

***EAST PRAIRIE R-2  
SCHOOL DISTRICT***

***PROFESSIONAL DEVELOPMENT  
PLAN***



***2021-2022***

**EAST PRAIRIE R-2 SCHOOL DISTRICT  
PROFESSIONAL DEVELOPMENT PLAN  
2021-2022**

**COMMITTEE MEMBERS**

Angie Wicker, Chair/Vocational Rep, 2022  
Leslie Johnson, Secretary, 2021  
Michelle McGruder, Elementary Rep, 2021  
Jennifer Douglas, High School Rep, 2023  
Emily Sipp, Middle School Representative, 2023  
Pam Mitchell, Special Areas, 2023  
Amanda Ayers, CLAMP/Arts, 2023  
Shari Cook, Special Education Rep, 2022  
Mandy Dean, Administrative Representative  
Aaron Cornman, Superintendent

**MISSION STATEMENT**

The Professional Development Committee recognizes the teacher as the keystone in the education process. We believe the Professional Development Plan shall assist our educational community to continue to grow professionally and personally. It is the mission of the Professional Development Committee to provide the staff with opportunities, which will contribute to their sense of security and self-worth by enhancing their teaching skills. The Professional Development Plan will foster the opportunity to share talent, strengths, skills, and philosophies with colleagues.

We believe teachers who view themselves as life-long learners will foster an environment that will encourage their students; and ultimately, the community to value the educational process in an ever-changing world.

**Purpose**

Planned professional development should stimulate, enhance and encourage the professional growth of all teachers and administrators. Professional development is a continuing educational process whereby the individual teacher defines needed skills, becomes aware of new developments, technology and information. The desired outcomes will be:

- Improved instruction
- Improved student attitude toward learning
- Increased student performance and motivation.

Professional development opportunities should be both flexible and available to meet individual needs and interests.

Integral parts to the goals of professional development include:

Administrator and teacher in-service needs assessment  
Teacher Mentoring program  
Professional development plans for beginning teachers  
In-service programs for beginning and practicing teachers and administrators.

***School Board Commitment***

The Board of Education of East Prairie R-2 School District, because of its commitment to excellence in education, supports the professional development of our teachers. Support is shown in the following ways:

Support of the Professional Development Committee  
Support of implementation of programs to meet teacher in-service needs  
Support of mentor programs  
Support of professional development plans for new teachers  
Taking advantage of available resources, such as local universities' teacher assistance programs for both new and practicing teachers.

The East Prairie R-2 Board of Education will designate one percent of state minimum guarantee monies, which will be spent for professional development as provided in Subsection 2 of Section 7, Senate Bill 380.

The board will approve this PD plan at least every three years.

***Structure***

The Professional Development committee will consist of the following:

An elected representative from each school building  
An elected representative from Special Education  
An elected representative from Special Areas (librarians, technology, counselors, etc.)  
An elected representative from CLAMP or the arts  
An appointed representative from Curriculum Development  
A central office representative and building principal will serve as ex officio members.

***Qualifications, Elections, Meetings***

Selection of the representative will be by vote of the Community Teachers Association members. To qualify, teachers must demonstrate a positive attitude toward teaching, students, education, and professional development, and have at least five years teaching experience.

As established, the committee membership will rotate on a three (3) year cycle with two elected members rotating off each year. Newly elected representatives will replace the members who rotate off.

Elections will be held in August each year. Service will commence on Sept 1 of that same year. In the event a vacancy occurs, a special election will be held to fill the vacancy. Members who attend at least 80% of all meetings will receive a \$400 stipend in May. The chairperson receives an additional \$500 stipend.

The Professional Development Committee shall meet the first Monday of each month during the school year. A special meeting may be called if the chairperson deems it necessary.

