

# STANBERRY R-II SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN

## **Goals and Objectives:**

The Stanberry R-II Board of Education values professional development for its faculty and support staff and is committed to providing systematic professional development for beginning and practicing teachers and support staff. THE BOARD WILL SUPPORT THE PROFESSIONAL DEVELOPMENT COMMITTEE, WILL PROVIDE A PROFESSIONAL DEVELOPMENT PLAN FOR BEGINNING TEACHERS, AND WILL PROVIDE IN-SERVICE OPPORTUNITIES FOR ALL PRACTICING TEACHERS AND SUPPORT STAFF. Adequate time and funds will be in the district's yearly calendar and budget to support the programs.

- I. For the purpose of providing a sound and effective professional development program; the Stanberry R-II School District defines professional development as:

The educational improvement experiences gained by all school related personnel participating in activities which are systematically planned and implemented toward the goal of improved instruction.

More specifically, professional development:

1. Is expanding one's academic knowledge and experience to help students grow.
2. Should promote growing personally; thereby enhancing the learning of others.
3. Consists of setting personal and professional goals and establishing the means to achieve those goals.
4. Expands the growth of staff unity and of each individual within that group.
5. Provides a continuous process of learning throughout one's career.
6. Is experiences related to current and future job responsibilities.
7. Is a definite plan of action developed by the school system and its employees and is an integral component of a comprehensive plan for improving the school.
8. Integrates certification, license, and tenure renewal into the professional development plan.

## II. The Professional Development Committee

The membership of the Stanberry R-II District Professional Development Committee shall consist of 5 members. It shall be a standing committee developed according to the following guidelines and having the following purposes and responsibilities.

### A. Guidelines:

1. The District Professional Development Committee shall be members of the Stanberry R-II School District faculty. Two members shall be members of the high school faculty (one Junior High, one High School), two members shall be members of the elementary faculty (one Intermediate, one Primary), and one member should represent K-12 faculty. The superintendent will serve as an ex-officio member for the purpose of promoting communication and facilitating the work of the committee.
2. All Professional Development Committee members shall serve a three-year term. The PDC Chairperson will be in charge of overseeing the election of new members. Teachers will be elected by a vote of their peers in January. Training will be accomplished by March 31<sup>st</sup>, and service will begin on April 1<sup>st</sup>.
3. The District, with approval of the District PDC committee, has the option of training their PDC members themselves or of sending them to programs presented by colleges, universities, associations, or organizations.
4. The members of the District Professional Development Committee shall select a chairperson and a vice-chairperson. The chairperson must have one year of experience on the committee, and will serve a two-year term. The vice-chairperson officiates in absence of the chairperson and also assumes the record keeper role.
5. The committee shall meet at least three times per year, or as the chairperson deems necessary. The following meetings, with agenda priorities, are mandatory:

#### A. Meeting #1 (August In-service Days)

- a. Finalize amount available for PDC activities and verify that the PDC has been given 1% of the basic formula allocation to be spent on PDC activities.
- b. Final decision on district-wide professional development needs for the year.

- c. Finalize cost estimates for those district-wide professional development needs.
- d. Establish the amount of PDC funds available for building activities (half to be distributed to the High School building committee, half to be distributed to the Elementary building committee).
- e. After the PD district-wide required expenses have been set for the school year, and the building PD activities set, any teacher may request funds for workshops or classes. The amount of money allowed per person will depend upon the amount of money available and the number of teachers requesting PD funds. If a teacher does not use their allocated funds, it will then go toward those workshops of the remaining teachers (evenly distributed) or used by the PD to benefit the entire staff. Each teacher will be approved for no more than 3 credit hours per year from PD funds.

B. Meeting #2 (Before October Board of Education Meeting).

- a. Approve yearly plans for PDC from Building Committees.
- b. Approve yearly focus from Building Committees.
- c. Verify that the use of PDC funds, by both the District and Building committees, relate to PDC opportunities needed through the assessment of student data, as outlined in the district's CSIP.
- d. Prepare report for Board Meeting regarding Professional Development Activities for the year.

C. Meeting #3 (After April 1<sup>st</sup>, but before May 15<sup>th</sup>).

- a. Establish officers for the new PDC committee.
- b. Review preliminary financial information for the next year's PDC activities.
- c. Inform building committees of financial estimates for Building PDC activities for the next year.
- d. Review any changes in the district's PDC plan.
- e. Review survey results and input received regarding the needs assessment and the effectiveness of the PDC committee.

