

2019-20 Lolo School District Professional Development Outline

Each year, through its administrative and teacher Professional Learning Community and varied curriculum committee meetings, the Lolo School District reviews its previous years' efforts/results/needs in the area of instruction, curriculum and assessment. Because of the District's limited budget and time opportunities for professional development, the District focuses on its highest priority needs areas for professional development. Traditionally those particular specific curriculum areas have usually been in reading, math and student behavior/conduct improvement though other curriculum areas arise depending on need or OPI mandated curriculum review cycles.

Thanks to the full support of the Board and Staff, Lolo School District has continued to heavily utilize the Thursday early release plan which provides tremendous and highly utilized opportunities for teachers to work collaboratively at grade levels. Additionally, the District has continued to invest in the Professional Learning Community (PLC) approach to improving student learning – an approach and process which emphasizes working as teams district-wide and at grade levels/curriculum areas, making research-based decisions for improving instruction, and focusing on thoughtful, focused SMART goals in its improvement efforts. For the 2019-20 school year, the Lolo School District will continue to utilize the weekly early release time, as well as other PIR and professional development time in a similar fashion, especially for further development of its Professional Learning Community approach to improving student learning. The District will continue to make efforts to provide rich professional development in PLC and Response To Intervention (RTI) training to the greatest extent the budget will allow.

Weekly early releases: Almost every school week throughout the year will provide for a Thursday 2:01pm early release of students. The early releases will allow our teachers to collaborate on providing more effective instruction for meeting our increasingly diverse student educational needs/abilities. Additionally, it will allow the District to provide professional development to our certified staff which is more focused to specific grade level teacher needs and curriculum area needs rather than the previous and less effective “en mass” approach. Using a structured collaboration plan and approach, grade level teachers will continue to work primarily on the areas of instruction/curriculum (often times reading and math) which have been identified for improvement as a result of PLC team and district-wide assessment tools, but also work on other areas of curriculum, instruction and assessment as needed. The collaboration allows the teachers to better utilize their individual and team strengths for the entire grade level, share strategies, and create instructional approaches to better meet the needs of individuals or small groups of particular students in need of assistance. RTI (a process utilized by teachers to address specifically identified areas in students which are in need of improvement), Indian Education for All integration, Differentiated Instruction, MBI and Olweus work (responsible behavior programs), and areas of student assessment/reporting will continue to be primary focus areas. Increasing emphasis on improving reading skills and strategies for our students – especially in the early years – has also become a high priority. The administrative team also utilizes occasional early release times to provide professional development for and collaborate with its para-professionals and other classified employees.

PIR days: PIR (Pupil Instruction Related) days occur throughout the school year for our administrative and teaching staff. The state sets forth the framework for 7 of these days, the District has contracted with certified staff for an additional days, and the District (with the approval of the MT Office of Public Instruction) has structured its instructional day and calendar to allow for additional PIR days. This adds up to a total of about 12 PIR days. The days are largely used for parent teacher conference times, professional development, education program review/analysis/planning, staff meetings for policy/procedure reviews and classroom preparation work. 2019-20 days are anticipated to include the following:

- Thursday, August 22 (half day) – Friday August 23: PIR work days for admin/certified staff, possibly some classified staff
- Monday, August 26-Tuesday, August 27: PIR work days (largely staff meeting/training for certified and classified staff)
- Monday, September 30: PIR work day (often times allowing teachers to collaborate on student assessment results and intervention planning)
- Thursday/Friday, October 17-18: PIR-MEA in-service days or alternative options
- Wednesday/Thursday, November 13-14 and March 11-12: PIR parent teacher conferences

- Monday, May 25: PIR work day – Mission/Vision/Essential Concepts review and the exchanging of student information between grade levels for the upcoming school year.
- Wednesday, June 10: End of year record keeping, Mandt training, teacher checkout, etc.

PIR work days: As indicated above, beyond our parent teacher conference times/days, our administration and staff utilize critically needed PIR work days largely for training staff and for the review, analysis, and improvement of our educational program. A great deal of this work is done through our PLC approach to improving student learning and our overall education program. The District, when able and appropriate, will utilize presenters/speakers for education program professional development. For example, each year the state requires schools to review and update specific curriculum areas (the Office of Public Instruction states 2019-20 includes Social Studies, CTE, Tech & Library, though we often review other curricula as well). We will collaborate with other school districts, the University of MT, OPI and the Western Montana Curriculum Collaborative to update our curriculum as needed. Training in RTI strategies will be prevalent in our PIR work days as well. Other specific training may focus on such areas as District policies and procedures, active resistance, first aid/CPR/AED, technology, and paraprofessional-teacher teaming. Training for certified (teaching) staff and classified (support) staff sometimes coincide and sometimes have separate schedules, depending on needs.