### ***Responsibilities***

The Excellence in Education Act of 1985 mandated that each school district establish a Professional Development Committee selected by teachers to serve beginning and experienced teachers. The responsibilities of our district's Professional Development Committee are as follows:

- To identify instructional concerns
- To develop procedures (programs etc.) to remediate these concerns
- Conduct needs assessments and develop in-service opportunities for school staff
- To present faculty suggestions, ideas and recommendations pertaining to classroom instruction to appropriate administration
- Assist in the planning and development of professional growth activities for the beginning teacher as well as the practicing teacher.
- Serve as a confidential consultant upon a teacher's request pertaining to classroom instruction within the school district to the proper authority
- To work with mentors and higher education representative in orientation/assistance of new teachers

### ***Evaluation***

Evaluation of each activity as it relates to our overall goal will be accomplished through formal and informal tools. All levels of the educational community, individual, building and district will assess effectiveness. 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/or buildings in the activities
- Improvements in student achievement
- Verbal and written request by teachers to provide staff development opportunities within the district
- Recognitions by outside organizations of individual teachers and programs which merit their utilization in other districts

Improved school climate among all school populations.

***Approved Professional Development Activities***

Approved professional development activities may include the following if sufficiently related to one or more of the above mentioned district goals or areas of critical needs:

- Consultant/presenter fees and expenses
- Travel and registration fees to in-service training and professional development events
- Stipends for teachers' participation in curriculum development and related work after school hours
- Tuition reimbursement for selected college or university courses, focusing on Instruction and Student Performance
- Stipends for teachers' participation in evening and weekend in-service and professional development events
- Substitute teacher pay to permit teachers to participate in planned activities during the regular school day

This list is illustrative only and not intended to be all-inclusive.

***Documentation***

When an employee requests to participate in a professional development activity, a request form must be completed, signed by his/her building principal and submitted to a member of the Professional Development Committee. This form will be reviewed by the Professional Development Committee to see if it meets the intent of the Professional Development Plan and if it is within the parameter of the professional development budget. The form will include a statement about district goal or area of critical need that will be addressed by the activity. Printed information about the activity should accompany the request. Each activity will require a presentation to members of your grade level, building or content area so that others may benefit from the activity.

***Needs Assessment***

A needs assessment will be conducted annually. District needs will be prioritized. The district will use the needs assessment instrument to do the following:

- Secure information that will make it possible to determine in-service needs of teachers
- Have specific faculty members respond to the assessment of needs relevant to their assigned instructional area
- Utilize data collection procedures that will provide most appropriate results for faculty in the various departments and levels of assignment.

***First and Second Year Teacher Assistance***

The key to success for first and second year teachers (not having previously taught) is support, directed and monitored by the mentor teacher. Thus, we will provide special support for first and second year teachers. First and second teachers, mentors, principals and the Professional Development Committee will meet to begin the Professional Development Plan process before school begins. The topics to be discussed and the person or group to be responsible for that topic are as follows:

Topics discussed by the principal:

- Daily duties as assigned by the principal
- Performance-based teacher evaluation
- Direction to, and information concerning, custodial services
- Procedure for referring students in need of special services
- Social expectations in and out of the classroom
- Handbook policies
- Importance of sharing instructional ideas with colleagues
- Board of Education policies
- Expectations regarding notification when absent, along with expectation for lesson plans
- Prepare teachers for extra-curricular activities, sponsorships and extra-curricular duty responsibilities
- Expectations regarding professional dress

Topics discussed by the mentor:

- Explanation of process for ordering/distribution of books/supplies
- Explanation of classroom curriculum
- Classroom management
- Orientation to building equipment and policy for using copier
- Assemblies, lunch count/money collecting
- Clerical responsibilities: student record program, grade book, attendance reporting, lesson plans, report cards and progress reports
- Ancillary resources: computer availability, library, school nurse/first aid, guidance counselor
- Environmental responsibilities: heating, air-conditioning, lights, desks, chalkboard and bulletin boards
- Identify channels for parent/teacher communication
- Topics discussed by the Professional Development Committee:
  - Explain Professional Development Plan
  - Requirements for maintaining certification (see appendix)
  - Documentation requirements

### ***New Teachers***

The Professional Development Committee will meet regularly with the beginning teacher to monitor his/her needs. The Professional Development Plan will become more individualized as the year progresses. At the end of the first year,

the teacher and mentor will revise the plan. The mentoring arrangement will continue throughout the teacher's second year and mentoring/training will align with the teacher's Professional Development Plan.

