

# Willow Springs R-IV School



# Professional Development Plan

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PDC Mentor Handbook  
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## **Statement of Purpose**

Planned professional development should be viewed as a continuous process of refining skills and keeping abreast of new developments in the field of education. Effective professional development programs are well-organized cooperative efforts involving teachers, administrators, and school board members. They draw upon the resources of higher education and the community. Their most important benefit is better education for students.

The Willow Springs R-IV School values professional development for its faculty and is committed to providing opportunities for all faculty and staff.

Professional development is a long-term process composed of a variety of activities to promote professional competence and self-renewal contributing to the fulfillment of the mission of the Willow Springs R-IV School District.

## **Mission Statement**

The mission of the Willow Springs Professional Development Committee is to plan, organize, and evaluate a calendar of relevant and meaningful professional development activities that will positively impact student achievement.

## Professional Development Goals 2010-2011

<b>Goal 1: Student Performance – The Willow Springs R-IV School District will maximize student performance through a challenging curriculum in a safe, positive learning environment.</b>			
<b>CSIP Team 1 – Improvement Strategy:</b> We will provide a comprehensive program of character education with an emphasis on personal ownership of the student's education.			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
Principles at Willow Springs (PAWS) will be implemented district-wide.	1.2, 1.8	Counselors Classroom Integration GAP, PBS	
<b>Evaluation: PD end-of-year Evaluation Results</b>			
<b>CSIP Team 2 - Improvement Strategy:</b> We will provide a positive learning environment which is physically and emotionally safe for all stakeholders.			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
In-service will be provided annually concerning legal issues in the public school.	2.7	In-service with guest speaker	
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide on-going training in love and logic for all staff in order to enhance classroom management skills	2.3	After-school workshops	DI-1, DI-2
<b>Evaluation: PD end-of-year &amp; In-service Evaluation Results</b>			
<b>CSIP Team 3 – Improvement Strategy:</b> We will have a challenging curriculum delivered by quality instruction which meets individual and student needs.			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide opportunities for teachers to develop curriculum that will align with the Show-Me Standards, Curriculum Frameworks, and Grade-level Expectations.	3.13	Curriculum Development & Revision	DI-1, DI-2, DI-3
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide opportunities for collaboration with teachers throughout the SCA concerning curriculum, performance based instruction, and MAP strategies	3.15	SCA In-service Collaborative groups Departmental Consultants	DI-5
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To evaluate instructional programs to ensure that varied instructional techniques are addressing the needs of a diverse student population and desired learner outcomes.	3.3, 3.10	Vertical curriculum teams School visits	DI-5
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide opportunities for teachers to be involved in training workshops and/or study groups that will focus on student achievement through active learning strategies including but not limited to: -Brain-based learning -High Schools That Work -Reading strategies -Inquiry-based learning -Content area literacy -Vision enhancement -School-based businesses -Professional Learning Communities -Positive Behavior Support -Response to Intervention	3.10, 3.15, 4.2	Study Groups Workshops Training Differentiated Instruction Visit PBS School	DI-3
<b>Evaluation: PD end-of-year &amp; In-service Evaluation Results</b>			

