

CLOSING THE ACHIEVEMENT GAP

PROFESSIONAL DEVELOPMENT HANDBOOK

**Pierce City R-VI School District
2016-2017**



PIERCE CITY SCHOOLS MISSION STATEMENT:

The mission of the Pierce City R-VI School District is to provide an excellent academic, physical, social/moral, and vocational experience for every student in a safe and orderly environment.

Professional Development Budget
2016-2017

➤ **PDC Budget :**

- **Salary/Benefits**.....\$11,055
- **Purchases Services**.....\$17,000
- **Special Education**.....\$2,000
- **Title I**.....\$5,000

TOTAL BUDGET: **\$ 35,055**

1. Philosophy:

The Pierce City R-VI Board of Education values professional development and is committed to providing systematic professional development for beginning and experienced teachers. The Pierce City School District will provide intensive, on-going professional development activities that address curriculum and the instructional practices related to student achievement issues. Professional growth is a continuing educational process whereby the individual refines skills and becomes aware of new developments, techniques and information. These help to broaden and clarify the perspective with which the teacher’s job responsibilities are approached. Responsibility for an individual’s professional growth effort lies both with the district and the teacher. We believe the teacher who pursues professional development will provide our students with the best possible education. Adequate time and funds will be included in the District’s yearly calendar and budget to support the programs. Professional development will be an integral part of job responsibilities and expectations for all faculty members. The Professional Development Committee will adhere to all federal and state guidelines pertaining to Professional Development.

2. Responsibilities of Professional Development Committee:

1. To identify instructional concerns and remedies.
2. To serve as a confidential consultant upon a teacher’s request.
3. To assess faculty needs and develop in-service opportunities for school staff.
4. To work with beginning and experienced teachers with emphasis on the mentor/mentee program.
5. In an effort to transition to high quality education, the PDC will be a work in-progress each year updating the handbook and setting policies that will adhere to National Staff Development Standards.

3. Professional Development Committee Focus:

The professional development committee will provide training and resources for professional development pertaining to CSIP goals.

4. CSIP/District Goals:

1. The Pierce City R-VI School District will meet all areas on the Annual Performance Review.
2. The district will continue to expand, develop and improve facilities as well as provide a safe and positive environment/atmosphere conducive to learning for all students.
3. The district will implement instructional technology to enhance student learning.
4. Professional Development will focus on activities to improve or advance student achievement and will be reviewed and restructured on an annual basis.

5. Professional Development Goals:

Because professional development is an integral part of the job responsibilities and expectations for all staff members, it is most effective when it meets the integrated needs of all content and process areas. The PD committee will make available or provide professional development that will:

1. Prepare educators to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement.
2. Deepen educators' content knowledge, provide them with research-based instructional strategies to assist students in meeting rigorous academic standards and prepare them to use various types of classroom assessments appropriately.

6. PDC Membership Structure:

- The committee will consist of six members, two representatives from each building of the district, and one administrator.
- Members are to be nominated and elected by certified staff from represented buildings in February. The election will be held by ballot voting. If a member vacancy should occur, administration will post vacancy and the building faculty will vote on replacement.
- A chairperson and secretary will be elected annually by PDC.
- Committee members will be certified staff members with at least two years of teaching experience and at least one year of teaching in the Pierce City District.
- Beginning 2010 members will serve a term of at least 2 years.

7. Needs Assessment:

The PDC will be responsible to keep the district responsive to current and future needs. The committee will use broad, comprehensive processes to determine the district needs. The following tools will be used in the process: Needs Assessment Survey, MAP results, CSIP, At Risk Reports, Core Data, Graduation follow-up surveys, Title I survey, Missouri School Improvement Results and current educational research data. The action research report will be utilized to develop the annual, on-going Professional Development Plan (PDP) for the District.

8. Evaluation Criteria for Overall Professional Development Program:

Evaluation of the professional development program as it relates to our overall goals will be accomplished through formal and informal inventories and surveys. Individual, building, and district will assess effectiveness of the professional development program.