The new teacher will be responsible for:

- Meeting with mentor on a regular basis
- Observing mentor and be observed by mentor a minimum of once per month
- Prepare a multi-year Professional Development Plan indicating goals and activities
- Completing at least 45 hours of professional development activities each of the first two years of teaching
- Attend New Teacher Assistance workshop and Mentor/Protégé workshop
- Attend at least 6 of 8 scheduled meetings throughout the school year

### ***Mentor Teacher***

The mentor teacher will be a coach, trainer, positive role model, developer of talent and opener of doors; the role of the mentor is "helper" not "evaluator". Ideally, a mentor should be teaching the same grade level and in the same area of certification as the beginning teacher. The mentor to a first year teacher (a person with no prior teaching experience) will receive a \$400 stipend in May.

Qualifications:

- Five years' teaching experience
- Must agree to serve
- Must be willing to attending training
- Have appropriate certification
- Demonstrate a positive attitude toward teaching, learning, students, mentoring education
- Have a mature, helping, nurturing personality with the ability to communicate and work with educators

Responsibilities:

- Meet with beginning teacher on a regular basis
- Assist beginning teacher in writing an individual development plan
- Help beginning teacher accomplish the goals identified in the plan and acquire needed professional skills during the first two years
- Observe and be observed by beginning teacher a minimum of once per month.
- Attend meetings and Mentor/Protégé workshop

### ***PROFESSIONAL DEVELOPMENT GOALS***

The goal of the Professional Development Plan is to ensure all students in the East Prairie R-2 School District are taught by highly qualified teachers; therefore, encouraging all teachers to participate in high-quality professional development

each year. Each building principal has developed a set of goals for their teachers. When making a request of the PD committee, teachers and administrators should choose one of the goals selected for their school:

### **High School**

1. Offer instruction in an effort to enable our students to reach the state ACT average.
2. Improve our student graduation rate.
3. Improve our college attendance and degree completion of our graduates.
4. Align our curriculum to the Common Core national standards

### **Middle School**

1. Use acuity data and classroom data to identify student strengths and weaknesses and drive our instruction.
2. Introduce all parts of PBIS and have plans for full implementation
3. Teachers will use differentiated teaching strategies on a regular basis (technology, group work, alternate forms of assessment, learner leveled teaching, etc.).
4. All students in grades 5-8 will perform at or above grade level as determined by the MAP assessments.
5. Office discipline referrals will decrease by 20% from previous year.

### **Elementary School**

1. All students in grades 3-4 will perform at or above grade level as determined by the MAP assessments.
2. Office discipline referrals will decrease by 20% from previous year
3. Increase student performance/proficiency in Mathematics and Communication Arts
4. Increase parent knowledge and understanding of the academic curriculum and expectations for each grade level
5. Increase understanding of the Leader in Me leadership program and the School-wide Behavior Expectations for students, staff, parents, and community.
6. Develop and share incentives and recognition practices for students and staff for accomplishments in learning, behaviors and best practices



### ***Professional Development Requests***

Complete a Professional Development Request to Attend form, attach relevant documents, and obtain principal approval.

Request for leave must be made prior to attending the event. If you attend an event without prior approval you will be responsible for any bills. Any requests involving overnight stays require 30 days' notice. Only three (3) classroom days are to be missed per school calendar year attending events.

Each event that is attended must be aligned with building level goals. Upon returning from a workshop or a Professional Development activity, a Professional Development evaluation form must be completed and returned to the PD chairperson.

To receive reimbursement for approved events, all appropriate receipts and an expense report must be sent to the PD chairperson.

The school vehicle will be used for all PD approved travel if available. Staff should keep all gas receipts.

Gift cards will be provided for meals.

