

# 2023-2025

# Jasper County R-5 School District

# Professional Development Plan



The goal of the Jasper R-5 School District PDP is to provide comprehensive, on-going professional development to certified staff to allow for continuous school improvement and student success by aligning with district CSIP goals and the Missouri Professional Development Guidelines for Student Success as outlined by DESE.

### **GOALS**

District high-quality professional development will support the overall Comprehensive School Improvement Plan (CSIP) goals and the curricular and instructional targets of the district CSIP. They are as follows:

CSIP GOAL 1: The district average of students scoring in the proficient and advanced categories on state assessments will meet or exceed the state average.

CSIP GOAL 2: As measured by the I-Ready Reading Assessment, 70% of students in grades K-6 will be reading at or above grade level by May 2025.

CSIP GOAL 3: By May 2025, 100% of graduates are college or career ready as measured by the district's core data report.

CSIP GOAL 4: By March 2023, The Director of Technology will conduct an evaluation of all technology equipment currently in place, and equipment needed, in order to support student learning and budget for future expenditures.

CSIP GOAL 5: By May 2025, the district will provide our students with a safe and secure campus.

CSIP GOAL 6: By May 2025, 100% of teachers will score a 3 or higher on all evaluation indicators.

CSIP GOAL 7: By May 2024, Jasper will have an overall score of 4 out 5 rating that the district is effectively communicating with all stakeholders.

#### **Areas targeted by the district professional development committee to meet overall CSIP Goals:**

1. Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
2. Strategies to narrow the achievement gap between subgroups-elementary to junior high/highschool, Co-teaching.
3. Effective action plans developed, implemented, and assessed by learning communities.
4. Effective standards-based curriculum developed, implemented, and assessed by learning communities.

### **PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURE**

The PDC members will consist of the following:

1. No more than 8 certified staff members across various disciplines to be selected and voted upon by teachers annually. The committee will consist of the following:
  - a. 2 elementary teachers
  - b. 2 high school teachers
  - c. 1 special education teacher
  - d. 2 members of administration to serve as ex-officio members who will collaborate with PDC members in regards to professional development but will not serve as voting members.
2. Remind certified staff members that any person who desires to serve as a member of the PDC will make their desire known to the PDC chairperson, in writing, no later than **March 1st** annually.
3. Oversee the annual election to be held by the end of March by certified staff members of the district who will elect committee members. **Elected members' terms will begin April 1st.**
4. PDC members will elect a chairperson at the first scheduled PDC meeting following the election.
5. If necessary appoint , upon a member's resignation, an interim member to serve until the next scheduled election.

### **COMMITTEE RESPONSIBILITIES**

The PDC members will:

1. Identify instructional concerns, based upon the district's CSIP.
2. Serve as a confidential consultant upon a teacher's request.
3. Assess faculty needs and develop in-service opportunities for certified staff.
4. Present to the proper authority any faculty suggestions, ideas, and recommendations pertaining to classroom instruction within the school district.

### **PROFESSIONAL DEVELOPMENT FUNDING**

The Outstanding Schools Act of 1993 indicates that each school district shall allocate one percent of its revenue from the foundation program, exclusive of categorical add-ons, to the PDC for professional development. Of the monies allocated the PDC, seventy-five percent shall be spent in the same fiscal year for purposes determined by the PDC as meeting the objectives of the CSIP focusing on district-wide student improvement. The remaining twenty-five percent must also be spent for professional development (clearly related to the objectives of the CSIP), but may be carried forward for use in the succeeding year. (Missouri Professional Development Guidelines for Student Success, p.41).

### **ACTIONS**

Action #1: Provide funding for a school membership to SWCEE (Webb City) and/or SW-RPDC (Springfield).

Action #2: Provide financial support through in-school professional development and presenter stipends.

Action #3: Provide funding for registration costs, substitute pay (\$110/day), lodging, mileage (from Jasper or closer at \$.50/mile), and food (not to exceed \$45 per day, \$10 breakfast, \$15 lunch, \$20 dinner) from Jasper for high-quality professional development opportunities out-of-district. Proper itemized receipts (no credit card receipts) must accompany the district travel expense log.

Action #4:

Provide funding for continual education courses (maximum \$500 per calendar year) for teachers working toward certification in another area deemed necessary by the district or an advanced degree. A

copy of a university transcript showing satisfactory completion of course and receipt showing amount paid out of pocket must accompany the Tuition Reimbursement Form.

Action #5: Provide funding and support for the Mentor and Advisor Teacher Programs.