Evaluation criteria will include:

- activity evaluations and follow-up
- year-end needs assessment
- increased utilization of techniques in the classroom
- increased participation on the part of individual teachers (and building) in the activities
- verbal and written requests by teachers to provide staff development opportunities within the district
- recognition of outside educational resources of individual teachers and programs which merit their utilization in other districts
- and/or improved school climate among all school populations

9. Budget Guidelines:

1. All monies must be pre-approved in consultation with the administration. Reimbursement will be distributed monthly throughout the year.
2. Tuition reimbursements will be reimbursed once yearly during the month of June.
3. A stipend of \$200 will be allocated per first year beginning teacher mentor for the **first year only**. If a mentor has more than one first year mentee, each additional mentor responsibility will have a stipend of \$100.
4. Beginning/second year teacher expenses will be based on the current year's budget. This will include release time for the beginning teachers to observe master/mentor teachers in/out of the district. PDC will pay for two half-days for observations.
5. Professional Library Resources will be purchased on a yearly basis. Teachers will submit requests to the PDC, who will evaluate requests and make necessary purchases based on the current budget. A maximum amount of \$250.00 will be used.
6. Other in-service opportunities, including on-site classes, will be made available for certified staff members, dependent on availability of funds.

Procedures for Expenditures:

Tuition Reimbursement (Form A)

Choose a course that applies directly to the district's CSIP goals.

You will **not** be reimbursed for courses that do not follow these goals.

Courses in Master's degree programs must be in the teacher's subject area

1. Submit a Tuition Reimbursement Form to the Professional Development Committee by **May 1**, for previous fall, spring, and summer courses. If funds are available, \$100.00 per credit hour (**three credit hours per semester is the maximum that PDC will reimburse**) will be awarded. Reimbursements will be paid in June. PD monies can not be used for administrative courses.

2. Provide transcript with a grade of A or B from an accredited college/university and evidence of expenditure (cancelled check/receipt of payment)
3. Teachers must be returning to Pierce City School district the following school year in order to be reimbursed for tuition costs.

Certification (Praxis test)

1. Fill out a purchase order and have it signed by building administrator.
2. Submit the purchase order and a copy of test documentation to your PDC representative.
3. Submit a signed purchase order and documentation by May 1 for previous year. Reimbursements will be paid in June for passing scores.

Workshop Request Procedures (Form B~1&2)

1. Pick a workshop that aligns with the CSIP goals and your Professional Development Plan.
2. Complete Form B~1 along with a purchase order, **signed by your building administrator.**
3. Submit the requests to your representative before the next PDC meeting. **PDC meets the second Monday of each month.**
4. **Form B~2 must be completed and e-mailed to the PDC Documentation Supervisor immediately following your conference. PDC will send one reminder for this form. The second comes from your administrator.**
5. **Mileage reimbursement – please submit receipts & completed mileage form upon return. If more than one person is attending same workshop please make arrangements to carpool for full reimbursement.**
6. **Meal reimbursements- Itemized Receipts needed for**

reimbursement
for 3 meals with

Meal amount not to exceed a total of \$24.00

any one meal not exceeding \$12.00, including tip.

Mentor Stipend Request (Found in Mentor/Mentee handbook)

Prior to September 1st each mentor teacher must submit a mentoring form indicating his/her intentions to receive a mentor stipend OR count mentoring time toward career ladder. Each quarter mentor/mentee teams will submit the quarterly mentor/mentee logs and attend a brief meeting with the Mentor/Mentee Coordinator. At the end of the year the mentoring checklist will be reviewed with the Mentor, Mentee and Mentor/Mentee Coordinator. **When all tasks on the checklist are complete, including all paperwork turned in on time, the stipend will be paid.**

