

2017-18 Professional Development Plan

I. The Professional Development Mission

The mission of Gasconade County R-1 School District Professional Development is to encourage and support teachers in their efforts to improve instruction and provide an environment conducive to learning. Our primary goal in improving instruction and the instructional climate is to challenge students to achieve their full potential and be college and career ready upon graduation.

Professional development goals shall align with the district Comprehensive School Improvement Plan. Teamwork between school board members, administrators, and teachers is encouraged for a cohesive and successful school district, which seeks to provide the highest quality education for its students.

II. School Board Commitment

The Gasconade County R-1 Board of Education values professional development for its faculty and is committed to providing professional development to beginning and experienced teachers. The Board shall work with:

“...beginning teachers and experienced teachers in identifying instructional concerns and remedies; serve as a confidential consultant upon a teacher’s request; assess faculty needs and develop in-service opportunities for school staff; and present to the proper authority faculty suggestions, ideas, and recommendations pertaining to classroom instruction.”

(RSMo. 168.400.4)

III. Professional Growth is:

- expanding the academic knowledge, instructional skills, and effectiveness of teachers.
- continually analyzing and adjusting curriculum and instruction to meet current standards and student needs,
- learning to utilize data-driven information from formative and summative assessments in order to impact student achievement.
- setting personal/professional goals and establishing means to achieve these goals.
- growing of individuals within groups resulting in interdependence among the teams.
- continuous learning throughout one’s career.

IV. The Professional Development Committee is charged with four main responsibilities:

1. Work with beginning and experienced teachers to identify instructional concerns and remedies
2. Serve as a confidential consultant upon a teacher's request
3. Assess faculty needs and develop learning opportunities for staff
4. Present to the proper authority faculty suggestions, ideas and recommendations pertaining to classroom instruction

V. Gasconade County R-1 Comprehensive School Improvement Plan:

The following Comprehensive School Improvement Plan was created through committees of administrators, teachers, parents, and others in the community. In the planning and development of district and individual professional growth activities, the PDC will use these goals to evaluate the request of all activities. The entire CSIP can be found in the *Comprehensive School Improvement Plan – Gasconade County R-I School District (2014-2024)*

2014-2024 Comprehensive School Improvement Plan **Gasconade County R-1 School District**

Mission Statement

The Mission of the Gasconade Co. R-I School District is to enable our students to reach their full academic potential and to become responsible citizens.

Goals

Goal 1:

By 2020, 75% of students will score proficient or advanced on state tests as defined by the MSIP 5 scoring guide.

Goal 2:

By 2020 75% of Hermann High School Graduates will graduate College and Career ready.

Goal 3:

Provide necessary and relevant user training to create a digital environment for all learners.

VI. Gasconade County R-1 PDC Goal and Objectives

The following goal and objectives were created with the CSIP in mind.

Goal:

The mission of professional development is to position educators for success by strengthening each educator's professional practice to ensure high levels of performance for all students.

Objectives:

- The Professional Development Committee will identify professional development opportunities that support teachers as they provide learning experiences for student success. Opportunities to support teachers have been identified in the areas of formative and summative assessments, technology integration, Missouri Learning Standards, and student engagement.
- The Professional Development Committee will provide training in research-based teaching strategies to help improve student achievement.
- The Professional Development Committee will provide opportunities for the curriculum to be reassessed and updated so that the students are provided with useful and relevant learning opportunities.
- The Professional Development Committee will provide time for student data to be evaluated.

VII. District Wide In-service—2017-2018

The PDC assessed the needs of our teachers in many different ways including analysis of MAP/EOC results, NWEA data, and teacher surveys. The PDC will offer a variety of professional learning activities to best meet these needs. The PDC will facilitate teacher-led mini-sessions for professional development. There will be an emphasis on technology in these sessions, although other topics will be explored as the need and interest arise. The PDC will guide teachers in collaborative vertical team discussions in the areas of curriculum development, instructional practices, technology integration, and assessment/grading practices. The PDC will also support building-level professional development as our administrators help guide learning targeted at individual building goals and needs. Additionally, teachers will be provided time to collaborate on Build Your Own Curriculum in order to strengthen curriculum.

Professional Development will consist of seven full days.

VIII. Beginning Teacher Assistance

The PDC will conduct a new teacher induction the summer before the beginning of each school year. The purpose of this induction is to provide instruction in classroom and teacher effectiveness; reduce the intensity of transition into teaching; and increase the retention of greater numbers of qualified teachers. The PDC will also continue to help new teachers through ongoing training and support. One way the district will continue to train and support new teachers is through a mentor/protégé program. (see *Gasconade County R-I Schools Mentor Handbook*).

IX. Other Allowable Activities

To be eligible for professional development reimbursement, the person must be certified as a teacher, counselor, librarian or administrator and be employed as a teacher, counselor, librarian or administrator. Monies can be spent on travel, lodging, and registration to in-service training and professional development events that coincide with the District's CSIP. Reimbursements must be applied for and approved by the PD Committee **before** the event.

