



Berryville School District

Professional Development Plan
2022-2023

The Berryville School District Board of Education is committed to providing the best possible educational opportunities for all students. Therefore, the board will commit the necessary time and resources to a comprehensive professional development program that will be driven primarily by the student performance data and result in improved educational achievement for all students. As a district, we hold high expectations for all students and believe all students can learn. Through Professional Learning Communities (PLC) and Response to Intervention (RTI) initiatives, the district will ensure student achievement. Employees will receive the necessary training to create and maintain collaborative teams and a strong RTI systemic process, K-12, including the development of assessments aligned to the essential standards.

The Arkansas State Literacy Standards were fully implemented during the 2017-18 school year. We believe that all students must read on grade level and that literacy is the key to success in the classroom and throughout life. As a result, all kindergarten through fifth grade teachers will be trained in Phonics First and R.I.S.E. Best practices and strategies for teaching literacy will be used in classrooms throughout the district and literacy skills will be a focus in all content areas. District personnel shall be trained in the Science of Reading as required by the Division of Elementary and Secondary Education beginning in the 2019-2020 school year. Teachers, staff, and administrators will be trained in best practices for closing the achievement gap for ESOL, special needs, and low-socio economic students. SIM training and Extreme Reading will be the training for secondary schools in the area of literacy. In addition, Writing Revolution training will be offered to teachers to improve writing across the grade levels.

As the Division of Elementary and Secondary Education transitions toward a true inclusive environment for all students, and the Berryville School District embraces evidence-based practices through embedded learning with Solution Tree, co-teaching and inclusive classroom training will be offered for teachers. Specific training for special education teachers, general education teachers, and English for Speakers of Other Languages (ESOL) staff will be a priority as all students will receive Tier 1 core instruction in general educational environments beginning in the 2022-23 school year. Differentiation of instructional methods will be a focus as well.

The Arkansas State Math standards will be taught in each grade level and content area. All math teachers, K-12, are implementing the Illustrative Math curriculum. K-5 teachers will be trained on Cognitive Guided Instruction and secondary teachers will use the embedded strategies that accompany the district curriculum.

The district recognizes that the key to a quality professional development program is the establishment of an environment that facilitates and nurtures customer service, continuous learning, data-driven decisions, and continuous improvement at every level. The district,

however, has the responsibility to encourage, facilitate, and provide a full range of learning opportunities included job-embedded learning, study groups and seminars, workshops, informational or awareness sessions, in-depth study, access to resources and distance learning, in-classroom coaching and follow-up, conference attendance, participation of various committees, and so forth. However, administrative faculty meetings and administrative organizations, or clerical work in the classroom shall not count as approved professional development.

Arkansas Professional Development Law and Regulations

Arkansas state law requires all teachers to be contracted for a minimum of 190 days. Beginning with the 2015-2016 school year, and each year thereafter, each certified employee must complete 36 hours (for licensure) of approved professional development annually which must be fulfilled between June 1 and May 31 of the school year.

All approved professional development activities, whether on-site, off-site, or online must satisfy requirements dictated by Arkansas law, Department of Elementary and Secondary Education rules, and/or district policy. Only professional development activities which improve student achievement, are identified in the school level improvement plans, are grade level subject area appropriate, and/or meet the needs of the Professional Growth Plan (PGP) will be considered for approval by the building principal. The appropriate form must be completed and submitted and approval must be obtained before registration of the professional development event can occur.

The teacher is responsible for providing documentation of attendance to all approved professional development activities to the building principal who will maintain a professional development file on each certified employee.

Principals/Supervisors are responsible for verifying that each certified employee has met the 36-hour Arkansas law requirement, and any additional hours required by the district. The Berryville School District requires 60 hours of Professional Development each year in lieu of adding four instructional days to the calendar. Professional development will be linked to each teacher's Professional Growth Plan under the district expectations of the Teacher Excellence Support System. *Documentation is critical because each individual's professional development hours must be submitted to the Department of Elementary and Secondary Education each year in order for his/her license to be renewed.*

Professional Development

Definition (AR Code 6-17-704) (DESE Rules Gov. PD 4.01)

Professional Development means a set of coordinated planned learning activities for teachers, administrators, and non-licensed employees that is required by statute or by the Department of Education or meets the following criteria:

- ~Is part of the minimum number of professional development hours required by law or by the department;
- ~Improves the knowledge, skills, and effectiveness of teachers, including the knowledge to apply what is learned (4.01.1);
- ~Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies, methods, and skills, including the ability to apply what is learned (4.01.2);
- ~Lead to improved student academic achievement (4.01.3);
- ~Is research-based and standards-based (4.01.4)

Purpose

The purpose of Professional Development is to improve knowledge and skills in order to facilitate individual, team, school-wide, and district-wide improvement designed to ensure that all students demonstrate proficiency on state academic standards (2.02).

Professional Development Criteria

All approved professional development shall be aligned to the standards developed by the State Board of Education (8.01).

Approved professional development activities shall relate to the following focus areas (8.02):

- Content (K-12) (8.02.01)
- Instructional strategies (8.02.02)
- Assessment/data-driven decision making (8.02.03)
- Advocacy/leadership/fiscal management (8.02.04)
- Systemic change process (8.02.05)
- Standards, frameworks, and curriculum alignment (8.02.06)
- Supervision (8.02.07)
- Mentoring/Peer Coaching (8.02.8)
- Next generation learning/integrated technology (8.02.09)
- Principles of learning/developmental stages/diverse learners (8.02.10)
- Cognitive research (8.02.11)
- Parent involvement/academic planning and scholarship (8.02.12)
- Building a collaborative learning community (8.02.13)
- Student health and wellness which may include but is not limited to anti-bullying policies, appropriate training for anticipated rescuers in the use of automated external defibrillator or cardiopulmonary resuscitation and: (8.02.14)
- The Code of Ethics for Arkansas Educators (8.02.15)

Additional activities eligible for PD credit, as included in the District's PDP, and licensed employee's PGP, include (9.01):

- School Fire Marshall program (A.C.A. § 6-10-110) (9.01.2.1);
- Tornado safety drills (A.C.A. § 6-10-121) (9.01.2.2);
- Statewide student assessments (A.C.A. § 6-15-2912) (9.01.2.3);
- Test security and confidentiality (A.C.A. § 6-15-2907) (9.01.2.4);
- Emergency plans and the Panic Button Alert System (A.C.A. § 6-15-1302) (9.01.2.5);
- TESS (A.C.A. § 6-17-2806) (9.01.2.7);
- Student discipline training, behavioral intervention, and classroom management (A.C.A. § 6-18-502) (9.01.2.8);
- Comprehensive School Counseling Program (A.C.A. § 6-18-2004) (9.01.2.9);
- Training required by DESE under The Arkansas Educational Support and Accountability Act and fiscal and facilities distress statutes and rules (9.01.2.10) ; and
- Annual active shooter drills (6-15-1303) (9.01.2.11).

Methods of Earning Professional Development

Approved professional development takes on many forms and may be earned in the following ways (8.03):

- Conferences/workshops/institutes (8.03.1)
- Mentoring/peer coaching (8.03.2)
- Study groups/learning teams (8.03.3)
- National Board for Professional Teaching Standards Certification (8.03.4)
- Distance and online learning, to include Arkansas IDEAS (8.03.5)
- Internships (8.03.6)
- State/district/school programs (8.03.7)
- College/university course work (8.03.8)
- Action research (8.03.9); or
- Individually-guided as noted in the educator's PGP (8.03.10)

***Arkansas IDEAS (Internet Delivered Education for Arkansas Schools) -a partnership between the DESE and the Arkansas Educational Television Network (AETN) to provide on-line programs, courses, and workshops through the AETN.**

Under the initiative, the Commissioner of Education shall identify teacher professional development needs in the state and prioritize the needs based on the areas of professional development most needed to improve academic and teaching knowledge and skills of certified personnel. The commissioner shall work with the Director of the Educational Television Division of the Department of Education and local school districts to develop a statewide online professional development program that includes quality professional development courses that:

- Are aligned to the required focus areas identified in the State Board of Education rules governing professional development and the Arkansas Comprehensive Testing, Assessment, and Accountability Program
- Are aligned with the clear, specific, and challenging academic content areas as established by the Department of Education as required under 6-15-404
- Are aligned with the state curriculum frameworks established by the department for each class level or subject area included in the respective professional development programs;
- Are research-based and available from sources with expertise in technology-delivered professional development courses;
- Are consistent with the Southern Regional Education Board Multi-State Online Professional Development Standards in existence on January 1, 2005;
- Focus on improving student academic achievement by improving a teacher's academic and teaching knowledge and skills; and
- Include an assessment at the end of the program designed to measure each certified person's level of understanding and ability to implement or apply the information presented in the program.