<b>Goal 2: High Quality Staff – The Willow Springs R-IV School District will provide the necessary resources to recruit and maintain a highly qualified educational staff.</b>			
<b>CSIP Team 4 – Improvement Strategy: We will recruit and hire highly qualified educators and continuously seek to provide quality professional development for all staff members.</b>			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To enhance high quality professional development for all staff – developing Power Standards / Essential Curriculum Skills	4.7	In-Service	DI-5
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide training/learning opportunities for staff in technology applications.	4.4	Workshops Technology Helpers Bureau MOREnet Conference RCET Conference	DI-3, DI-5
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide mentors and mentor training for all first and second year teachers and buddies for all experienced teachers new to the district.	4.5	In-service Mentor/Protégé Activities	DI-3
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide training on the <i>Seven Habits of Highly Effective People</i> to all faculty and staff.	4.6	In-service	DI-3
<b>Evaluation: PD end-of-year &amp; In-service Evaluation Results</b>			
<b>Goal 3: Facilities, Support, and Instructional Resources – The Willow Springs R-IV School District will provide the necessary programs and resources to ensure we have a safe, positive learning environment.</b>			
<b>CSIP Team 5 – Improvement Strategy: We will implement wellness and safety programs and communicate health and safety information.</b>			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
In-service regarding health and safety will be provided to faculty and staff on an annual basis.	5.12	Guest speakers: School Nurse *emergency situations *drug awareness	
<b>CSIP Team 6 – Improvement Strategy: We will develop and implement a physical and emotional support system from birth to graduation.</b>			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To provide training to address the needs of at-risk students.	6.4	Building Leadership Teams, Guidance counselors, School Resource Officer School Social Worker, Understanding Poverty	DI-2
<b>Evaluation: PD end-of-year &amp; In-service Evaluation Results</b>			
<b>Goal 4: Parent Involvement: The Willow Springs R-IV School District will continue to develop positive relationships and increase communication with parents in order to maximize student learning and achievement.</b>			
<b>CSIP Team 8 – Improvement Strategy: We will promote parent and community involvement in the education of all students.</b>			
<b>PDC Goal</b>	<b>CSIP</b>	<b>Activity</b>	<b>Indicator</b>
To increase parental and community involvement in the education of all children.	8.12	Parent nights News articles in the <i>Educator</i> TLC ,GAP Parent/student scheduling Parenting w/ Love & Logic	DI-6
<b>Evaluation: PD end-of-year &amp; In-service Evaluation Results</b>			

## Professional Development Calendar 2011-2012

<b>MONTH</b>	<b>DAY</b>	<b>ACTIVITY</b>
<b>August</b>	3	New Teacher Orientation
	3	PDC Mentor/Protégé Training
	4,5	7 Habits of Highly Effective People
	8	Present PD Plan to Board of Education for Approval
	10	Beginning of the year presentations
	11	PD Day
	15	PD Day
<b>September</b>	12	PDC Meeting
<b>October</b>	3	SCA In-Service @ Willow & Local Professional Development from 1:30-3:00
	10	PDC Meeting
<b>November</b>	7	PDC Meeting
	18	PDC In-Service @ 1:00 p.m.
<b>December</b>	9	PDC In-Service @ 1:00 p.m.
	12	PDC Meeting
<b>January</b>	9	PDC Meeting
	13	PDC In-Service @ 1:00 p.m.
<b>February</b>	13	PDC Meeting
<b>March</b>	19	PDC Meeting
<b>April</b>	5	PDC In-Service @ 1:00 p.m.
	10	PDC Meeting
<b>May</b>	7	PDC Meeting
<b>June</b>		
<b>July</b>		

## Professional Development Membership 2010-2011

The Willow Springs R-IV School District Professional Development Committee is composed of twelve voting members; three members representing each of the three buildings. Each member serves a three year staggered term. Members are nominated and elected by colleagues from their respective buildings each spring. Professional Development Committee officers are elected among committee members annually during reorganization. One member from each building serves as the finance representative working with the building principal in allocating PDC funds. The professional development committee meetings are held the second Monday of each month.

