

**MARION C. EARLY R-V
SCHOOL DISTRICT
PROFESSIONAL LEARNING
HANDBOOK**

**MARION C. EARLY R-V SCHOOL DISTRICT
5309 South Main
Morrisville, MO 65710**

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PROFESSIONAL LEARNING HANDBOOK**

TABLE OF CONTENTS

Professional Learning Team Members	2
Statement of Purpose	3
District Professional Learning Long-Range Goals	4
District Professional Learning Three Year Plan	5
Committee Structure	6
New Teacher Assistance / SHINE Mentoring Program	7
Practicing Teacher Assistance	8
Professional Learning Funds & Budget	9
Procedures for Requesting Funds for Professional Learning	10
Appendix A - Professional Learning Request Form	11
Appendix B - Travel Reimbursement Form	13
Appendix C - Staff Professional Learning Log	14

**MARION C. EARLY R-V SCHOOL DISTRICT
PROFESSIONAL LEARNING TEAM
2018 - 2019**

Co-Facilitators-Shawn Teague and Dawn Lindsay

Secretary and Media Relations-Sandra Jennings

Treasurer-Lindsay Bowers

Reflections and Surveys-Ryan Dortch

Community Liaison-Shawn Teague

SHINE Mentoring Program-Rachael Sawyer, Lindsay Bowers,
and Dawn Lindsay

MARION C. EARLY R-V SCHOOL DISTRICT PROFESSIONAL LEARNING TEAM (PLT)

STATEMENT OF PURPOSE

The Marion C. Early R-V Board of Education values professional development for its faculty and is committed to provide systematic professional development for beginning and practicing teachers.

The Professional Learning Team feels that education is the result of a cooperative effort involving teachers, administrators, and board members with the support of the local community.

Our goal is to improve student learning by supporting professional development activities that are relevant, meaningful, and are aligned with state standards and teacher evaluation. Professional development opportunities will be provided to all employees that will positively impact student engagement and achievement, allow for collaboration with peers, and enhances the skills needed to successfully perform their responsibilities.

The Professional Learning Team supports beginning teachers through the SHINE (Supporting, Helping, Inspiring New Educators) Mentoring program. This is two-year teacher induction program, providing them with a mentor-teacher and ongoing professional learning to assist new educators in being successful.

Funds are available for all practicing teachers to seek out and attend conferences and workshops outside of the district that will improve their teaching practices.

Early release days are also scheduled throughout the school year to dedicate time to professional learning activities (see district calendar for 2018-2019).

The professional learning plan is a document which will continue to be improved and modified throughout the school year. All professional learning activities reflect the Comprehensive School Improvement Plan (CSIP); the Building Improvement Plans (BIP); and the Missouri School Improvement Program Fifth Cycle (MSIP 5), and our Staffs' Needs Assessment surveys.

MARION C. EARLY SCHOOL DISTRICT PROFESSIONAL LEARNING GOALS

Professional Learning Long - Range Goals

- All professional staff will be given opportunities to attend high quality professional development and will transfer the skills learned in staff development into classroom practice.
- Implement staff development for the purpose of increasing student achievement in the major content areas and closing the achievement gap for all student populations.
- Professional staff will learn how to use assessment data to revise teaching practices in order to improve student learning.
- Encourage collaboration among teaching colleagues to strengthen their knowledge and skills for the complex challenges of teaching.
- Monitor professional learning needs within the district using multiple sources of data.
- Assist the SHINE Mentoring Team in developing and implementing professional learning for new educators to our district.

MARION C. EARLY R-V SCHOOL DISTRICT PROFESSIONAL LEARNING 3 YEAR PLAN

Year One: 2018 - 2019 Curriculum & Technology (Goal #1 & #2)

Year Two: 2019 - 2020 Curriculum (edit and revise) & Technology (Goal #1 & #2)

Year Three: 2020 - 2021 Technology (Goal #2)

Goal #1: Marion C. Early R-V will provide comprehensive staff development opportunities in core curriculum areas that support best practice in curriculum, instruction, and assessment.

- A. Provide time for staff to review and modify common assessments as needed to ensure they align with the Missouri Learning Standards (MLS).
- B. Explore various curriculum resources that align with MLS.
- C. Develop curriculum aligned with the MLS and/or Core Learning Expectations.
- D. Provide the opportunity for staff to revise K-5 Basic Skills to align with MLS.
- E. Create common assessments aligned with MLS and/or Core Learning Expectations.
- F. Research new and evaluate existing intervention programs for those students who need additional time and support.
- G. Provide training for staff to effectively implement any changes in curriculum, standards, and instructional practices.