- 6. Two Building PDC Committees (one high school, one elementary) will be established to carry out building PDC activities. The principal and the two building representatives on the District PDC committee will make up each building committee. The principal may add additional members to this committee, as he/she deems

necessary. It is the responsibility of these Building PDC committees to:

- A. With input from all staff members in the building, develop PDC activities for teachers in that building.
  - B. Assure that all PDC activities are driven by student performance data and tied to the goals and objectives of the CSIP.
  - C. Develop a yearly PDC focus, of which most PDC activities will be centered around.
  - D. Work with the Superintendent and the PDC Chairperson regarding funding issues as they relate to PDC activities.
  - E. Prepare a building summary (before the October Board of Education Meeting) to be submitted to the District PDC committee, and then approved by the Board of Education. This summary shall include: a) a tentative list of PDC activities for the building during the school year, and estimated amount of financial assistance needed for each activity, b) the PDC focus for that building during the school year, c) establish how planned activities are tied to the District's CSIP plan, and d) any other pertinent information regarding PDC activities for the building.
7. The Professional Development Plan will be reviewed annually at the March or April SEA meeting. Also at this time the evaluation of the effectiveness of the PDC and the needs assessment of Stanberry R-II School District will be surveyed. In addition, the staff and faculty will be informed regarding policies or procedures for reimbursement of professional development activities or release time. The PDC Committee on a request-by-request basis determines these policies or procedures. The PDC Committee will be responsible for presenting the faculty suggestions, ideas, and recommendations to the building committees and other proper authorities.
  8. All PDC activities, District or Building, should relate to the objectives of the board approved CSIP. A general summary of these activities will be shared with the Board of Education each year in October. In addition, the board will evaluate the PDC Committee and activities through their regular board evaluation schedule.
- B. Training should address the following topics:
1. Role and responsibilities of committee members.
  2. Guidelines for group interaction.

3. Need for confidentiality and ethical responsibility.
  4. Methods of assessing the in-service needs of a school district.
  5. Resources for services related to professional development.
  6. How to evaluate professional activities and how to use the results.
  7. The criteria used in the performance based teacher evaluation system.
- C. Purposes and Responsibilities for PDC

The six responsibilities of the PDC are stated according to the law. The PDC shall (1) work with teachers new to the district in identifying instructional needs and concerns, (2) assess faculty needs, (3) serve as a resource for instructional purposes, (4) develop in-service opportunities for school staff, (5) present to the proper authority faculty suggestions, ideas, and recommendations within the district, and (6) provide procedures to request PDC funds.

1. New Teacher Assistance

- A. The Excellence of Education Act suggests the amended rule for teacher certification require that the professional development plan include a mentor program. Detailed information regarding the mentor program can be found in the superintendent's office or from the PDC chairperson.

The Supervising Principal shall assign a mentor teacher to each newly hired beginning teacher. The PDC Chairperson or their appointed representative, the beginning teacher, administrative member, mentor, librarian, and counselor shall form a team to assist the beginning teacher to polish his/her skills and improve his/her chances of becoming a successful educator.

The PDC shall also be responsible for a professional development plan for each faculty member with no prior teaching experience. The plan will address the teacher's first two years in the classroom. The plan will respond to the individual needs of the teacher. The first semester of the plan shall consist of basic orientation needs. At the beginning of the second semester the plan will be expanded by the new teacher mentor to include individual needs based on the PBTE. The plan will continue to be adjusted

by the new teacher and mentor as needed throughout the teacher's first two years.

A copy of the initial plan and all subsequent revisions shall be filed in the supervising principal's office.

- B. A teacher handbook will be given to any teacher entering the school district for the first time. A copy may be obtained from the PDC chair.

2. Assess Faculty Needs

The law requires a district's PDC to assess the in-service needs of practicing teachers. The needs assessment shall be conducted annually and will be designed to assess the instructional concerns and the faculty needs.

- A. The committee will collect and analyze the results of the needs assessment, will set objectives, and will select actions to meet the faculty needs.
- B. The PDC will assess the success of the district's professional development plan on an annual basis.

3. Serve as a Resource for Instructional Purposes

The PDC committee will be available to assist Stanberry R-II staff with any problems arising through the educational process.