****NOTE: This method of professional development must be approved in advance by the building principal.***

Professional Development Guidelines

**60 hours of Professional Development must be completed by all certified employees between June 1 and May 31 of each year. (This includes the DESE required 36 and the district's required 24).*

**One professional development day = 6 hours professional development credit*

**A certified employee who misses any professional development activity for any reason must make up the time in order to complete the PD requirement.*

**Failure of an employee to complete the required hours of professional development in any given year shall be grounds for disciplinary action up to and including termination.*

** Approved professional development activities, which occur during the instructional day, or outside the educator's annual contract days, may apply toward the annual minimum professional development requirement. (4.03)*

**Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year.*

** Hours of PD earned by an employee in excess of the employee's required hours, but are either not at the request of the district, or not approved by the building principal, shall not be credited toward fulfilling the required number of contract days for that employee.*

**Certified employees in positions not directly related to instructional activities shall be responsible for completing the required professional development each year. However, the focus of their professional development may be prorated among those areas specifically related to their job assignment as approved by the district.*

Teacher Requirements

- 6.04.4 ***Arkansas History*** (2 hours in 2020-21) and every fourth year thereafter according to the professional development schedule if teacher provides AR History instruction; Act 2095 of 2005; Ark. Code Ann. § 6-17-709/§ 6-17-703.
- 5.02.1 ***Teacher Excellence Support System (TESS)*** (3 initial required hours at NWAESC plus additional building level training for all new classroom teachers. All teachers will be TESS trained as required by law or rule. The training will be directly related to the content area, instructional strategies, or identified needs on professional growth plans. Intensive support teachers must directly relate all of those hours to the PGP. Ark. Code Ann. § 6-17-2801
- 6.04.2 ***Parent Involvement*** (2 hours in 2018-19) and every fourth year thereafter of professional development designed to enhance understanding of effective parental involvement strategies according to the professional development schedule under Ark. Code Ann. § 6-17-709/§ 6-15-1703.
- 6.04.3 ***Teen Suicide Awareness and Prevention*** (2 hours in 2019-20) and every fourth year thereafter according to the professional development schedule under Ark. Code Ann. § 6-17-709/§ 6-17-708
- 6.04.1 ***Child Maltreatment*** (2 hours in 2017-18) and every fourth school year thereafter of professional development related to recognizing the signs and symptoms, legal requirements, methods for managing disclosures regarding child victims, and methods for connecting a victim of child maltreatment to appropriate in-school services and other agencies, programs, and services needed to provide the child with the emotional and educational support the child needs to continue to be successful in school according to the professional development schedule under Ark. Code Ann. § 6-17-709/§ 6-61-133. Child maltreatment professional development shall be based on curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission, maybe be obtained inperson or online, and shall be obtained not more than one year before the individual's initial licensure.

Child Maltreatment	2017-2018	2021-2022	2025-2026
Parent Involvement	2018-2019	2022-2023	2026-2027

Teen Suicide Awareness/Prevention	2019-2020	2023-2024	2027-2028
Arkansas History	2020-2021	2024-2025	2028-2029
Anti-Bullying	2020-2021	2023-2024	2027-2028