10. New Teacher Professional Development Plan:

The Excellence in Education Act of 1985 required the establishment of professional programs specifically for beginning teachers who have no prior teaching experience. In order to assist beginning teachers to develop their skills, improve their chances for success, and encourage them to stay in the profession, the Pierce City R-6 School District will provide a professional development plan for each faculty member who has no teaching experience. The plan shall address the teacher's first two years in the classroom and the goals identified in the plan will relate to the evaluation criteria used by the district and the district's CSIP plan. Beginning teachers and certified staff new

to the district will participate in a two year mentoring program and will be assigned a mentor who will initiate preparation of the professional development plan and will help the teacher tailor the plan to his/her needs. The attendance site principal in consultation with the Professional Development Committee will be responsible for selecting and placing mentors. The superintendent or his/her designee will notify the appropriate college or university when graduates of the institution are hired. A coordinated plan for seminars and visitations for first and second year teachers will be developed by the district and higher education representatives.

11. Mentor Teachers:

The Outstanding Schools Act suggests, and the recently mandated amended rule for teacher certification (5CRS 8-800.010), requires that beginning teacher support systems include a mentor program. A mentor teacher has been described as a “coach, trainer, positive role model, developer of talent, (and) “opener of doors.” This emphasizes the role of mentor teacher as “helper” not “evaluator.”

Qualifications to become a mentor teacher are:

- three (3) years of teaching experience
- two (2) years of experience with the Pierce City R-6 School District
- a mentor should be teaching the same grade level and/or in the same area of certification as the beginning teachers
- selection of mentors will be made by the building principals with the input from the PDC

The duties and responsibilities of a mentor include:

- working with beginning teachers during in-service orientation
- to continue to provide assistance in the essential elements of classroom instruction
- to assist beginning teachers in efforts to meet the state and district requirements for their professional development plan
- new teachers will be instructed on how to use balanced assessments in their classrooms and how to implement instructional technology and equipment
- the term of a mentor shall be for two years

General Directions for Mentor/Mentee:

The building administrators in accordance with the state and local guidelines will appoint mentors with input from the PDC committee. Mentor/Mentee training will take place during the beginning of the year faculty in-service. The mentor will initiate preparation of the beginning teacher's (the mentee) Professional Development Plan at the beginning of the school year. It may be general with a minimum of two Guidelines for the Performance Based Teacher Evaluation in Missouri. This should be completed, typed, and given to the building administrator.

Release Time for Mentor and Mentee:

Along with common preparation periods if possible and weekly meetings during the first quarter especially, the mentor – mentee team shall plan two half day released opportunities. In September, the mentee should spend time in the mentor's classroom and the mentor should spend time in the mentee's classroom. The coordinator will help set up a schedule. When the team has mutually decided when and how to use the release times, substitutes should be requested at least forty-eight hours in advance. Professional development should be marked on the form. Release time may include opportunities for: mutual observations, cooperative planning, finding resources to use, mentee observing in other rooms or schools.

Seminar/In-service Hours:

In order to move from Initial Professional Classification (IPC) to Career Professional Certificate (CCPC) the state requires 30 hours of Professional Development per year. These 30 hours may include college hours. By participating in this program and contractual in-service hours you will meet this requirement this year. College seminar hours are a separate requirement so new teachers are still required to attend a beginning teacher's workshop at an area university.

**WORKSHOP REQUEST FORM
FORM B~1**

*******THIS FORM MUST BE SUBMITTED BEFORE ATTENDING
WORKSHOP***** the PO must be attached to this form.**

Teacher's Name _____ Specific DISTRICT Goal _____

Title of Workshop _____

Date(s) of Workshop _____

Description of Workshop:

How does this workshop relate to the DISTRICT Goal?

