

**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**

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**MARION C. EARLY R-V SCHOOL DISTRICT  
PROFESSIONAL LEARNING TEAM  
2022-2023**

**Secretary and Media Relations** - Sandra Jennings

**Treasurer** - AJ Wood

**Community Liaison** - Madison Freeze

**Mentor/Mentee Facilitator** - Cassidy Heskett

# **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 learning activities that align with district and building goals, in the context of teachers' content area, are job embedded, provide opportunities for collaboration and include follow-up and relevant feedback.

The Professional Learning Team supports beginning teachers through the district mentoring program. This is a 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 student learning.

Professional learning Mondays are also scheduled throughout the school year to dedicate time to professional learning activities (see district calendar).

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 Governance Plan (GP); Comprehensive School Improvement Plan (CSIP); the Building Improvement Plans (BIP); and the Missouri School Improvement Program Sixth Cycle (MSIP 6), and our Staffs' Needs Assessment surveys.

## **MARION C. EARLY SCHOOL DISTRICT PROFESSIONAL LEARNING GOALS**

- Support the development of a culture of learning by working collaboratively with administration to identify and engage all staff in professional learning that contributes to the development of this culture.
- All professional staff will be expected to participate in high quality professional learning and will transfer the knowledge and skills learned into classroom practice.
- Implement professional learning 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 leading learning.
- Monitor professional learning needs within the district using multiple sources of data.

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

Year One: 2021-2022 Curriculum Development & Technology (Goal #1 & #2)

Year Two: 2022-2023 Curriculum & Technology (Goal #1 & #2)

Year Three: 2023-2024 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. Develop curriculum aligned with the MLS and/or Core Learning Expectations.
- C. Research new and evaluate existing intervention programs for those students who need additional time and support.
- D. 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 four to seven 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 a 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 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.

### **PROFESSIONAL LEARNING MONDAYS**

Professional learning Mondays for the 2022-2023 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
- Meals – limited to \$25.00 per day and must be accompanied by receipts.
  - Meals for Title I funded professional development

### PLT Budget for 2022-2023

<b>Starting Balance</b>	<b>\$33,500</b>
Mentor Stipends	\$3500
Individual Teacher Stipends-(subs)	\$5000
PDC/PCL Workshops	\$5000
Workshop Speakers	\$1500
PDC Sub Pay	\$4000
Professional Learning Library	\$2000
District Wide Membership Fees-(GOCSD)	\$4500
Travel for Conferences	\$5000
Miscellaneous Supplies	\$3000

## 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 Kathy Painter 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.
  - 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:

<b>Registration fee(s)</b>	\$ _____
<b>Substitute</b>	\$ 90 / day X _____ day(s) = \$ _____
<b>Optional Requests</b>	
<b>Lodging</b>	\$ _____/night X _____ night(s) = \$ _____
<b>Mileage</b>	_____ miles X \$0.40 = \$ _____
<b>Meals</b>	\$25 / day X _____ day(s) = \$ _____
<b>Total</b>	\$ _____

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

- ☐ **Standard 3.1** - Teacher implements curriculum standards
- ☐ **Standard 5.3b** Teacher establishes secure teacher-student relationships
- ☐ **Standard 7.4** - Teacher monitors the effect of instruction on the whole class and individual learning.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Professional Learning Team Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ PLT Treasurer Initials \_\_\_\_\_

PO number \_\_\_\_\_ **Total** \_\_\_\_\_

**Lodging Information**  
**(if requesting)**

Employee Name:

Hotel:

Hotel address:

Dates:

Price per night:

Total:

**APPENDIX B**  
**Travel Reimbursement Form**  
**Marion C. Early RV School District**

**NOTE: You must turn in this form with the receipts within 10 days after you attend the conference/workshop.**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**Explanation of Request: THIS AREA MUST BE COMPLETED**

\*Attach all **original itemized receipts** to be reimbursed- a charge slip is not sufficient.

Name of conference/Workshop: \_\_\_\_\_

Date (s) Attended: \_\_\_\_\_

Location of event (city & state): \_\_\_\_\_

From: \_\_\_\_\_

Explanation of Reimbursement: \_\_\_\_\_

To: \_\_\_\_\_

Mileage requested for: \_\_\_\_\_

DATE	Travel Detail (to/from-one way, roundtrip, reason for travel, etc.)	Total Miles

**Total Mileage** \_\_\_\_\_ = \_\_\_\_\_ **X \$0.40/mile = \$** \_\_\_\_\_

**Meals** \_\_\_\_\_ (maximum of \$25/day)

**Total Amount Requested = \$** \_\_\_\_\_

\_\_\_\_\_  
**\*Employee Signature**

\_\_\_\_\_  
**\* Supervisor Signature**

\_\_\_\_\_  
**Amount Authorized**

**\*Your signature indicates this form has been checked for all detailed receipts**