- Ark. Code Ann. 6-48-514, 6-10-110, 6-10-121, 6-15.1302, 6-15-1303 ***Anti-bullying and School Safety*** (All school district employees will receive training (2 hours) with the anti-bullying policies including reporting, prevention, relationship of bullying and the risk of suicide, and employee’s duties under the district’s anti-bullying policies. All employees will also receive school safety training to include fire, tornado, and emergency situations.) In 2023-2024, Bullying will be combined with the Suicide Prevention professional development.
- Ark. Code Ann. 6-17-704 (e)(2) and Act 780 of 2011 ***Autism (Special Education Teachers and Teachers*** teaching students with disabilities receive professional development providing knowledge and skills, including without limitation autism.)
- BSD will make available 30 minutes of professional development annually on recognizing and reporting **Human Trafficking**.
- BSD will provide professional development annually in the Code of Ethics for Arkansas Educators.
- Beginning in the 2019-2020 school year, the district shall provide annual training instruction based on the Science of Reading as set forth in the literacy plan contained within the district’s SLIPs.
- Ark. Code Ann. 6-17-704 (e)(2) ***Disability and Diversity Training*** (Educators receive professional development with knowledge and skills to teach intellectually, culturally, and linguistically diverse students.)
- **7.02 Athletic Coach Requirements**
At least once every three (3) years, each person employed as an athletic coach shall obtain training in recognition and management regarding each of the following events or conditions that may be encountered by a student during athletic training and physical activities:
 - 7.02.1 A concussion, dehydration, or other health emergency;
 - 7.02.2 A environmental issue that threatens the health or safety of students; and
 - 7.02.3 A communicable disease.
 - 7.02.4 The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

Act 1013 Requires Sudden Cardiac Arrest Training for athletic coaches beginning in the 2018-19 school year.

Administrator Requirements

- 4.03.3 **Parent Involvement** (2 hours in 2018-2019) and every fourth year thereafter of professional development designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation according to the professional development schedule under Ark. Code Ann. § 6-17-709/§ 6-15-1703 Note: No more than once every 5 years, an educator may substitute for this parent involvement requirement no more than 2 hours for Child Maltreatment.
- 4.17 **Teen Suicide Awareness and Prevention** (2 hours in 2019-2020) and every fourth year thereafter according to the professional development schedule under Ark. Code Ann. § 6-17-709/§ 6-17-708
- 4.18 and 4.19 **Child Maltreatment** (2 hours in 2017-2018) and every fourth school year thereafter) related to recognizing the signs and symptoms, legal requirements, and methods for managing disclosure of child maltreatment according to the professional development schedule under Ark. Code Ann. § 6-17-709/.§ 6-61-133. Child maltreatment shall be obtained not more than one year before the individual's initial licensure.

Child Maltreatment	2017-2018	2021-2022	2025-2026
Parent Involvement	2018-2019	2022-2023	2026-2027
Teen Suicide Awareness/Prevention	2019-2020	2023-2024	2027-2028
Anti-Bullying	2020-2021	2023-2024	2027-2028

- Ark. Code Ann. 6-48-514 **Anti-bullying** (All school district employees will receive training (2 hours) with the anti-bullying policies including reporting, prevention, relationship of bullying and the risk of suicide, and employee's duties under the district's anti-bullying policies. In 2023-2024, Bullying will be combined with the Suicide Prevention professional development.
- 7.01.1 For each administrator, the annual professional development requirement shall include training in:
 - Data Disaggregation
 - Instructional Leadership
 - Fiscal Management (may include without limitation Initial, Tier 1, and Tier 2)
- 7.01.2 **Fiscal Management (Superintendents and District Designees)**
 - 12 hours Initial Tier I (New Superintendents/Business Managers ONLY) / 2 hours Tier II
- 7.01.3 An applicant for a building-level administrator license shall successfully complete the teacher evaluation professional development program.
 - 7.01.3.1 An educator who receives an initial building level administrator's license shall complete the credentialing assessment for the teacher evaluation professional

development program either before or after receiving the initial building level administrator's license.

Additional Professional Development

1. ***Educator Effectiveness System Training*** (associated with TESS/LEADS): All teachers will receive EES training.
2. ***College Course*** = 15 hours; must meet requirements and be approved by BSD
3. ***AP Training*** = maximum of 30 hours
4. ***Planning/Development of Curriculum or Instructional Materials*** = 12 hours (prior to first student/teacher interaction day, principal approved)
5. ***Professional Development Provider*** = 2 hours for each hour spent in presenting professional development content
6. ***Coaching Clinics*** = Head coaches 2 days (12 hours) - Other coaches 1 day (6 hours)
7. ***New Teacher Orientation:*** This is for teachers newly hired to the district only and does not count toward the required 60, with the exception of TESS Law & Process.