### ***Tuition Reimbursement***

- ✓ The Professional Development Committee only reimburses graduate level classes.
- ✓ The Professional Development Committee will meet in May to allocate funds for tuition reimbursement.
- ✓ Appropriate documentation must be turned in prior to the May meeting. You must present your receipt from the class and grade card.
- ✓ Each school calendar year an allocated amount of \$700/per person is available for tuition reimbursement.

### ***Professional Development Logs***

Keep a log of your professional development hours, including orientation, open house, parent conferences, faculty meetings, departmental meetings, workshops and conferences, and graduate courses.

For graduate courses, each one hour course counts for 15 hours of professional development. So, a 3 hour course equals 45 hours of professional development.

Logs are due in April of each year.

Everyone must document a minimum of 30 hours per year (45 hours for new teachers).

### ***Reimbursement Procedures***

To get reimbursement for attending an event:

When you have returned from attending the event, complete an expense report and attach all receipts.

Complete a PDC evaluation form (found on the school website) indicating how you intend to share this information with colleagues.

Send all above information to the chairperson for reimbursement

**East Prairie R-2 School District  
Professional Development Request Form**

Employee's Name: \_\_\_\_\_

I am requesting to attend: \_\_\_\_\_

Location: \_\_\_\_\_ Number of School Days \_\_\_\_\_

Date(s): \_\_\_\_\_

Purpose of Meeting (Refer to building level goals)

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

.....

**COST**

Transportation Miles \_\_\_\_\_ x .50 = \_\_\_\_\_

(all employees will take the school vehicle if it is available)

Meals: \$45 x \_\_\_\_\_ = \_\_\_\_\_ (district provides gift cards)

Lodging (Hotel Name) \_\_\_\_\_

Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

P.O. # \_\_\_\_\_ Per Night \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Registration Fees- P.O. # \_\_\_\_\_

Payable to: \_\_\_\_\_ = \_\_\_\_\_

Substitute Required Yes or No

If Yes: \$65 x \_\_\_\_\_ Day(s) = \_\_\_\_\_

TOTAL = \_\_\_\_\_

.....

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Approved  Not Approved  Other \_\_\_\_\_

**East Prairie R-2 School District  
Professional Development Evaluation**

As a result of the professional development activity:

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(Name of Activity)

Date: \_\_\_\_\_

The professional Development opportunity was beneficial:

(Circle one) Excellent    4    3    2    1    Poor

This professional development opportunity provided information and techniques that I will use:

(Circle one)    Immediately            4    3    2    1    Poor

Would you recommend this for others to attend?    YES    NO

In your own words, reflect on how your students or the district as a whole will benefit or improve:

This MUST be completed IMMEDIATELY following the Professional Development Activity. Copy to be filed in the Professional Development folder and with the building principal.

How did you share what you learned at the above professional activity?

What date did you share the information? \_\_\_\_\_

How did you share the information? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**East Prairie R-2 Schools  
Tuition Reimbursement Form**

If you think you may qualify for tuition reimbursement, please complete this form and return it to a PDC member on your campus by May 1<sup>st</sup> of each year. No more than \$700 per school year will be reimbursed. Tuition reimbursement will be distributed once per school year in the May payroll.

Please print the following information:

Name \_\_\_\_\_

Building Location \_\_\_\_\_

University Name \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course No.	Course Name	Grade	Credit Hours Cost	Credit Hours Earned	Amount Paid
TOTAL CREDITS EARNED AND TOTAL AMOUNT PAID					\$
<i>(Central Office will complete)</i>				TOTAL DUE TO EMPLOYEE	\$

***The following must be attached to this form: a highlighted copy of transcript or grade card and detailed course expenditure receipt.***



**EAST PRAIRIE R-2 SCHOOLS**

**PROFESSIONAL DEVELOPMENT LOG**

**FOR CERTIFIED STAFF ONLY**

<b>DATE</b>	<b>ACTIVITY</b>	<b>HOURS</b>

**Staff name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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