4. Develop In-service Opportunities for School Staff

Activities offered to the Stanberry R-II School District include, but are not necessarily limited to, the following:

- A. Information will be provided by the PDC on available college courses to the faculty.
- B. The PDC will promote and advertise professional growth opportunities on a district-wide basis.
  - 1. Reminder Memos and Bulletin Announcements
  - 2. Faculty Meeting Announcements
  - 3. E-mail messages

- C. The PDC will serve as confidential consultants, either individually or in committee, to any teacher upon request.
- D. The PDC will serve as communicators between the faculty and the superintendent on matters of professional concern.
  - 1. Meet with superintendent for discussion for each year's professional growth plan in the spring prior to the next year.
    - a. Discuss activities.
    - b. Discuss budget allocations.
  - 2. Meet with superintendent throughout the year when deemed necessary.

5. Faculty/Administration Liaison

The PDC committee will present to the proper authority any faculty suggestions, ideas, and recommendations within the district.

6. Request for PDC Funds

The faculty will be advised of the procedures to request PDC funds at the beginning of each school year. Further information is available from the PDC chair or the building principal.

NOTE: Teacher certification information is available in the superintendent's office.

## TEACHER RESPONSIBILITIES

The following are responsibilities that each teacher will be responsible for at Stanberry RII.

1. The teacher will understand and meet expectations in Performance Based Teacher Evaluations.
2. The teacher will become familiar with all policies listed in the teacher handbooks.
3. The teacher will observe the Code of Professional Standards and Ethics of the Stanberry RII School.
4. The teacher will understand the discipline policies of Stanberry RII.
5. The teacher will demonstrate an understanding of the Stanberry RII School Board Policies.
6. The teacher will demonstrate understanding of teacher Professional Development policies.
7. The teacher will meet goals in their Professional Development Plan.
8. The teacher will leave instructions for a substitute and for the class in this situation.
9. The teacher will get involved in a Professional Organization.
10. The teacher will become familiar with all emergency procedures relative to their building.



COMPREHENSIVE SCHOOL IMPROVEMENT PLAN  
STRATEGIES & ACTIONS ASSIGNED TO PDC

1. The District will provide opportunities for staff to learn more about classroom management and student motivation.
2. The District will provide Professional Development opportunities to support improved teaching of reading.
3. Teachers will be provided in-service opportunities on varied instructional reading and assessment techniques.
4. The District will continue to provide Professional Development opportunities to support improved teaching strategies/techniques and testing results.
5. Teachers will be provided in-service opportunities on alternative teaching strategies.
6. Teachers will be provided in-service opportunities on remedial approaches and learning modalities.
7. The District will provide Professional Development opportunities to support approved teaching strategies/techniques for career paths in their teaching area.
8. The District has a Professional Development Committee that promotes professional growth activities through PDC monies.
9. Teachers will be provided in-service opportunities on the implementation of varied instructional strategies and the use of technology.
10. Professional Development Opportunities for all staff will be provided in order to improve teaching strategies for MAP preparation and other testing formats.

## GUIDE FOR REQUEST OF PROFESSIONAL DEVELOPMENT FUNDS

Among the responsibilities of the Professional Development Committee is assistance for new teachers as well as practicing teachers. One way the committee has determined to meet the needs of both new and experienced teachers is by providing them with opportunities for continuing education through in-services, workshops, seminars, lectures, conferences, etc.

### WHO MAY APPLY?

Any certified staff member may apply for release time and/or expenses for professional development. PDC must approve applications after checking with the building principal.

### WHAT ARE THE CRITERIA?

The result of the activity should relate to the building focus and should be to improve classroom instruction or to keep the staff member abreast of changes in his/her field. The objective of the activity should be curricular (having to do with courses of study offered by Stanberry R-II), co-curricular (associated with or complementing the curriculum) but not extra-curricular. Any activity may not count toward hours on the teacher's Career Ladder Plan. If college credit is offered for the workshop/class paid for with PD funds or if the teacher pays an additional sum of money for college credit for that workshop, that credit may be allowed for advancement on the salary schedule. All of these activities should be in accordance with the Comprehensive School Improvement Plan (CSIP).

