

Milan C-II School District

Professional Development

Program Handbook

The Professional Development Committee intends this plan to be a positive, workable and effective instrument that will provide meaningful professional growth opportunities for all certified faculty members in the Milan C-II School District.

Revised November 2013

PHILOSOPHY

The Professional Development Committee recognizes the teacher as the keystone in the educational process. We believe the Professional Development Plan shall assist our educational community to continue to grow professionally and personally. It is the mission of the Professional Development Committee to provide the staff with opportunities which will contribute to their sense of professionalism by enhancing their teaching skills. The Professional Development Plan will foster the opportunity to share talents, strengths, skills, and philosophies with colleagues.

The Milan C-II Professional Development Committee believes teachers who view themselves as lifelong learners will foster an environment that will encourage their students, and ultimately, the community to value the educational process in an ever changing world.

As a result of the Milan C-II's School District's commitment to implementing and maintaining an ongoing Professional Development Program, the following are goals that have been established by the district:

- Increase teacher awareness of new approaches, strategies, and methodologies as presented in current research to enable teachers to better meet the instructional needs of their students.
- Provide teachers with opportunities for growth, knowledge, and implementation of technological developments.
- Assist in the promotion of student learning by continuing to write, revise, and expand the district's curriculum.
- Promote student learning through improved communication between teachers, parents, and community.
- Provide in-service opportunities for the Milan C-II faculty by securing speakers with expertise on relevant topics.
- Provide new teachers with an adequate mentoring program to answer questions, share knowledge, and assist those teachers in becoming successful in the teaching profession.
- Encourage the development and growth of a professional library.

PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

The Professional Development Committee shall:

- Work with beginning teachers and experienced teachers in identifying instructional concerns and remedies.
- Assist beginning teachers with implementation of their professional development plan.
- Serve as a confidential* consultant upon a teacher's request.
- Arrange training programs for mentors.
- Assess faculty needs.
- Develop in-service opportunities for certified staff in conjunction with the Professional Development Committee and Administration.
- Present faculty suggestions, ideas, and recommendations pertaining to classroom instruction within the school district to the coordinator of professional development activities.
- Work collaboratively with administration to provide quality in-service opportunities for the Milan C-II faculty.

*Note: Matters discussed by the teacher and the Professional Development Committee will be held in confidence. These matters are not considered "privileged information" if someone is called to testify in court. Only doctors, lawyers, and clergy have a legal right to privileged information.

THE PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURE

The committee shall be known as the Milan C-II Professional Development Committee. It shall be a standing district-wide committee developed according to the following guidelines, purposes, and responsibilities:

- The committee will consist of at least six and no more than nine members, with membership on the committee dispersed across disciplines and attendance centers.
- Committee members shall be certified staff members with at least three years of teaching experience and at least two years in the Milan C-II School District. Exceptions may be made based on faculty representation and/or needs of the district.
- Professional Development Committee members will be selected for three-year terms. Terms shall be staggered so that approximately one-third of the committee will be new each year.

- Committee members shall be selected by all certified faculty from their specific building. Administrators may be selected to serve on the committee, but may not participate in the selection process.
- The committee chairperson and officers shall be elected on a yearly basis by the committee as a whole.
- The committee shall meet monthly or as the chairperson deems necessary.
- Building representatives are responsible to communicate any new programs, workshops, in-service, etc. to their respective building.

TRAINING FOR COMMITTEE MEMBERS

Teachers selected for membership on the Professional Development Committee will receive in-service training in the following areas:

- The role and responsibilities of committee members in assisting both beginning and practicing teachers.
- Improving communication among teachers, administrators, Board of Education, and higher education representatives.
- The need for confidentiality and ethical responsibilities of members.
- Effective methods for assessing the in-service needs of practicing teachers and how to use that information in setting in-service priorities.
- Resources (people and publications) that can provide information and services related to professional development
- Reviewing PD assessment activities and using those assessment results to improve programming.
- The criteria used in the Educator Evaluation System.
- An overview of the current theory and models of instructional and classroom management. Such information will assist committee members in recommending in-service programs for the district.