PIR - MEA in-service days/alternatives: Each year, during the third week in October, teachers are provided two days to attend MEA workshops/in-services. Additionally, the District provides a range of approved alternatives for the two “MEA days” of in-service. Therefore, if the MEA conference doesn’t provide programming that an instructor needs, he or she can review the approved alternatives which are offered at other times during the year. Or a teacher may submit a proposal for an in-service option and have it considered for approval by the principal/superintendent. This allows teachers to further improve in areas beyond those identified as district-wide needs. A description of common alternatives is attached.

Additional Grade Level or K-8 Training: Because of the importance of continually clarifying grade level curriculum objectives and upgrades, as well as ensuring alignment and a smoother transition of curriculum through the various grade levels, Lolo SD also utilizes substitute coverage on occasion for half and full day collaboration/in-service sessions for its staff members. This has made an important difference in identifying issues and integrating and coordinating curriculum improvements throughout the Lolo School curriculum areas.

Committee Meetings: Though the school day only allows for approximately 25 minutes of after-kids time in which to hold meetings, after-school committee meetings will continue to cover such issues as Olweus/MBI, RTI, Safety, Wellness, Indian Education, Technology, Differentiated Instruction, and other areas as needed (usually Reading and Math). Using the PLC approach, we keep committee meetings to a minimum and attempt to utilize email as much as possible for keeping folks updated/involved, thereby not sacrificing instructor time for PLC work.

Mission/Vision Statement Review: At its spring professional development day, administration and teachers will briefly review the Lolo School District Mission and Vision Statements. Administrators will further visit with support staff throughout the year as well as during the beginning of the year meetings to similarly review the District’s Mission and Vision statements.

Lolo School District #7
11395 Highway 93 South
Lolo, MT 59847

www.loloschools.org



District Office: 406.273.0451
Middle School Office: 406.273.6141
Elementary Office: 406.273.6686

Fax: 406.273.2628

“Learn Today, Lead Tomorrow!”

TO: Lolo School Certified Staff
FROM: Dale Olinger, Superintendent
DATE: May 10, 2019
RE: Projected plan for next year’s PIR day in-service options (2019-20)

As you know, Lolo School District has a number of in-service days for its certified staff. Of these days, seven are required by the state and are consumed with before school preparation/planning, parent-teacher conferences, state educator conference days, etc. Lolo School District also schedules one day in September for grade level/student needs planning, one day in May for end of year review and preparation for the following year, and some time to appropriately close out the school year.

The two days for state educator conferences may also be fulfilled by alternatives as may be provided and/or approved by the District. The time frame for completing these two PIR in-service days is between July 1st and the last day of school for the academic year.

MFPE Educator Conference (formerly referred to as MEA days) is October 17-18, 2019 in Belgrade. Lolo may be providing some alternatives during that time, but no such alternates are yet scheduled. We will also continue our book study discussion group opportunities as an alternate choice to attending the state educator conference.

Workshops on days other than the MFPE Educator Conference days that we have traditionally approved (depending on dates, etc.) are listed below. In order to count toward alternative credit, just like the MFPE Educator Conference, the District cannot be responsible for any expenses and the event cannot occur on a regular workday.

1. Western Montana CSPD Institute
2. MTASCD summer conference
3. Technology workshops offered by our staff
4. Differentiated Instruction/GT Training
5. Indian Education for All training
6. Montana Reading Institute
7. RTI training
8. Montana Association of Health, Physical Education, Recreation, and Dance Conference
9. Lolo School District book study (District selects book/s for reading, participants gather to discuss as a group)

Remember – we are willing to consider suggestions for other alternatives. This could include in-service workshops offered by other districts, and individual or small group professional development projects, or other fantastic ideas you generate. To propose an alternate, you need to forward your request in writing to your building administrator for review, who will thereafter review the request with me. Please be specific in the information you provide (date, time, subject matter, fees, location, availability to all, specific relevance/application to your teaching/curriculum, outcome, etc.). We’ll then review your request, contact you if we have follow-up questions, and make a decision on any additions that may be allowed to the current list of alternatives.

A major consideration in deciding on alternatives is to ensure that all staff have an opportunity to attend or participate in the possible alternatives. Again, the District will not be responsible for any cost associated with those activities considered as alternatives to MFPE Educator Conference days, nor would those activities be considered for advancement on the salary schedule. Alternatives that occur on regular work days/times are not eligible.

Additionally, when attending an approved workshop for MFPE Educator Conference alternate time, please make sure to obtain the workshop’s verification of your attendance and turn in to your principal.

Thank you and please let us know if you have any questions.