### **BUDGET**

*{2021-22 budget \$18,481.52 according to DESE}*

*Actual expenses may differ from the preliminary budget outlined below.*

\$1,500 SWCEE/SW-RPDC dues (Action #1)-(approx. \$1,500 annually)

\$8,250 Staff Training (Actions #2, #4, and #5)

\$3,500 Substitutes (Action #3)

\$4,000 Travel (Action #3)

\$2,500 PD curriculum (Action #2, #5) {\$1,700 for PDC Committee member stipends, \$500 for PDC Chair, \$300 each member (to be paid at end of year), \$750 for PD curriculum}

### **PROFESSIONAL DEVELOPMENT WORKSHOP REIMBURSEMENT GUIDELINES/PROCEDURES**

#### ***Before***

- Obtain an Out-of-District PD Request Form found under the Professional Development tab on the district website. PLEASE COMPLETE ONLY ONE FORM PER WORKSHOP, EVEN IF THE WORKSHOP IS MULTIPLE DAYS.
- Once the form is filled out, obtain the building principal's signature. This signature only indicates you may be excused from your contractual duties on the date(s) of this event.
- Attach workshop information (i.e. brochure, workshop description, etc.) to the PDC Request for Funds Form. Highlight event information to prove the identified IPDP goal will be met. Submit completed PDC Request for Funds Form with attached event information to the PDC mailbox located in the building workroom before the PDC meeting prior to the event's registration deadline. The final deadline to submit a PDC Request for Funds Form, including summer months, is April 1st. Any requests after this date need to be submitted to the building principal for approval.
- A committee decision will be made based on available funds and alignments to the current PDC goal.
- If approved, the PDC Request for Funds Form will be copied and returned to you. YOU, the teacher or staff member, are responsible for any applicable requisitions, request for sub forms, and a travel expense reimbursement form. (Use WEBLINK if available.) If the request is not approved, reasons will be stated at the bottom of the form. Once you have received approval, **you** are responsible for making any and all substitute/travel/hotel/registration arrangements.

#### ***After***

- Complete and submit Out-of-District Professional Development Workshop Evaluation form, located under the Professional Development tab on the district website. Failure to complete this form could result in denial of future requests.
- Return the district Travel/Expense Reimbursement Form and any necessary itemized receipts (no credit card receipts) to the **building PDC mailbox**. Payment for mileage will be approved at the next PDC meeting.
- All approved Travel/Expense Reimbursement forms will be submitted to the superintendent's office **from the PDC**. Payment will be made once the school board has approved it.

### **PROFESSIONAL DEVELOPMENT EXPENDITURE GUIDELINES**

The following expenditures CANNOT be covered by the "One Percent" fund:

- Individual membership dues to associations or organizations.
- Expenses for conferences and workshops of general interest which do not support Individual Professional Growth Plans, district professional development plans and Comprehensive School Improvement Plans.
- Expenses for conferences, workshops, clinics, etc. that pertain to extracurricular activities and sponsorships (sports, glee club, cheerleading, etc.)
- Instructional equipment or materials.
- Salaries. Professional development funds may not be used to pay any part of any salary.
- Any expenditure of funds for any state or federal program for which monies are already available for professional development. (Example, professional development funds cannot be used to pay the expenses for Title I.)
- Training of certified staff for CPR training, firearms safety, or intruder training.

### **TUITION REIMBURSEMENT GUIDELINES/PROCEDURES**

- To be approved, courses **must be in an area that the district has deemed necessary or be working toward an advanced degree.**
- Obtain a PDC Tuition Reimbursement Form, Found under the Professional Development tab on the district website
- Attach a copy of the college transcript and receipt showing the amount paid out of pocket to the PDC Tuition Reimbursement Form. Satisfactory completion (grade of C or higher) is required for reimbursement.
- College credit will be paid to a reimbursement of \$500 for each school year. *There may be extra discretionary funds available for reimbursement due to district need.*
- Submit completed PDC Tuition Reimbursement Form to the PDC shared folder in the building workroom by **February 1st** for any classes taken the previous spring, summer or fall.
- Courses completed during the spring semester of the current school year will be eligible for tuition reimbursement the following year.
- All approved Tuition Reimbursement forms will be submitted to the superintendent's office **from the PDC.**

### **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS**

All certified staff members must complete an individual professional development plan (IPDP). PDC funding will only be available to individuals with an approved IPDP on file. The deadline to submit all initial plans is **September 1st**. A final signed plan must be on file prior to teacher check-out.

### **END OF THE YEAR PROGRAM EVALUATION**

Elected PDC members will evaluate the PDP annually. A Local Needs Assessment Survey will be requested of employees in the spring, especially if the intended goal for the following year's plan intends to change. The results will be used, in conjunction with the CSIP and the Missouri Professional Development Guidelines for Student Success, to determine the focus for future professional development opportunities in the district.