ASSISTANCE FOR NEW TEACHERS

The 1985 Missouri Excellence in Education Act (5 CSR 80-800.010) requires establishment of professional development programs specifically for beginning teachers who have no prior teaching experience. According to law, school districts in Missouri must provide a professional development program for each teacher who has no experience. This "beginning teacher support system" must include an entry-year mentor program.

The study of the literature regarding new teachers reveals some discouraging trends. Nationwide, approximately 15 percent of new teachers leave after their first year, and 40 to 50 percent of those entering the teaching profession will leave during the first seven years. A mentor program increases the likelihood that a teacher will experience a positive introduction into teaching. Mentoring can be an effective way to help new teachers ease into their professional roles.

The Milan C-II Mentoring Program will address the beginning teacher's first two years in the classroom while the goals identified in the plan will relate to the evaluation criteria used by the district. In addition to beginning teacher assistance, the Professional Development Committee will provide a one year mentoring opportunity for experienced teachers who are new to the district. Beginning teachers will be assigned a mentor who will initiate preparation of beginning teacher's professional development plan and will help the teacher tailor the plan to his/her needs. Mentor's must have five years of teaching experience and be willing to be training as a mentor. The building principals and Professional Development Committee will collaboratively select and place mentors.

A Mentor/Mentee Workbook has been developed outlining the requirements and procedures of the program.

ASSISTANCE FOR PRACTICING TEACHERS

The district's Professional Development Committee shall annually assess the in-service needs of the certified staff. The assessment instrument shall be selected by the committee (see Appendix A). Once identified, the committee should prepare a recommendation for addressing the needs and improving classroom instruction in the district.

The success of the district's in-service program shall be regularly evaluated by the Professional Development Committee.

DISTRICT PROFESSIONAL DEVELOPMENT PROGRAMS

Professional Development programs shall address:

- The Milan C-II School District Mission and Goals (see Appendix B)
- Goals outlined in the Comprehensive School Improvement Plan of 2008 (see Appendix C)
- Professional Development Goals outlined in this plan

Programs shall be planned in response to the needs and interest of the certified faculty as indicated on annual needs surveys. A minimum of two professional development opportunities will be provided in the district for all certified staff during each school year. Programs may include district-wide presentations, building/level programs, departmental programs, or other group presentations.

District programs will be evaluated by participants following the presentation. These evaluations shall be retained and shall serve to inform the committee of the level of effectiveness of the programs in meeting the needs of the participants, as well as providing input for future program planning (see Appendix D).

PROCEDURES FOR EXPENDITURE OF PROFESSIONAL DEVELOPMENT FUNDS

The Professional Development Committee, in cooperation with administrators and with approval of the Board of Education, shall administer the expenditure of funds for Professional Development of certified staff. These funds, designated by provisions of SB 380 (The Outstanding Schools Act) shall be used to provide professional development opportunities both in and out of the district for the entire certified staff as well as for individual staff members. Approval of funds for individual experiences shall be determined on the basis of alignment with the goals of the district, the Comprehensive School Improvement Plan, and the Professional Development Goals.

Conferences/Workshops

Milan C-II faculty members are eligible to apply for assistance from the Professional Development Committee for workshops taken during the schools year or summer months. All requests should be submitted in time to be reviewed by the committee prior to the workshop date. Requests for summer reimbursement must be made in May, prior to the end of school. The fiscal year for Professional Development funds is from July 1 to June 30th each year.

In order to request Professional Development funds the certified faculty member must complete the following process:

- Complete Professional Development Request Form with Administrative signature (Appendix E)
- Complete Suburban Request Form (Appendix H)
- Complete Requisition for any purchase orders needed. Please include the following information on the form:
 1. Check-in/check-out dates
 2. Confirmation number/Tax Identification Number (EIN)
 3. All participant names

Each certified faculty member will be allowed two conferences per school year if the funds are available.

Upon return from a conference, the faculty member will be required to present information to the faculty.

If the faculty member has reimbursements they will need to complete the Travel Expense Report (Appendix F). The entire form must be completed, including funds that have already been paid by a Purchase Order.

