

2026-27 LCSD PD LANE ADVANCEMENT GUIDELINES & REQUIREMENTS - Changes from current practice in green

As a result of negotiations in the spring of 2026, the value of a lane advancement increased significantly, and so the expectations for earning an advancement should logically become more rigorous. Beginning July 1, 2026, lane advancement on the certified schedule shall be subject to the following guidelines and requirements. These guidelines and requirements are subject to change as part of annual compensation negotiations:

- Employees in “ghost lanes” as of July 1, 2026 are not eligible for lane advancement
- Each lane advancement increment is 8 credits
- College and university credits count toward lane advancement on a 1:1 basis
- PD hours count toward lane advancement on a 30:1 basis (30 hours of documented PD hours = 1 credit)
- Employees may apply for a lane advancement twice a year, September and February each year
- Any credits submitted for lane advancement must be earned within the past 7 years as of the time of submission, if this is your first lane advancement, OR must be earned since your last lane advancement. Carry over credits will always be honored on the next PD submission.

2026-27 Transition Plan: In order to support a transition to these new guidelines, the district will accept PD hours earned prior to July 1, 2026 at a 15 hours to 1 credit basis, on a one-time basis, per the following requirements:

- Employees must turn in PD hours that have never been submitted and applied to a previous lane advancement, and that were earned prior to July 1, 2026, to HR no later than 4pm on Friday, August 7, 2026 via email as a single PDF, or via hard copy. This submission does not need to have a cover sheet. Please reference “PD Hours Coupon” in the subject line.
- HR will convert these hours to credits using a 15 hours to 1 credit ratio, up to a maximum of 120 hours or 8 credits (1 lane). PD hours beyond this maximum amount may be submitted per the new guideline of 30 hours to 1 credit.
- HR will issue the employee a PD Hours Coupon that will show the credits available for use as part of future lane advancement.
- The employee may submit the coupon with their next lane advancement.
- Late submissions will not be accepted.
- HR is unable to reprint district PD certificates that the employee may have misplaced.

The following chart outlines the different types of professional development and when and how or if they count toward PD lane advancement. Credits submitted after July 1, 2026 that do not meet the following requirements will not be considered for advancement:

#	Category	Description	Examples	When does it count toward lane advancement?	Counted in increment of	How is it documented?	When may it take place?	Referenced in contract?
#1	Administrative Tasks	Activities mandated by the administration that are necessary for the maintenance and operation of the school. This may include, but is not limited	Vector trainings, safety trainings, procedures training, event planning	Never	N/A	N/A	Professional Development days Other individual work time on or off contract	Yes 7.6.C.i.1

		to, paperwork, data entry, and compliance trainings.						
#2	District Directed Professional Development	Learning activities specifically designed and required by the district that aim to enhance professional skills according to district-wide educational goals and standards.	Training provided by district staff and outside vendors to school staff in a group setting.	Always, and when earned during your tenure as an LCSD employee	PD hours	LCSD PD certificate	Professional Development days Off-site conferences or trainings mandated by the district	Yes 7.6.C.i.2
#3	Individually Directed Professional Development	Learning activities chosen by the individual teacher that align with their personal and professional growth goals. These activities are self-selected and should be conducive to advancing the teacher's effectiveness in their subject area or instructional methodology.	Online, self-paced training courses included in professional development catalog	When selected from approved professional development catalog, and when earned during your tenure as an LCSD employee Catalog is updated once a year	PD hours	Certificate provided by vendor	Professional Development days during self-directed time Other individual work time on or off contract	Yes 7.6.C.i.3
#4	Individually Directed Work Time	Time allocated for teachers to independently manage their workload including lesson planning, grading, and preparing classroom materials.	Grading	Never	N/A	N/A	Professional Development days during self-directed time Other individual work time on or off contract	Yes 7.6.C.i.4
#5	Team Directed Professional Development	Collaborative learning activities chosen by departmental or grade-level teams focusing on specific educational strategies, curriculum development, or project planning that benefits the whole team.	Team-directed self-study on a certain topic	When selected from approved professional development catalog, and when earned during your tenure as an LCSD employee Catalog is updated once a year	PD hours	Certificate provided by vendor	Professional Development days during self-directed time Other individual work time on or off contract	Yes 7.6.C.i.5

#6	Team-Directed Work Time	Time allocated for departmental or grade-level teams to collaboratively work on specific projects or tasks that benefit their collective instructional responsibilities. This may include, but is not limited to, curriculum mapping, assessment design, resource development, and planning for integration of interdisciplinary teaching methods. This work is planned and executed by the team, allowing for shared input and collaborative effort to enhance student outcomes and instructional practices.	Lesson and unit planning	Never	N/A	N/A	Professional Development days Other individual work time on or off contract	Yes 7.6.C.i.6
#7	College or University Credit	Post-bachelor's study through an accredited college or university	Graduate school courses to earn Master's degree	Always	Credits	Transcript	Professional Development days during self-directed time Other individual work time on or off contract	No
#8	Off-site conferences and trainings	Conferences or trainings related to the teacher's area of instruction that are initiated by the educator. This category does not include off-site conferences or trainings mandated by or initiated by the district.	Annual conference for music educators	Conference and training hours in this category may be applied toward lane advancement only with prior approval from the LCSD building principal. To be eligible for lane advancement credit, the educator must contribute either: Their own time (e.g.,	PD hours or credits	Certificate provided by vendor or Transcript by college or university	Contract time Other individual work time on or off contract	No

				attending outside of contracted work hours or while using PTO), and/or • Their own funds (e.g., paying registration fees, travel costs, or other associated expenses). In other words, hours may count toward lane advancement when the training is completed on the educator's time and/or at the educator's expense. Professional learning hours may not be used for lane advancement when the district provides both: Payment of associated fees and travel expenses, and Professional Leave for attendance during contracted work time. When the district provides both the time and the funding ("district time and district dime"), the hours are not eligible for lane advancement credit. If an educator chooses to pay to convert otherwise ineligible professional development hours in this category into college credit, those college credits are eligible for lane advancement under #7, regardless of whether the district paid expenses associated with the training or provided paid release time.				
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