An annual High Quality Professional Development survey will allow certified staff members the opportunity to reflect upon their professional development opportunities throughout the year. This survey should be completed by May 1st.

### **REQUIRED PROFESSIONAL DEVELOPMENT HOURS**

In 2003, statutory changes were made that required educators to complete ongoing professional development until the educator reaches **two** of the three items: ten years of experience, the next higher degree, or national certification from a Missouri-recognized board. This professional development may include contact hours of district-approved professional improvement activities or appropriate college coursework (**one college credit=15 contact hours**).

Each certificate classification (professional teaching, administrative, career education, etc.) has its own set of professional development hours that are required. All staff members report their total hours of professional development by filling out the Professional Development Log each spring. Logs are due prior to teacher check out. Summer hours are to be reported the following school year.

### STATE OF MISSOURI PROFESSIONAL DEVELOPMENT REQUIREMENTS (FOR CERTIFIED STAFF MEMBERS)

<i>Classification</i>	<i>Initial Certification (Years 1-4)</i>	<i>Reactivation</i>	<i>Career Certification (Years 5-99)</i>
<b>AEL-Adult Education</b>	60 total contact hours	24 contact hours plus annual requirement	20 contact hours annually
<b>Administration-</b> Principals, special ed. directors , and career ed. directors	120 total contact hours	24 contact hours plus annual requirement	Years 5-10 must complete EdS degree (or 30 contact hours annually until the degree program is started)
<b>Career Education-</b> vocational, health services, trade and technical fields	90 total contact hours	24 contact hours plus annual requirement	15 contact hours annually until exempt
<b>Professional-</b> most core area teachers and librarians	30 total contact hours	24 contact hours plus annual requirement	15 contact hours annual until exempt
<b>Student Services-</b> counselors, psychologists, speech/language pathologists and others	40 total contact hours	24 contact hours plus annual requirement	20 contact hours annual until exempt
<b>Provisional</b> (2 years)-nonrenewable	Must complete credits/requirements to move to Initial Certification within two years	N/A	N/A

<b>Temporary</b> (1 year)	Must complete 9 college credits annually to renew	N/A	N/A
<b>Lifetime</b>	Exempt	N/A	Exempt

### **NEW EMPLOYEES**

All newly hired teachers will be assigned to either the Mentor or Advisor program (based on previous MO teaching experience). Assignments of the mentor or advisor teacher, if possible, will be at a grade level and/or subject area comparable to the instructional level of the newly hired teacher.

### **MENTOR PROGRAM OVERVIEW**

All beginning teachers with two or less years of teaching experience in Missouri (protege) will be assigned an experienced teacher (mentor) to assist in their first two years of professional growth. The mentor will fulfill the role of a “helper.” **NOT** that of an evaluator. The mentor should be knowledgeable of district and building goals, policies, and procedures. The mentor will be responsible for all forms and paperwork filled out and returned to the Mentor Chairperson(s). The mentor should be a good listener, good communicator, possess sensitivity, and respect confidentiality between both parties. The mentor must have achieved all expected levels on the most recent PBTE. The mentor, above all else, must convey to the protege– through words, actions and attitude–a love for teaching and a genuine respect for students and their needs.

Successful completion of a 2-year mentor program is a requirement for the protege to receive any subsequent DESE certification renewal. A Mentor Program Handbook that includes additional information and paperwork required for the successful completion of this 2-year assistance program will be provided electronically to all mentor program participants (both mentor and protege). The PDC mentor program coordinator will provide appropriate training and any necessary follow-up assistance to ensure successful completion.

### **INCENTIVE GUIDELINES/PROCEDURES**

- First year mentors will receive an incentive of \$150 to be paid at the end of the year upon the successful completion of the mentoring program.
- Second year mentors will receive an incentive of \$125 to be paid at the end of the year upon the successful completion of the mentoring program.
- Advisor teachers will receive an incentive of \$75 to be paid at the end of the year upon the successful completion of the Advisor Teacher program.
- All Incentive Forms will be submitted to the Professional Development Committee **by the mentor/advisor by April 1st**, at which point all program requirements must have been successfully completed. Payment will be made once the Board of Education has approved it.

### **PROGRAM COMPLETION**

The PDC mentoring chair will schedule meetings at the end of each semester with each mentor/protege team to ensure all necessary paperwork is completed and filed. It is recommended that the protege also keeps a copy of all paperwork turned into PDC. At the end of each successfully completed year, PDC will provide the protege with a certificate of completion. Successful completion of a 2-year mentor program is a requirement for beginning teachers to receive any subsequent DESE certification renewal.

The PDC mentoring chair will also schedule a meeting at the end of the year for each participant in the Advisor program. Participants will be given the opportunity to provide feedback for ways in which the program was successful, as well as ways in which it can be improved.