Each faculty member will be allowed money for meals according to district policy. For reimbursement, the faculty member must have an itemized receipt not just a credit card receipt.

Mileage/Suburban Request

When completing a Professional Development conference, workshop or other school request forms, the faculty member must also complete a suburban request form (Appendix H). If the suburban is available the faculty should utilize it or the request for mileage will be denied. If the suburban becomes unavailable, the faculty member will be reimbursed for mileage.

The faculty member must complete and attach a copy of the suburban request with the Professional Development request form. The district procedure for suburban request will be followed. Special arrangements can be made with the Transportation Director to pick up the suburban if necessary.

Praxis Tests

The Milan C-II Professional Development Committee will only approve payment of Praxis Test or other certification when results are received by the Milan C-II Administration and the tests are passed.

In order for reimbursement the faculty member must do the following:

- Complete a Professional Development funds request sheet with an Administrative approval stating the faculty member was asked to take the test.
- When the test is passed an expense report with the passing grade must be attached and submitted for reimbursement.

College Classes/Credit

The Milan C-II Professional Development Committee will pay certified faculty members for further education courses. The Professional Development Committee will approve payment of \$300.00 per credit hour up to \$1000.00 if funds are available. The Professional Development Committee finds it necessary to reserve funds for all those who would like to attend Professional Development Activities during the school year. In order to reserve those funds, college class reimbursements will not be distributed until June of the fiscal year. Choosing to leave the district after requesting the funds may result in no reimbursement of funds.

In order to receive funds, a faculty member must submit a college reimbursement form for college tuition prior to the first day of each class that will be taken (Appendix G).

Once the class is completed, the faculty member must complete a reimbursement form and attach the grade for the class.

The committee shall meet monthly to approve requests submitted for Professional Development funding reimbursements. Those requests approved by the committee will then be submitted to the Board of Education (BOE) for approval of payment. Reimbursement of Professional Development expenditures incurred by the Milan C-II teachers cannot be made until approved by the BOE. Advanced payment of Professional Development funds cannot be made by the Professional Development Committee.

- Appendix A

Professional Development Needs Survey

Name: _____

Grade Level(s): _____ Building: _____

Please rank each of the following topics from 1 (least preferred) to 3 (most preferred).

TOPICS	1	2	3
Conflict Resolution	1	2	3
Active Learning Strategies	1	2	3
Thinking Skills	1	2	3
Inclusion	1	2	3
Multiple Intelligences	1	2	3
Cooperative Learning	1	2	3
Learning Styles	1	2	3
Teaching At-Risk Students	1	2	3
Motivating Students	1	2	3
Parental Involvement	1	2	3
Multi-Cultural Instruction	1	2	3
Performance Evaluation	1	2	3
Student Portfolios	1	2	3
Use of Instructional Technology	1	2	3
Scoring Guides (Rubrics & Other Assessments)	1	2	3
Peer Coaching	1	2	3
PBS	1	2	3
PLC	1	2	3
Schools/Business Partnerships-School to Work	1	2	3
A+ Schools	1	2	3
Classroom Management	1	2	3
Discipline Strategies	1	2	3
Reciprocal Teaching	1	2	3
Differentiated Instruction	1	2	3

Other (please be specific in regard to topics you would benefit from)

List specific computer applications or other technology related topics you would like to see offered as in-service.

Appendix B

Milan C-II School District

MISSION STATEMENT:

The Board of Education, administration, faculty and staff of the Milan C-II District believe ALL students can learn and achieve mastery of basic grade level skills, regardless of their previous academic performance, family background, socio-economic status, race or gender.

We believe our school's purpose is to educate all students to high levels of academic performance while fostering positive growth in social-emotional behaviors and attitudes. We accept the responsibility to teach all students so they can attain maximum educational potential.

This commitment empowers the staff to dedicate their energies to improve pupil achievement.

