

# **PROFESSIONAL DEVELOPMENT PROCEDURAL PLAN**

**2009-2010**

**Republic R-III School District  
Dr. Vern Minor, Superintendent  
Vicki Neal, Assistant Superintendent**

## **Committee Members**

**Julie Gillogly, Co-Chairman, Middle School  
Wayde Deragowski, Co-Chairman, High School  
Barbra Bloomfield, High School  
Shelly Holt, EC  
Serena Carter, E-I  
Sherri Potts, E-II  
Tracy Bobbitt, E-III  
Dr. Amy Cook, ex-officio member**

# **PROFESSIONAL DEVELOPMENT PROCEDURAL PLAN 2009 – 2010**

## **Introduction**

In 1993, the Missouri Legislature passed Senate Bill 380, the Outstanding Schools Act. This bill requires each school district to expend one percent of its revenue from the Foundation Program on professional development activities. The bill mandates that a committee be chosen from teaching staff, by the teaching staff. The committee representatives will be voted on in the spring (April) of the year for the following year.

In December of 1993, the Republic School Board approved a professional development plan for the district. Under this plan, each administrative unit is responsible for electing one representative for the Professional Development Committee.

## **Professional Development Program Goals**

Senate Bill 380 specifies that the professional development activities reflect areas of need identified by the district. The Republic Professional Development committee has chosen these targeted areas:

- 1. Student Motivation/Character Education**
- 2. Active Teaching in Reading and Math**
- 3. Professional Learning Communities (PLC)**

These areas reflect the district goals, which include:

- 1. Skills to construct meaning by gathering, understanding, analyzing, and applying information, ideas, and concepts**
- 2. Skills to communicate effectively**
- 3. Skills to solve problems**
- 4. Skills necessary to make decisions individually and within groups as students, family members, workers, and citizens**
- 5. Technical skills needed to be productive citizens of the twenty-first century**
- 6. Knowledge, skills, and abilities that will enable them to lead a healthy lifestyle**

The targeted areas also are reflected in the 2009-2010 PD goals (in evaluation plan).

- 1. To provide professional development regarding active learning strategies to enhance student motivation.**
- 2. Provide professional development on various reading strategies/processes.**
- 3. Provide professional development on PLC.**

## Program Description

A portion of the professional development moneys were allocated for building level use. This money was allocated after district wide professional development activities were determined. District wide activities determined for 2009-2010 include the following: Active Teaching Strategies, E-MINTS, Character Education, Professional Learning Communities, Curriculum Development and Revision, Study Groups, Administration Mentoring Program, Computer/Technology, Professional Development Expenses, and New Teacher Training. The PDC also provided funds to employ a district instructional coach.

A committee consisting of the building PDC representative, the building principal, and representation from teachers will decide building level professional development activities. Professional development activities should represent the district Comprehensive School Improvement Strategies and Action Steps.

The Professional Development Committee will work collaboratively with Title I, II, IV, and VI Advisory Councils to provide professional development activities that meet the needs of district teachers.

Assessment of PDC will be conducted in the spring (April) of the year. The survey tool will rate PDC on availability and adequacy of funds, expenditure of funds, ease of reimbursement, mentoring program, and location of programs. The PDC will compile a Likert-type scale survey to be distributed to the staff. Suggestions for future in-services and evaluation of individual programs will also be encouraged. The PDC will evaluate data from the survey and release information to the superintendent, board, and staff. The Board of Education will review annually a formal evaluation of the district professional development activities. The data obtained will be used to plan future professional development activities (a copy of the formal evaluation form is attached).

## Evaluation Criteria

- 1. All teachers will have several opportunities to participate in professional development regarding active learning strategies to enhance student motivation.**
- 2. All teachers will have opportunities to participate in professional development on various reading strategies/processes.**
- 3. All teachers will have opportunities to participate in professional development regarding PLC.**

## Process For Reimbursement

To attend conferences, workshops and professional meetings during school hours and for which you wish to receive PDC reimbursement, the following steps must be taken:

1. Complete a professional meeting request form at least two weeks before the date of the meeting and/or registration deadline. Be sure it is complete.

Mileage reimbursement is \$0.55 per mile. The following miles were provided by Missouri State Highway Patrol:

Jefferson City – 300 (\$165.00)	St. Louis – 450 (\$247.50)
Columbia – 350 (\$192.50)	Tan-Tar-A – 200 (\$110.00)
Joplin – 120 (\$66.00)	Kansas City – 350 (\$192.50)

No mileage will be paid for meetings within a twenty-mile radius of Republic. Airfare will be considered on an individual basis. Justification in writing showing the same workshop not available in a four-hour radius will be required. The ceiling price for airfare is \$250.00.

When two or more people are attending a meeting, they are asked to share transportation costs. If rides are not shared, each will be reimbursed for one way only. When appropriate, two employees should share a room. Meals and gratuity should be estimated at \$25.00 per day; however, to make some conferences cost less, meals are reimbursed for less. Check on your completed request form after it has been returned to you for exact reimbursement costs. Gratuity is only reimbursable with a credit card receipt not to exceed 20%. **Be sure to save all receipts!**

Substitute pay is \$70.00 per day, plus \$5.00 for substitute benefits.

2. After the request is complete, the form must be signed in the following order:
  1. Building principal
  2. PDC representative
  3. PDC chairpersons (Julie Gillogly or Wayde Deragowski)
  4. Superintendent
3. You will be notified if your request has been approved when the signed form has been returned to you. **THEN, YOU** are responsible for making all the necessary arrangements.
4. **Upon return from a meeting, you must fill out a purchase order so that you can be reimbursed.** Attach **ALL RECEIPTS** for registration fees, room, and meals to the back.
5. Send the completed purchase order to your PDC representative to be sent to the PDC chairman. **The chairman will be sure all is in order, assign it a PDC number, and sign it for approval to pay.**
6. Purchase orders must be turned in by the **first Friday of the month** to receive reimbursement that month.

7. Each teacher will complete the District Professional Development Workshop/Evaluation Form and return to building PDC representative. (Form is in back of this booklet)
8. Your building principal will be asking you to share information from the workshop/conference you have attended through a written summary, grade level/departmental meetings or faculty meeting (documentation for this sharing need to be given to the building PDC representative).
9. Each teacher, after receiving professional development funding will submit a lesson plan or summary of how the professional development knowledge was implemented in his/her classroom.