### WHAT EXPENSES MAY BE REIMBURSED?

The committee may approve any mileage in the state of Missouri at \$\_\_\_\_\_ per mile, registration, reasonable meals, reasonable lodging, banquets and luncheons that are part of a conference or workshop. Carpooling and shared lodging are encouraged. All receipts must be kept and turned in for reimbursement. In addition, any programs or agendas should be kept and turned in with receipts.

### WHO DECIDES?

The Professional Development Committee must approve the application. A quorum of the committee must be present when a vote is taken on an application. A majority of those present must vote in the affirmative for the application to be approved. If the applicant is a member of the PDC, that member shall not be present for the committee discussion and vote. The committee will make a recommendation and take it to the superintendent for final approval.

### HOW DOES ONE APPLY?

Use the application supplied by the Professional Development Committee. Applications can also be received from each building principal.

### WHEN SHOULD ONE APPLY?

Your PDC representatives will accept applications. A tentative list of activities for which PDC funds have been requested is to be presented at the September board meeting.

STANBERRY R-II SCHOOL DISTRICT  
TEACHER INITIATED  
PROFESSIONAL LEAVE REQUEST FORM

Return this form to the Professional Development Committee representative in your building.

Teacher applicant \_\_\_\_\_  
Dates to be absent \_\_\_\_\_  
Group or Organization sponsoring the meeting \_\_\_\_\_  
Name of the Workshop \_\_\_\_\_  
\_\_\_\_\_

Are you a member of the sponsoring organization? \_\_\_\_\_  
Estimated Expenses:

|                                            |       |
|--------------------------------------------|-------|
| Registration Fees                          | _____ |
| Mileage (Round trip) (\$__per mile)        | _____ |
| Accommodations                             | _____ |
| Meals                                      | _____ |
| Substitute's Salary (_____ days at \$/day) | _____ |

TOTAL REIMBURSEMENTS REQUESTED \_\_\_\_\_  
(All receipts are to be submitted with expense reimbursement form)

Are you receiving graduate credit for this workshop? \_\_\_\_\_  
Are you counting any of these hours on career ladder? \_\_\_\_\_

Please include a brief statement of how you feel this meeting will benefit you professionally and how you plan to share this information with the other educators in our district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMPREHENSIVE SCHOOL IMPROVEMENT PLAN  
STRATEGIES & ACTIONS ASSIGNED TO PDC**

Explain briefly how this workshop supports the focus. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate which CSIP strategies the conference you would like to attend will address:

- \_\_\_\_\_1.       The District will provide opportunities for staff to learn more about classroom management and student motivation.
- \_\_\_\_\_2.       The District will provide Professional Development opportunities to support improved teaching of reading.
- \_\_\_\_\_3.       Teachers will be provided in-service opportunities on varied instructional reading and assessment techniques.
- \_\_\_\_\_4.       The District will continue to provide Professional Development opportunities to support improved teaching strategies/techniques and testing results.
- \_\_\_\_\_5.       Teachers will be provided in-service opportunities on alternative teaching strategies.
- \_\_\_\_\_6.       Teachers will be provided in-service opportunities on remedial approaches and learning modalities.
- \_\_\_\_\_7.       The District will provide Professional Development opportunities to support approved teaching strategies techniques for career paths in their teaching area.
- \_\_\_\_\_8.       The District has a Professional Development Committee that promotes professional growth activities through PDC monies.
- \_\_\_\_\_9.       Teachers will be provided in-service opportunities on the implementation of varied instructional strategies and the use of technology.
- \_\_\_\_\_10.      Professional Development Opportunities for all staff will be provided in order to improve teaching strategies for MAP preparation and other testing formats.

(This form needs to be turned in to your building principal with all receipts)

STANBERRY R-II SCHOOL DISTRICT  
PROFESSIONAL DEVELOPMENT EXPENSE

Staff involved \_\_\_\_\_

Dates gone \_\_\_\_\_

Location \_\_\_\_\_

Expenses incurred:

Registration               \$ \_\_\_\_\_

Mileage                   \$ \_\_\_\_\_

Accommodations       \$ \_\_\_\_\_

Meals                     \$ \_\_\_\_\_

Substitute salary       \$ \_\_\_\_\_

TOTAL                    \$ \_\_\_\_\_

When you return from your meeting, please fill this form out and return it to your PDC chair. Thanks.

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Name of Workshop\_\_\_\_\_

Please write a brief summary explaining how this workshop met the CSIP goals specified earlier.

[illegible]