Goal 2: Marion C. Early R-V will update, maintain, and provide appropriate instructional technology strategies, resources and materials.

- A. To provide staff access to professional development resources in order to support technology skill development and curriculum integration.
- B. Develop and maintain a list of free online resources and tech tools available to all staff for classroom instruction use.

PROFESSIONAL LEARNING TEAM (PLT) STRUCTURE

MEMBERSHIP

The Professional Learning Team will consist of six to nine members who will serve for a term of at least two years. Members have the option of serving additional terms beyond two years. The committee should represent teachers from the elementary, middle, and high school, including specialty areas. The PLT members will be selected by a nomination and voting process by teachers of the school district, with those teachers with the most votes being placed on the committee. Team members will be certified staff members with at least two years of teaching experience within the district.

RESPONSIBILITIES

According to the Missouri Professional Learning Guidelines for Student Success and the Missouri Mandates and Regulations (Excellence in Education Act of 1995, the Outstanding Schools Act of 1993, SB 287 passed in 2005, and the Missouri School Improvement Program, 5th Cycle), the Professional Learning Team shall:

1. Work with beginning teachers and experienced teachers in identifying concerns and remedies,
2. Assist beginning teachers with implementation of their professional development plan, and
3. Serve as a confidential consultant upon a teacher's request. Matters discussed by a teacher and the Professional Learning Team will be held in confidence, but would not be considered "privileged information" in a court of law.

NEW TEACHER ASSISTANCE

Marion C. Early R-V has established the SHINE mentoring program for beginning teachers who are new to the teaching profession. Support and assistance is needed to help these new teachers improve teaching strategies, increase student engagement and success, and remain in the teaching profession. Mentoring is the establishment of a personal relationship between an experienced educator (mentor) and a beginning teacher (mentee) for the purpose of professional support, instruction, and guidance.

The Professional Learning Team at Marion C. Early R-V will provide mentoring services to teachers employed by the district who have less than two years of teaching experience. Teachers new to the district, but have two years of teaching experience with another school district will be provided a mentor for one year.

MENTEE EXPECTATIONS & REQUIREMENTS

- Mentee Expectations
 - Keep open communication with their mentor by seeking support and assistance when needed by asking questions
 - Seek out professional development resources
- Mentee Requirements
 - Participate in the district mentoring program for two years
 - Meet at least monthly with mentor
 - Participate in a Beginning Teacher Assistance (BTAP) Program
 - Attend SHINE mentoring professional learning meetings
 - Participate in observations of other educators in or out of district

MENTOR EXPECTATIONS & REQUIREMENTS

- Mentor Expectations
 - Develop a strong, professional relationship with mentee
 - Provide support and guidance
 - Help mentee understand Missouri Learning Standards and implement curriculum
 - Serve as a classroom coach for mentee
- Mentor Requirements
 - Meet at least monthly with mentee, using the monthly checklist to guide conversation
 - Conduct two scheduled classroom observations
 - Including: pre-conference, observation, post-conference with reflection

Mentors will receive a stipend of \$100 for each semester documentation is provided for expectations and requirements that have been met.

PRACTICING TEACHER ASSISTANCE

NEEDS ASSESSMENT

A Needs Assessment will be conducted annually or more often if needed. In addition to the needs cited by faculty, the assessment must also address the district's annual report of attendance, dropout rates, and socio-economic averages. Once identified, faculty concerns and needs will be categorized by building, grade level, subject area, and/or additional categories as determined. The Professional Learning Team will set priorities and address the identified needs to improve classroom instruction in the district.

EARLY RELEASE

The early release days for the 2018 - 2019 school year will allow teachers and staff opportunities to plan collaboratively and receive targeted professional learning in developing and aligning curriculum to the Missouri Learning Standards.

CONFERENCES / WORKSHOPS

The district continues to assist as many teachers as possible with outside workshop and conference expenses. Money is available to cover expenses for workshops or conferences in the individual staff member's special or general educational areas based on High-Quality Professional Development and the PD Plans developed. Requests must be submitted prior to the event. The Professional Learning Team will meet monthly.