MEASURABLE GOALS:

The goal of the PD-Committee is that each Professional Development activity offered to the Milan C-II faculty will enhance in one or more of the following ways:

- Provide intensive opportunities for on-going professional development activities that address and improve instructional practices
- Access student data to enhance student achievement through continued curriculum development and implementation
- Provide opportunities for improving classroom management skills for certified and non-certified staff through on-going professional development activities
- Increase staff knowledge and utilization of technology
- Increase learning opportunities that are appropriate and offer enrichment activities that are applicable to students' needs

Appendix C

Comprehensive School Improvement Plan Professional Development Target Areas

- Provide intensive opportunities for on-going professional development activities that address and improve instructional practices as identified in the district Comprehensive School Improvement Plan
- Assess student data to enhance students achievement through continued curriculum development and implementation
- Provide opportunities for improving classroom management skills for certified and non-certified staff through on-going professional development activities
- Increase staff knowledge and utilization of technology
- Survey faculty and staff to determine professional development needs and effectiveness in improving instruction and student achievement
- Differentiated Instruction
- Reciprocal Teaching

Appendix D

Evaluation Form
PROFESSIONAL DEVELOPMENT WORKSHOPS
MILAN C-II SCHOOLS

Please fill out the following evaluation form and return to a member of the Professional Development Committee.

Name of Workshop: _____

Presenter: _____

Date of Workshop: _____

Circle the rating for this workshop with 5 being the highest and 1 the lowest.

1. Did the speaker hold your interest?

1 2 3 4 5

2. Was the material presented clearly?

1 2 3 4 5

3. Did the workshop offer you a deeper understanding of the subject matter?

1 2 3 4 5

4. Will you be able to use this information in your classroom?

1 2 3 4 5

Comments/Suggestions:

MILAN C-2 SCHOOLS

PROFESSIONAL DEVELOPMENT FUNDS

PLEASE COMPLETE FORM AND SUBMIT TO YOUR BUILDING'S PDC REPRESENTATIVE

ACTIVITY MUST BE APPROVED PRIOR TO EVENT

NAME _____ DATE SUBMITTED _____

TITLE OF EVENT/ACTIVITY _____

DESCRIPTION _____

LOCATION _____ DATE(S) OF EVENT/ACTIVITY _____

AREA (PLEASE CIRCLE) Elementary Middle School High School SPED/ELL

COST *REGISTRATION* _____

LODGING _____

MEALS _____

MILEAGE _____ (*\$.45 PER MILE*)

TOTAL PROJECTED COST _____

- Have you attended this event/activity in the past two (2) years? YES NO
- Will you share information from event/activity with faculty? YES NO

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN / BUILDING-AREA IMPROVEMENT PLAN

