

Professional Development Handbook

Revised 2025



COPESD
TO ENGAGE LEARNERS IN WAYS
THAT FOSTER GROWTH & SUCCESS

Purpose of Professional Learning

The purpose of the professional development section of the handbook is to provide the professional staff of Cheboygan-Otsego-Presque Isle Educational Service District with a reference guide regarding professional development. The handbook should answer most questions regarding professional development procedures at COP. This document is reviewed each year and modified as needed by the PD Committee. When modifications are made, the professional staff will be notified.

Philosophy

Continued professional learning is needed to build and expand staff expertise and to deliver high quality services to the districts and children we service. A professional development committee has been established by the master agreement in order to support staff professional development.

Professional Development Committee

1. This committee, called the Professional Development Committee (PDC) will consist of a minimum of two (2) no more than three (3) professional employees chosen by the Federation and one (1) no more than two (2) administrators.
2. The employees selected by the Federation to serve on the PDC will be compensated on an hourly per-diem basis for duties performed.
3. This committee shall meet, at a minimum, three (3) times during the academic calendar.
4. Either the professional employees or administrator representatives may schedule these meetings.

The major duties and functions of this committee consist of the following:

1. Assist employees in developing viable growth activities
2. Set policies that shape and determine activities of employee professional development plans and resolve any questions or concerns
3. Establish parameters and policies for professional development plans not already specified in the agreement
4. Review, approve or assist in the development of a proposal for an extra paid workday
5. Evaluate the effectiveness of the COP employee professional development system established in this contract.

6. Review plans and assist in development when requested by employee.
7. Assist in developing, updating, and maintaining the Professional Development Handbook.
8. Review and consider requests for approval of growth incentives by qualified professional employees
9. Other duties and responsibilities as agreed to by the Federation and the Superintendent.

Individual Professional Development Plan

Each professional staff member collaboratively with their supervisor will develop and submit a professional development plan to their supervisor for approval. The plan should include the following:

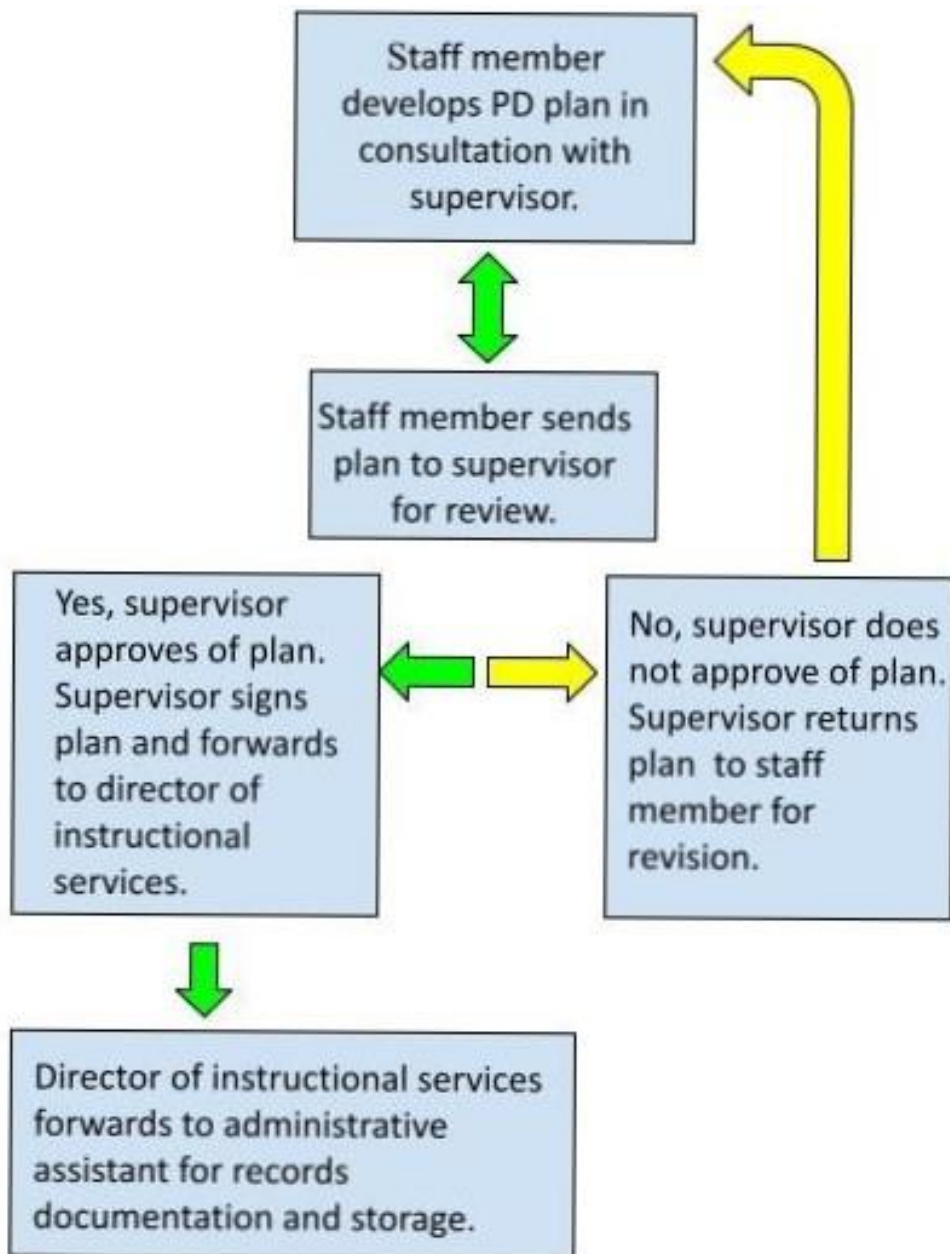
- be related to your educational field and job responsibilities
- have objectives that are specific to your role and support the ESD strategic plan
- include intended outcomes and implementation plan
- have up to a three year timeline of completion

Appropriate activities to include in your plan may include:

- college courses
- conferences and workshops
- mentoring/school committees, school improvement
- online learning/courses

New PD plans need to be updated and approved at least every three years. See PD plan flow chart, [template](#) and [sample](#) plans.

PD Plan Flow Chart



Individual Professional Development Funds

All staff with an approved PD plan will have \$1,000 placed in an individual account to be used to support their planned activities. Expenditures for food are limited to meals only.

Use of PD monies in the retirement year is to be prior to March and related specifically to job duties.

1. Staff is to consider the number of student contact days that will be missed when deciding the importance of any particular activity requested.
2. Rather than a set number of non-contact days, staff is to be reasonable in the amount of missed contact with students. Staff should consider their absences, snow days, meetings, and days of the week when considering attending professional development activities.
3. The PD Committee considers it reasonable as less than ten days missed contact days with students.
4. Staff is expected to share transportation and lodging when appropriate when attending PD in the same location.
5. The expectation is that staff will use COP fleet cars when possible.

Professional Dues

Up to \$300 is available to each professional staff member to pay for:

- Professional memberships
- Subscription to professional publications
- Please see your supervisor about questions you have regarding professional dues funds.

Procedures to Access PD Funds

The PD committee has outlined the following procedures to access individual PD accounts:

1. Complete and submit a [PD Prior Approval Form](#)
 - a. This form is submitted to the direct supervisor via email when time in a district is missed. The supervisor will approve or deny the PD request.
 - b. All activities must relate to the PD plan.
 - c. Upon approval of your request, you will receive a PD approval email.
 - d. PD needs to be reflected on your Google calendar.
2. After approval of activity, use your purchasing card to register/reserve lodging, etc.

3. If you are taking a college course you will need to submit for reimbursement after the course is completed. (*purchase cards are not allowed to be used for this purpose*)
4. Complete and submit a [Post Approval Form](#)
 - a. Upon completion of the activity, submit a Post Approval Form and the corresponding finance forms with receipts to your supervisor.
5. Upon completion of college courses, complete and submit a [Mileage and Expense Reimbursement Form](#) to your supervisor.
 - a. Detailed receipts must be attached for reimbursement.
 - b. College courses will need grade verification and a tuition bill to be processed.

Procedures to Request Additional PD Funds

1. Schedule a meeting with your Supervisor to discuss your request for additional funds
2. Upon approval complete prior approval form and submit to supervisor.
3. Supervisor submits the signed prior approval form to the Superintendent.

Timeline to submit applications to Superintendent: Nov. 1 and Feb. 1.

Growth Incentives

- A. Growth incentives shall be available to professional staff that satisfy the following criteria:
 - a. Have thirteen or more years of credited service
 - b. Be at or above the MA or BS +45 level on the salary schedule
 - c. Have three or more credited years since the last professional growth incentive
 - d. Have an approved Professional Development Plan, and have completed two (2) semester hours of credit or fifty (50) hours of documented instruction. Documentation may include:
 1. Transcripts
 2. Michigan Online Educator Certificate System Print out
 3. Certificate of Attendance with date and hours documented
 4. Other written documentation per supervisor approval

- e. All credits/CEUs taken for this purpose shall be approved by the supervisor using criteria established by the PD Committee and deemed relevant to the individual professional responsibilities.
- B. Growth incentives shall be cumulative and will be computed each year thereafter up to a total of twenty-seven (27) years, (5 steps). To move beyond step 12, an eligible employee must meet the criteria for a growth incentive and be approved by the professional development committee by August 15 each year.
- C. Submit intent to apply by April 1 to the Superintendent. All requests and documentation must be submitted to the Superintendent, on or before August 1st for review by the professional development committee each year to be considered for a growth incentive step for the upcoming school year. No requests will be accepted after this date.

Records

The supervisor will keep a file on each staff member of professional development activities. This file is unofficial and may be incomplete. These files are kept for record keeping purposes only. In addition, staff should keep a record of their own PD activities and include any professional development information they believe is important in their own file.