
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____

Item: Approval of Secondary Programs Qualifying PD Advisory Committee

Submitted by: Tiffany Duncil

Date: 7/16/25

Recommended by: Sue Gardner

SG.

Board Meeting Date: 8/18/25

RECOMMENDATION:

It is recommended that the board approve the appointment of the following individuals to a Kent ISD Qualifying Professional Development Advisory Committee for Kent ISD Secondary Programs.

Secondary Programs Committee:

- Ben Bell – Blended Learning Instructor, MySchool@Kent
- Tiffany Duncil – Parent Representative
- Joanne Fedewa – Special Education Teacher Consultant, KCTC
- Pete Gonzalez – Support Staff, KCTC
- Ron Houtman – Director of Strategic Planning & Organizational Initiatives, Kent ISD
- Joe Phillips – Instructor, KCTC
- Debra Rajaratne – Instructor, KCTC
- Andrea Reynolds – Career Development Facilitator, KCTC
- Deborah VanDyke – Counselor, MySchool@Kent
- Toni Verburg – Parent Representative
- Todd Bowmar – Blended Learning Instructor, MySchool@Kent
- Craig Weigel – Principal, MySchool@Kent & Launch U

BACKGROUND:

Section 101(10) of the State School Aid Act (MCL 388.1701(10)) allows local education agencies to count up to 38 hours of professional development for teachers as hours/days of pupil instruction if all requirements are satisfied (see below). Professional development of any length may count as instructional hours as long as it exceeds 5 hours in a single day per subsection 10(a). Currently, our Kent ISD Secondary Programs school calendar allows for 3 such days of professional development during the school year to be counted as instructional time.

There is no application process to use professional development as instructional hours/days. However, the district must maintain documentation that all legal requirements have been met. Below, please find a list of the requirements:

- **A district-wide professional development advisory committee appointed by the district board recommends at least 8 hours of the professional development.** The advisory committee composed of teachers employed by the district who represent a

variety of grades and subject matter specializations, including special education; nonteaching staff; parents; and administrators. The majority membership of the committee shall be composed of teaching staff.

- The professional development hours are used to offset instructional time for pupils whose teachers were scheduled to participate in the professional development.
- At least 75% of teachers scheduled to participate in the professional development are in attendance.
- The professional development is aligned to the school or district improvement plan for the school or district in which the professional development is being provided.
- The professional development is linked to 1 or more criteria in the evaluation tool developed or adopted by the district or intermediate district under Section 1249 of the Revised School Code, MCL 380.1249.
- The department has approved the professional development and confirmed it may be counted for state continuing education clock hours (SCECHs).
- Not more than a combined total of 10 days of the professional development takes place before the first scheduled day and last scheduled day of school for that school year.
- No more than 10 hours of qualifying professional development takes place in a single month.