- Does the activity align with CSIP or B/AIP? YES NO
- Please explain _____

APPROVED

NOT APPROVED

ADMINISTRATOR/SUPERVISOR

DATE

APPROVED

NOT APPROVED

PDC CHAIRPERSON

DATE

MILAN C-2 SCHOOLS TRAVEL EXPENSE REPORT-SHORT FORM

*****USE SHORT-FORM FOR SINGLE EVENTS*****

NAME _____ DEPARTMENT _____

DATE OF ACTIVITY _____

DESTINATION/LOCATION _____ PURPOSE _____

	TOTAL
BREAKFAST W/ GRATUITY	
LUNCH W/ GRATUITY	
DINNER W/ GRATUITY	
TOTAL	

ITEMIZED RECEIPTS MUST BE PROVIDED

TRANSPORTATION

PERSONAL CAR - DESTINATION _____
 ROUND TRIP MILEAGE _____
 TOTAL (\$.45 PER MILE) _____

OTHER FEES

TYPE OF FEE _____
 AMOUNT _____

PROVIDE DOCUMENTATION OF FEE/EXPENSE TO BE REIMBURSED

ADVANCES

ADVANCES WILL ONLY BE PROVIDED FOR MEALS AND/OR OTHER FEES
 TRAVEL WILL BE REIMBURSED

REQUESTED ADVANCES

1. _____
2. _____
3. _____

TOTAL EXPENSES

MEAL _____
 TRANSPORTATION _____
 OTHER FEES _____
 GRAND TOTAL _____

EMPLOYEE SIGNATURE _____

DATE _____

AUTHORIZED SIGNATURE _____

DATE _____

DEPARTMENT _____

ACCOUNT CODE _____

MILAN C-2 SCHOOLS TRAVEL EXPENSE REPORT-LONG FORM

*****USE LONG-FORM FOR MULTI-DAY EVENTS*****

NAME _____ DEPARTMENT _____

DATES --- FROM: _____ TO: _____

DESTINATION/LOCATION _____ PURPOSE _____

MEALS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
BREAKFAST	/	/	/	/	/	/	/	
(GRATUITIES)								
LUNCH								
(GRATUITIES)								
DINNER								
(GRATUITIES)								
GRATUITIES TOTAL								
GRAND TOTAL								(A)

HOTEL / MOTEL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
	/	/	/	/	/	/	/	
LODGING EXPENSES (IF NECESSARY)								
GRAND TOTAL								(B)

*****ITEMIZED RECEIPTS MUST BE PROVIDED*****

TRANSPORTATION ----

Personal Car --- Number of miles ---

From Milan C-2 to destination: _____

From destination to Milan C-2: _____

Total Miles: _____

X \$.45 per mile – Grand Total _____ (C)

REGISTRATION ----

Fee _____ (D)

Circle One: *ADVANCE* *REIMBURSE* *REQUISITION*

TOTAL EXPENSES ---- A, B, C, D _____

EMPLOYEE SIGNATURE _____

DATE _____

AUTHORIZED SIGNATURE _____

DATE _____

DEPARTMENT _____

ACCOUNT CODE _____

Reimbursement

For College Tuition

Turn in after Course is completed, along with a copy of your grade in the course.

Name: _____ Amount Requested: _____

Course Name: _____ Credit Hours: _____

Course Description _____

Name of Institution: _____ Semester/Year _____

Requirement: Certification _____ Graduate Studies _____ Grade Received _____

Milan C-II faculty members are eligible to apply for assistance from the Professional Development Committee to help pay for the cost of taking college courses which will enhance the teacher's classroom instruction and professional development according to the requirements for teacher certification.

Teachers must have previously requested reimbursement at a rate of \$300 per credit hour up to a maximum of \$1000 per fiscal year or college reimbursement will be denied. The fiscal year runs from July 1st to June 30th.

Teachers will be reimbursed after the Professional Development Committee receives documentation of a passing or certified grade. Choosing to leave the district after requesting funds may result in no reimbursement of funds.

The course(s) being taken cannot count toward Career Ladder.

Employee Signature: _____ Date: _____

PDC Treasurer Signature: _____ Date: _____

MILAN C-2 SCHOOLS
TRANSPORTATION FORMS
(Suburban Use Request)

NAME _____ DATE _____

DATE(S) OF TRIP _____
OVERNIGHT _____

REASON FOR TRIP _____

DESTINATION _____

DEPARTURE TIME / DATE _____

PROJECTED RETURN TIME / DATE _____

NUMBER OF STAFF ATTENDING _____

NUMBER OF STUDENTS RIDING IN SUBURBAN _____

OFFICE USE ONLY: ____ RECEIVED ____ APPROVED ____ DENIED ____ INITIALS

I accept responsibility of returning the SUBURBAN in the same condition it was in when I picked it up. It will be clean, without damage to the interior of the vehicle. I understand that if it is not returned, I may lose the opportunity to use the suburban.

SIGNATURE _____ **DATE** _____

Appendix I

Wal-Mart Card Check Out

When making purchases from Wal-Mart, following the normal purchase order procedures i.e. fill out the requisition form and turn into your administrator. Once you have an approved purchase order in hand, you may contact the Superintendent's Secretary to check out the Wal-Mart credit card and tax-exempt card. You will have to have your purchase order number when checking out the card. Once you have made your purchase, return the card to the Superintendent's Office.

While the card is in your possession you are responsible for all purchases made on the card. DO NOT give the card to another employee to make their purchases. If proper procedures have not been followed, you will be responsible for the unauthorized purchases.