B. Distribution of Building Level Funds

Proposed budget 2017-2018

Salaries X. Guidelines for Distribution of Funds

**Gasconade County R-1 School District
Professional Development Committee**

A. Revenue

By May 1st, the Professional Development Committee (PDC) in collaboration with the Superintendent and Curriculum Director will estimate and allocate for the Professional Development (PD) funds needed for the upcoming fiscal year. The Superintendent will inform the PDC of the amount available for the upcoming fiscal year PD budget. The minimum amount budgeted for PD expenses is derived from the State’s funding formula. Professional Development Grant Proposals must be completed and approved by appropriate officials prior to encumbering funds. Approval/Reimbursement Forms with attached receipts must be submitted to the Administrative representative in order to receive reimbursement. (See Flow Chart)

Salaries

Stipends, substitutes, mentors \$10,650

Employee Benefits

\$ 400

Purchased Services

Travel, training \$ 8800

Materials and Supplies

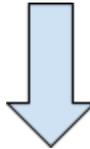
Books, videos, instructional kits, etc for study groups \$ 300

Total PDC Budget

\$20,150

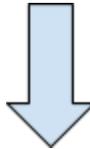
**PROFESSIONAL DEVELOPMENT
REQUEST/APPEAL PROCESS
FLOW CHART
(Only applies if funds are still available)**

**TEACHER COMPLETES
GRANT APPLICATION
FOR PROFESSIONAL
DEVELOPMENT ACTIVITY**



PRINCIPAL/BUILDING PDC REPRESENTATIVES

PDC CHAIRPERSON



Upon approval PO is sent to the teacher, so the teacher can register and attend the activity. If a substitute is needed, the teacher should fill out a green leave form so the expense is coded to PD.

Upon completion of the activity, the reimbursement form is completed, if applicable and returned to the bookkeeper's office with all receipts attached.

Bills are submitted to the School Board for their approval.

If approved by the board, the teacher is reimbursed up to the PD policy limits.

XI. Professional Development Committee Structure

The teachers of the district will select the Gasconade County R-1 Professional Development Committee.

Membership will consist of

- Three committee members each from the elementary grade level, middle school level, and high school level will serve on this committee for a total of nine committee members.
- Members will be selected for three-year terms, which shall be staggered so that approximately one-third of the committee will be new each year.
- An at-large member may be accepted if approved by the committee.
- Staff members on the committee must meet the following requirements:
 - Certified staff member
 - Employed previously for at least one year full time in the district
- Principals from each building, the A+ coordinator, the director of curriculum, and the superintendent will serve as ex-officio members to the committee in order to maximize collaboration.

Elections

- If a member can no longer serve on the committee a new member will be elected by the building's certified staff at a special election within four weeks after the position becomes vacant. The newly elected member will fill the unexpired term of the member being replaced
- Elections to replace the retiring committee member from each building will be held at the April faculty meeting
- Newly elected members will attend the May meeting along with the retiring members
- It is recommended that committee members attend a regional or statewide professional development workshop
- During the May meeting the committee will elect a President (ensures that PDC follows PDC plan, maintains PDC files, schedules meetings, sets preliminary agenda for meeting, presides over meetings, interfaces between the PDC, administration and faculty involving concerns and issues, appoints and monitors subcommittees as required), Vice-President (assumes president's duties when absence or schedule conflicts occur), Secretary (records minutes of meetings and forwards them to president), and Treasurer (records PDC expenditures as outlined in the procedure for reimbursement and PDC plan, reports on financial matters as required). These positions of President and Vice-President will be filled from members who have had one or more years of experience on the committee.

XII. Professional Development Committee for 2017-2018

Elementary	Departing Year	Middle	Departing Year	High	Departing Year
Jennifer Baynes	2018	Becky Summers	2018	Donnie Bell	2018
Bridget Norton	2019	Beth Weir	2019	Tim Wunderlich	2019
Alyssa Sachs	2020	Betsy Stephan	2020	Lauren Grover	2020

At Large: Kendra Brune, Elementary Principal; Nicole Buschmann, Middle School Principal; Gary Leimkuehler, High School Principal; Maranda Anderson, Curriculum Director; Dr. Tracey Hankins, Superintendent

XIII. Needs Assessment

Needs assessment is a continuous and ever-changing means of keeping the district responsive to current and future needs. A needs assessment survey shall be conducted annually. In addition to this survey, needs shall be assessed through looking at MAP/EOC results, IPI results, and MSIP results from advanced questionnaires. Professional development will be developed around the needs assessment based on the school improvement plan.

IX. Evaluation

All PDC activities will be evaluated for effectiveness. At the end of the year the PDC will meet to evaluate the effectiveness of PD activities for that year. Prior to the May meeting, staff members will complete a Professional Development program evaluation. These evaluations will be discussed as a group at the May meeting. Any revision of the Professional Development Plan will be discussed at this time. The revised Professional Development Plan will be presented to the board for approval in May.