PROFESSIONAL LEARNING FUNDS

Money is available to cover expenses for workshops or conferences in the individual staff member's special or general educational areas based on High-Quality Professional Development and the PD Plans developed. Requests must be submitted prior to the event. The Team will meet monthly to approve or deny requests. Requests may be denied to allow the committee to ask for additional information about the workshop or conference. Any denied request may be resubmitted with the additional information included.

BUDGET

The Outstanding Schools Act of 1993 (SB380) indicates that each school district shall allocate 1 percent of its revenue from the foundation program, exclusive of categorical add-ons, to the Professional Learning Team (PLT) for professional development. Of the funds allocated to the PLT, 75 percent shall be spent in the same fiscal year for purposes determined by the PLT after consultation with the administrators of the school district and approved by the local board of education as meeting the objectives of the Comprehensive School Improvement Plan (CSIP) of the district that has been developed by the local board. The remaining 25 percent must also be spent for professional development, but may be carried forward for use in the succeeding year.

Approval for professional development funds may be obtained for the following expenses:

- Registration (professional memberships may not be paid)
- Lodging
- Mileage - \$0.40 per mile after the first 60 miles
- Meals – limited to \$25.00 per day and must be accompanied by receipts.
 - Meals for Title I funded professional development
- Non-contract hours (stipends) at the rate of \$20.00 per hour at district sponsored in-services.

PLT Budget for 2018-2019

Starting Balance	23820.00
Mentor Stipends	\$2500
Individual Teacher Stipends-(subs)	\$6000
Guest Presenters	\$2000
Curriculum Development	\$3000
General Supply	\$500
Professional Learning Library	\$500
District Wide Membership Fees-(GOCS)	\$4500
Travel for Conferences	\$820
Workshops and Conferences	\$4000

PROCEDURES FOR REQUESTING FUNDS FOR PROFESSIONAL LEARNING

1. Fill out the Staff PLT Request form (shared through Google Drive). This request form includes the registration fee, travel reimbursement, and lodging if necessary. If you are going to request travel or lodging reimbursement, this needs to be requested in advance.
2. Obtain the principal's signature on the request form.
3. Submit the form to a member of the PLT treasurer.
4. The committee will vote on approval at their regularly scheduled monthly meetings.
5. The requestor will receive a copy of the approved Staff Request Form after it has been approved or denied.
6. The approved Staff Request Form and completed purchase order needs to be turned in to Nancy Vance in order to get a purchase order number
7. Staff are responsible for registering for the event and/or faxing the purchase order or registration form.
8. After you have attended, fill out a travel reimbursement form if necessary and submit to the treasurer of the PLT within 10 days after you attend the conference / workshop.
 - a. The reimbursement for mileage is \$0.40/mile **after** the first 60 miles.
 - b. Meals are reimbursed up to \$25/day. **All receipts must be turned in with the reimbursement form.**
 - c. Payment for mileage and meals (if approved) will be made to you through payroll the month after it is approved.

APPENDIX A

Professional Learning Request

Note - Application should be turned in *Two Weeks* prior to Conference or Workshop

1. Employee name:
2. Title of professional development:
3. Location of professional development:
4. Date(s) of the conference or workshop:

Registration fee(s)	\$ _____
Substitute	\$ 70 / day X _____ day(s) = \$ _____
Optional Requests	
Lodging	\$ _____ /night X _____ night(s) = \$ _____
Mileage	_____ miles - 60 X \$0.40 = \$ _____
Meals	\$25 / day X _____ day(s) = \$ _____
Total	\$ _____

Check the NEE PD standard (s) you are addressing by attending:

- Standard 1.2** Teacher cognitively engages students in the content
- Standard 4.1** Teacher uses instructional strategies that lead students to problem-solving and critical thinking
- Standard 4.2** Teacher effectively uses appropriate instructional resources to enhance student learning
- Standard 4.3** Teacher employs cooperative learning
- Standard 5.3b** Teacher establishes secure teacher-student relationships

Employee Signature _____ Date _____

Building Principal _____ Date _____

Professional Learning Team Treasurer _____ Date _____

Completed form and Purchase Order submitted to the PLT Treasurer

Approved _____ Denied _____ PLT Treasurer Initials _____

PO number _____

Total _____

**Lodging Information
(if requesting)**

Employee Name:

Hotel:

Hotel address:

Dates:

Price per night:

Total:

