

## GUIDELINES FOR PROFESSIONAL GROWTH PROCEDURES 2019-20

1. Earning 15 approved quarter credits make a staff member eligible for a lane change (1.0 semester credit x 1.5 = 1.5 quarter credits). Transfers can be made at the beginning of each quarter.
2. To change lanes, the staff member must obtain and submit an “Intent to Change Lane” form on or before the cut off date for the time of the proposed change. These forms are available on the District’s website or from a Professional Growth Committee member. The form can also be obtained on the staff website under HR Forms. There is no penalty for failing to fulfill the stated intent: however, without such intent, no lane change will be granted. If you fail to qualify by the stated time, you must indicate your desire to continue your request with your building representative by the scheduled due date or it will lapse. In that case, you must refile at a later date. Intent forms are due September (see reverse side for specific due dates) for a second quarter change; October for a third quarter change; January for a fourth quarter change; and May for a Fall lane change.
3. Official transcripts are necessary as final evidence of college credit; however, grade slips are temporarily acceptable for initiating lane changes. You will not receive a salary advancement for the Fall lane change unless an indication of course completion (grade slips or transcripts) is submitted by “B” Status due date. Transcripts are due by the “A” status due date. **Please note that all “e-transcripts” must be sent directly to your building representative from your college/university via email for verification and printing of your official transcript.**
4. If you are unsure whether a course will be acceptable according to the criteria of XX, Section 4 of the Master Contract, see your building representative.
5. No more than 4 local credits can apply to a given lane change, except as noted in Section 4, paragraph C6 of Article XX of the Master Contract. The number of local credits must be determined before the course or workshop is offered or travel undertaken. If prior approval is not obtained, local credit may be denied. No more than a career total of 6 credits for travel shall be allowed for any individual teacher. A certificate of approval will be issued for all approved local credits, and members are required to place them in their personnel files.
6. Each staff member’s professional growth file is maintained in the building where the staff member works or has his or her “home base”. However, only copies of transcripts will be maintained in building files. All official transcripts will be stored in district personnel files. It is the responsibility of each staff member to keep an updated file.
7. Regular committee meetings are held 5 times each year. Meeting dates are listed on the back of this guideline sheet. Each meeting is followed by the printing and distributing of the minutes of the meeting. Read them. They are the mainstay of communication between the committee and the rest of the staff.
8. The Professional Growth Committee requests that all staff become familiar with the contents of the Professional Growth Program (Article XX) of the Master Contract.
9. Keep an updated duplicate file at home.

## 2019-20 PROFESSIONAL GROWTH DEADLINE-DUE DATES

Friday, September 6, 2019	first quarter grade slips due second quarter intents due	("B" status) ("C" status)
Friday, October 25, 2019	first quarter transcripts due second quarter grade slips due third quarter intents due	("A" status) ("B" status) ("C" status)
Friday, January 17, 2020	second quarter transcripts due third quarter grade slips due fourth quarter intents due	("A" status) ("B" status) ("C" status)
Friday, March 13, 2020	third quarter transcripts due fourth quarter grade slips due	("A" status) ("B" status)
Friday, May 8, 2020	first quarter 2019 intents due	("C" status)
September 12, 2020	first quarter grade slips due second quarter intents due	("B" status) ("C" status)

## 2019-20 BUILDING REPRESENTATIVES

BRIDGEWATER:	Brenda Hand, Sarah DeVries, Gail Kohl
GREENVALE PARK:	Sari Zach, Briana Bulfer
SIBLEY:	Anita Sasse, Lindsey Downs
MIDDLE SCHOOL:	Jane Weiland, Erin Brush, Natalie Amy
SENIOR HIGH SCHOOL:	Mark Auge, Michelle Bauer
ALC/LONGFELLOW:	Cheryl Mathison

## 2019-20 PROFESSIONAL GROWTH DATES FOR DISTRICT MEETINGS

These Tuesday meetings are at 3:45 at Greenvale Park Elementary School (room 134).

September 10, 2019	October 29, 2019	January 21, 2020
March 17, 2020	May 12, 2020	

Lane change intent forms are available on the district website:

"Staff" (apple at the top of the web page)

"HR Forms"

"Internal HR Documents"

Under the section "Professional Growth Committee/Lane Changes" click on  
Application for Lane Change  
Pro-Growth Committee Guidelines 2019-2020