Dollar General Card Check Out

Starting May 2011, when making purchases from Dollar General you must have a credit card. Follow the normal purchase order procedures i.e. fill out the requisition form and turn into your administrator. Once you have an approved purchase order in hand, you may contact the Superintendent's Secretary to check out the Dollar General credit card. You will have to have your purchase order number when checking out the card. Once you have made your purchase, return the card to the Superintendent's Office.

While the card is in your possession you are responsible for all purchases made on the card. DO NOT give the card to another employee to make their purchases. If proper procedures have not been followed, you will be responsible for the unauthorized purchases.

UMB Visa Card Check Out

Occasionally, vendors will not accept a purchase order number as a method of payment. If a check cannot be sent to make these purchases, an employee may utilize the school Visa card. In order to use this card, normal purchase order procedures must be followed i.e. fill out the requisition form and turn into your administrator. Be sure to note that you will be purchasing using the UMB Visa card on the requisition form. Once you have received your approved purchase order, you may contact the Superintendent's Secretary to check out the UMB card. You will have to have your purchase order number and proof of W-9 information when checking out the card. Once you have made your purchase, return the card to the Superintendent's Office.

While the card is in your possession you are responsible for all purchases made on the card. DO NOT give the card to another employee to make their purchases. If proper procedures have not been followed, you will be responsible for the unauthorized purchases.

MILAN C-2 SCHOOL DISTRICT

EDUCATOR NAME:

BEGINNING YEAR:

DATE OF PRTE

NAME OF EVALUATOR

MENTOR

SUBJECT AREA

OBSERVATION DATES MEETING/DISCUSSIONS

YEAR

BEGINNING TEACHER ASSISTANCE AT:
FROM/TO:

PROFESSIONAL DEVELOPMENT CLASS/COURSES
DATE

NAME OF CLASS/COURSE

CHARACTERISTICS

CONTACT HOURS

CURRENT YEAR TOTAL

NAME OF CLASS/COURSE	CHARACTERISTICS	CONTACT HOURS	CURRENT YEAR TOTAL

INITIAL CERTIFICATION REQUIRES TOTAL OF 30-CONTACT HOURS.
CAREER CERTIFICATION REQUIRES 15-CONTACT HOURS YEARLY.
DATA SCREEN:
EDUCATOR: _____

(name)

MET THE YEARLY REQUIREMENTS TO CONTINUE HIS/HER CURRENT CERTIFICATION OF LICENSE TO TEACH.
THE NUMBER OF PD HOURS COMPLETED ARE:

PDC CHAIRPERSON SIGNATURE: _____

Appendix K

Cash Advance for Travel

Cash advances must be submitted at least two weeks in advance of travel.

Staff should complete the travel advance portion of the Request for Funds(Appendix E).

This will go to the PD Committee for approval and then be sent to the bookkeeper for funds.

Upon return, a completed travel expense report and remaining petty cash needs to be turned in to the bookkeeper. The bookkeeper will approve the report and give a copy to the PD Committee treasurer.

MILAN C-2 SCHOOL DISTRICT

EDUCATOR NAME:

BEGINNING YEAR:

DATE OF PBTE

NAME OF EVALUATOR	SUBJECT AREA	OBSERVATION DATES	MEETING/DISCUSSIONS	YEAR

BEGINNING TEACHER ASSISTANCE AT:

FROM/TO:

PROFESSIONAL DEVELOPMENT CLASS/COURSES

DATE	NAME OF CLASS/COURSE	CHARACTERISTICS	CONTACT HOURS	CURRENT YEAR	TOTAL

INITIAL CERTIFICATION REQUIRES TOTAL OF 30-CONTACT HOURS.
 CAREER CERTIFICATION REQUIRES 15-CONTACT HOURS YEARLY.

DATA SCREEN: _____ MET THE YEARLY REQUIREMENTS TO CONTINUE HIS/HER CURRENT CERTIFICATION OF LICENSE TO TEACH.
(name)

THE NUMBER OF PD HOURS COMPLETED ARE:

PDC CHAIRPERSON SIGNATURE: _____

DATE: _____