College Courses

A three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as fifteen (15) hours of professional development, if the college credit (4.06) (Act 1182 of 2005):

- is related to and enhances the educator's knowledge of the subject area in which the educator is currently employed and is related to the educator's professional growth plan; (4.06.1.1)
- is part of the requirement for the educator to obtain additional certification in a subject matter that has been designated by the DESE as having a critical shortage of educators; or (4.06.1.2)
- is otherwise approved by the DESE as a graduate level course eligible for professional development credit. (4.06.1.3) No more than half of the required 60-hours of professional development time may be met through college credit hours;*
- Graduate level courses in educational leadership are eligible for professional development credit based on approval by the DESE. The focus of the course must specifically relate to the job assignment as approved by the district;* (4.06.4)
- Nothing in this section shall prevent or restrict a school district from requiring additional in-service training.

***The Request for 15 Hours Credit for Professional Development Form must be submitted to the BSD central office curriculum/PD director for approval before it may be counted toward the 60-hour requirement.**

Advanced Placement

Each hour of approved training received by educators related to teaching an advanced placement class for a subject covered by the College Board and Educational Testing Service shall count as professional development up to a maximum of thirty (30) hours (7.03).

Curriculum Planning/Instructional Material Development

An educator may earn **up to 12 hours of professional development** credit approved by the school or school district, which may be applied toward the professional development requirement for the time period at the beginning of each school year that is used to plan and prepare curriculum or develop other instructional material. Educators shall be entitled to one (1) hour of professional development credit for each hour of approved preparation under this section provided the educator spends the time (4.07):

- In his/her instructional classroom, office, or media center at the public school. (4.07.1)
- **Prior to the first student teacher interaction day of the school year.** (4.07.2) and
- In the focus areas listed in Section 8.02 of these Rules and may include but is not limited to time spend in the following areas (4.07.3):
 - Grade level and/or vertical team planning to integrate subject areas (4.07.3.1);
 - Team work to analyze student data (4.07.3.2);
 - Team work to develop academic improvement plans (AIP) or individual improvement plans (IEP) (4.07.3.3);
 - Developing and/or revising curriculum, including student-centered units and assessments aligned to state curriculum frameworks (4.07.3.4);
 - Professional book studies (4.07.3.5);
 - Developing intervention strategies to support remediation and/or acceleration (4.07.3.6);
 - Developing and/or revising the School Level Improvement Plan (SLIP) (4.07.3.7);
 - Pursuing study as noted in an educator's professional growth plan (4.07.3.8);
 - Arkansas IDEAS, on-line professional development, related to SLIP or the educator's professional growth plan (4.07.3.9)
- Specific activities which do **NOT** qualify include but are not limited to (4.97.8):
 - Making and putting up bulletin boards (4.07.8.1);
 - Clerical work associated with documents such as SLIPs, AIPs, and IEPs (4.07.8.2); and
 - Administrative faculty or team administrative meetings (4.07.8.3).

Professional Development Provider

Any educator who provides approved professional development may count two (2) hours professional development credit for each one (1) hour of time spent in presenting professional development content (4.05).

Coaching Clinics

Head coaches will be allowed to count two days (12 hours) of coaching clinics toward fulfillment of the 60-hour requirement; other coaches may be allowed to count one day (6 hours) at the discretion of his/her principal. Documentation of attendance must be given to the principal to be placed in the individual's professional development file.

Professional Development Committee Members

Owen Powell (Superintendent)
Tammi Davis (Curriculum/PD/Federal Programs Director)
Apyrl Harmon (Special Education Director)
Ed Wallace (Director of Technology)
Christy Graham (BES Principal)
Lisa Geren (BIS Principal)
John McClellan (BMS Principal)
Joey Curtis (BHS Asst. Principal/Facilities Director)
Donnel Armstrong (BHS Principal)
Erin Hall (Instructional Specialist)
Mindy Hicks (Assessment and McKinney Vento Coordinator)
Mary Ann Pharis (ESOL Director)
Kim Ray (Dyslexia Coordinator)
Heather Zaloudek (Instructional Specialist)
Ashley Sharp (Instructional Specialist)
Jill Jones (Instructional Specialist)