Estimated Costs: **(YOU MUST INCLUDE APPROPRIATE FORMS WITH THIS REQUEST TO YOUR BUILDING PRINCIPAL. THE FORMS ARE DUE AT LEAST A MONTH BEFORE THE WORKSHOP FOR THE FEES LISTED BELOW TO BE PAID BEFORE THE WORKSHOP.**

Sub needed & Number of days needed _____
Registration Fee (**PO must be signed by administrator**) _____

Lodging (PO must be signed by administrator) _____
(Remember to include appropriate taxes)

Total _____

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**WORKSHOP EVALUATION
FORM B~2**

(THIS MUST BE SUBMITTED IN ORDER TO BE REIMBURSED)

This report serves as an evaluation or summary of a workshop attended. **YOU WILL BE REQUIRED TO SEND AN E-MAIL TO YOUR BUILDING FACULTY AND PDC DOCUMENTATION SUPERVISOR, THAT SHARES AT LEAST THREE VALUABLE THINGS YOU LEARNED AT THE WORKSHOP***

Teacher's Name _____ CSIP
GOAL _____

Title of Presentation _____ Workshop
Date _____

Name at least three valuable things that will accomplish the CSIP Goal as a result of this workshop: *(this is what you will include in your e-mail to faculty)

Mileage @ \$.40 (Mileage Form) _____
Meals (Itemized Receipts needed for reimbursement) _____

Meal amount not to exceed a total of \$24.00 for 3 meals,
One meal should not exceed \$12.00, including tip

YOU WILL NOT BE REIMBURSED FOR MILEAGE OR MEALS WITHOUT:

- 1. COMPLETION OF THIS FORM**
- 2. E-MAIL SENT TO FACULTY**
- 3. MILEAGE AND MEAL FORM**

For Committee Use Only

Date Received _____ Heard at committee meeting _____

Approved _____ Denied _____

Amount _____

Conditions of approval

- _____ Teacher has submitted mileage form and receipts
_____ Teacher has sent e-mail to faculty (attach to this form)
_____ Teacher has submitted **itemized** food receipts

Round trip mileage chart

Town	Mileage		Town	Mileage
Ash Grove	100		Lebanon	210
Aurora	40		Liberal	144
Baxter Springs	105		Lockwood	74
Boliver	164		Marionville	46
Branson	192		McDonald County	84
Carl Junction	96		Miami, OK	130
Cartersville	71		Miller	56
Carthage	66		Moberly	600
Cassville	54		Monett	12
Clearmore, OK	264		Mt. Vernon	42
Columbia, MO	480		Neosho	50
Crane	64		Nevada	185
Dadeville	112		Osage Beach	276
Diamond	48		Pea Ridge, AR	117
East Newton	40		Pittsburgh, KS	135
Eureka-Springs, AR	124		Purdy	22
Everton	86		Reeds Spring	100
Fair Grove	138		Republic	76
Fayetteville, AR	170		Roaring River	80
Fort Scott, KS	210		Sarcoxie	28
Golden City	85		School of th Ozarks	164
Goodman	70		Seneca	80
Granby	28		Silver Dollar City	125
Greenfield	86		Springfield	110
Greenwood (Spfld)	108		Stockton	120
Jasper	90		Strafford	134
Jefferson City	400		Warrensberg	340
Joplin	74		Washburn	64
Kansas City	352		Webb City	80
Lamar	116		Wheaton	35

PIERCE CITY R-VI SCHOOL DISTRICT
TRAVEL REIMBURSEMENT CLAIM FORM

Date	Name of Town	Purpose of Trip	Miles Traveled	Department
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

- 1) Total miles traveled: _____ times rate of \$.40 = \$ _____
- 2) Total amount for meal reimbursement.
 (ATTACH ALL MEAL TICKETS on this form for which you are requesting reimbursement.) = \$ _____
- 3) Total amount for lodging reimbursement (Request only if preapproved.)
 If you filled out a purchase order for a motel, this will ~~not~~ be applicable. = \$ _____
- 4) Total amount of preapproved workshop fees or materials paid for personally.
 (ALL REQUESTS FOR REIMBURSEMENT **MUST** HAVE RECEIPTS.) = \$ _____
- 5) Total amount of reimbursement requested: = \$ _____

 Signature of Employee

 Signature of Principal

 Signature of Superintendent

