pay can be received for additional sessions of the same core course taught by the same instructor.

LEAVE

80. Can I use sick leave? If so, what are the procedures?

Given that the time frame for completion of PDP hours is from **June 20, 2009** – April 30, 2010 in most cases, participants will be able to make up the time lost at some point during the school year. Sick leave is to be granted only under extenuating circumstances on a case-by-case basis. Individuals need to send an appeal in writing with supporting evidence to Joanne Lucas in the Office of Organizational Development to determine eligibility.

81. Can I use personal reasons leave instead of participating in PDP?

Personal reasons leave will not be approved in place of attending PDP activities; however, personal reasons leave may be used to attend an approved alternative provided documentation is submitted verifying personal reasons leave was used to attend the approved alternative activity.

82. Can I use professional leave to take a PDP course?

No, professional reasons leave cannot be used to fulfill PDP hours. All PDP hours must be obtained beyond contractual hours.

83. If I am on parental leave or extended sick leave, do I have to attend any PDP activities?

Teachers returning to work after taking an extended leave will be handled on a case-by-case basis. The date the teacher leaves and returns to work will be a primary factor in the decision. The teacher will work with Human Resources to determine the level of requirements and the resolution.

LICENSE RENEWAL

84. Do PDP hours count for license renewal points?

Yes, PDP hours are converted to license renewal points.

85. Do license renewal points count for PDP?

No.

86. What is the difference between PDP hours and license renewal points?

PDP hours are a contractual requirement set by the division for each 10 month teacher to assure focused professional development occurs within the teacher's primary teaching assignment.

License renewal points are a requirement set by the Virginia Department of Education to renew a license to teach within the state. Not all license renewal points qualify for PDP hours; however, all PDP hours are converted into license renewal points as long as the PDP summary total is 5 or more. One could obtain

license renewal points in areas for which they are certified; however, one obtains PDP hours in the primary teaching assignment.

87. **When will the PDP hours be exported and show on my license renewal report?**
PDP hours will appear on your license renewal report beginning in November 2009, and will be updated throughout the PDP window that closes on April 30, 2010). To see the actual number of PDP hours acquired, check the *Enrollment History Report*. **The courses that offer PDP hours have the following PDP icon in front of the course#: ♦D.**

Questions regarding license renewal should be directed to Patti Scruggs, License Renewal Analyst, in the Department of Human Resources at 263-1155.

88. **Are division-sponsored college courses automatically reported to the License Renewal Office?**
No, the individual seeking license renewal must see to it that an official transcript is sent from the sponsoring college/university to the License Renewal Office.

SITE-BASED BUILDING LEVEL PDP--THIRD DAY

89. **What is site-based PDP, and is it mandatory?**
Site-based PDP activities are determined at the building level and based upon the school's Plan for Continuous Improvement. Yes, it is mandatory because it is a part of the PDP contractual obligation each school term. PDP participants are required to earn 7 site-based PDP hours.
90. **Are part-time teachers required to attend the site-based day of training?**
Yes, a part-time teacher must attend the site-based day in full unless he/she was hired after October 23, 2009.
91. **Does undergoing the National Board Process satisfy site-based hours?**
Individuals undergoing the National Board Process can receive 7 hours of site-based providing they submit the alternative application to the principal and have his/her approval.
92. **Which school should an itinerant teacher attend for the Third Day of the PDP?**
The itinerant teacher attends at his/her designated home school. The home school is identified as the location where an individual receives a paycheck statement.
93. **What are my options if the principal has already conducted the Third Day site-based training before I was hired?**
The principal will provide opportunities for the employee to complete the third day requirement. The principal may coordinate the employee's attendance at another school's third day activity or suggest the new teacher apply for an alternative by submitting a *PDP Site Based Third Day Alternative Request Application* to the appropriate assistant superintendent for prior approval. Click [Site-Based Third Day Alternative Request](#) to download the procedures and application.

94. **May I attend a division-sponsored course as an alternative to satisfy my site-based requirement?**
No, site-based alternatives must focus upon instructional strategies, which directly promote student achievement and correspond to the site's Plan for Continuous Improvement.
95. **Can I take sick leave or personal reasons leave on the site-based day of training?**
The principal, on a case-by-case basis, will address extenuating circumstances.
96. **If I attend more than 15 hours of division-sponsored training, can these hours be counted towards my site-based (Third Day) of professional development?**
No, site-base professional development must focus on instructional strategies that support the school's Plan for Continuous Improvement and is approved by the Department of School Administration.

TEACHERS NEW TO VIRGINIA BEACH

97. **If I am hired after the school year begins, do I have to attend any PDP training?**
Full time new teachers hired on or before October 23, 2009 must earn 15 hours of **division-sponsored** PDP and 7 hours of **site-based** (building level). If hired part-time, then see FAQ #7.
98. **If I am hired after September 1, 2009 when can I do my mandatory training?**
Teachers hired after September 1, 2009 must meet all mandatory training requirements and is expected to attend a make-up session. Please contact your coordinator immediately for dates, locations and times for makeup mandatory training sessions.
99. **Are novice teachers (*teachers with zero years of teaching experience*) new to the division required to meet the PDP obligation?**
Novice teachers will not be required to meet the division PDP obligation for the first three years of teaching while on probationary status (P1, P2, P3). **The novice teachers are expected to meet the site-based PDP obligation.** This begins with novice teachers hired for the 2009-2010 school year.
100. **Are experienced teachers (*teachers with one or more years of teaching experience*) new to the division required to meet the PDP obligation?**
Yes, experienced teachers new to the division are required to meet the division and site-based PDP obligations.
101. **Can teachers new to the division rollover division PDP hours?**
No, teachers on probationary status (P1s, P2s, P3s, **PCs**) are not eligible to rollover PDP hours.

102. How can I meet the site-based obligation, if the principal conducted the site-based day of training prior to me joining the staff?

The principal will provide opportunities for the employee to meet the site-based obligation. The principal may coordinate the employee's attendance at another school's third day activity, or suggest the new teacher apply for an alternative by submitting a *PDP Site-Based Third Day Alternative Request Application* to the appropriate assistant superintendent for prior approval. Click [Site-Based Third Day Alternative Request](#) to download the procedures and application.