<b>Member</b>	<b>Office</b>	<b>Building</b>
Karen Binkley	Chairperson	Middle School
Dawn Newberry	Vice Chairperson	Elementary
Jackie Younger	Secretary	Elementary
Brett Henry	Mentor-Protégé	Middle School
Sabrina Lee	Hospitality	High School
Randrea Owens	Spokesperson	Elementary
Pam Wiles	Bldg. Rep.	Elementary
Karen Pitts	Bldg. Rep.	Middle School
Kevin Hummel	Bldg. Rep.	High School
Chris Waggoner	Ex-Officio	Central Office

	<b>2009-12</b>	<b>2010-13</b>	<b>2011-14</b>
<b>Elementary</b>	Dawn Newberry	Pam Wiles	Jackie Younger
<b>Middle School</b>	Karen Binkley	Karen Pitts	Randrea Owens
<b>High School</b>	Eva Hale	Sabrina Lee	Kevin Hummel

# PROFESSIONAL DEVELOPMENT MEMBERSHIP ROTATION

## HIGH SCHOOL

## MIDDLE SCHOOL

## ELEMENTARY

### 2005-06

Dan Zorn-1  
Brenda Griffith-2  
Dale Watson-3

Deby Gilley-1  
Kim Cochran-2  
Gloria Watson-3

Katie Barreda-1  
Clara Robinson-2  
Sandy Perkins-3

### 2006-07

Brenda Griffith-1  
Dale Watson-2  
Matthew Pendergrass- 3

Kim Cochran-1  
Gloria Watson-2  
Karen Binkley-3

Clara Robinson-1  
Brenda Kimbrough-2  
Katie Barreda-3

### 2007-08

Dale Watson- 1  
Matthew Pendergrass – 2  
Brenda Griffith-3

Gloria Watson- 1  
Karen Binkley – 2  
Joyce Melby- 3

Katie Barreda – 1  
Brenda Kimbrough– 2  
Pam Wiles - 3

### 2008-2009

Eva Hale -1  
Brenda Griffith – 2  
Chris Cochran -3

Karen Binkley – 1  
Joyce Melby – 2  
Brett Henry -3

Brenda Kimbrough - 1  
Pam Wiles – 2  
Jackie Younger -3

### 2009-2010

Brenda Griffith – 1  
Chris Cochran -2  
Eva Hale – 3

Joyce Melby – 1  
Brett Henry -2  
Karen Binkley – 3

Pam Wiles – 1  
Jackie Younger -2  
Dawn Newberry -3

### 2010-2011

Chris Cochran -1  
Eva Hale – 2  
Sabrina Lee – 3

Brett Henry -1  
Karen Binkley – 2  
Karen Pitts – 3

Jackie Younger -1  
Dawn Newberry -2  
Pam Wiles – 3

### 2011-12

Eva Hale – 1  
Sabrina Lee – 2  
???-3

Karen Binkley – 1  
Karen Pitts – 2  
Randrea Owens-3

Dawn Newberry -1  
Pam Wiles – 2  
Jackie Younger-3

## Reimbursement for Presentations for Certified Staff

If the Professional Development Committee requests certified staff to give a presentation after school or during a local PD Day, the presenter will be compensated \$30 per hour for preparation time that will equal the number of hours he/she presents. \*This does not include presenting for the SCA at the fall SCA In-service.

## PDC Procedure for Requesting Funds

### Step One: Getting Approval

Complete the form **Request to Attend Professional Development Activity, Event, or Purchase Materials for Building Target**.

Be sure to use the CSIP Goals sheet provided in your PDC notebook to complete the form and remember that your request must meet the building target goals determined at the spring retreats.

Get your principal's signature on the form. Your principal must approve the request for you to continue this process.

Get your *PDC Budget Building Representative* to sign the form. The representative will keep the form; however, they will let you know whether or not to proceed with your request.

If you are attending a conference with other teachers, each individual teacher will have to complete a separate request form.

#### **Budget representatives are as follows:**

- **High School:**
- **Middle School: Karen Pitts**
- **Elementary: Pam Wiles**

### Step Two: Purchase Order Process

Complete one purchase order for each approved purchase. For example, separate purchase orders will be needed for registration fees, hotel reservations, and mileage. On purchase orders for conferences, be sure to write the name of the conference on each and every related purchase order. *If you are attending the conference with other teachers, make only one purchase order for all the participants.* Be sure you write down the number of the purchase orders, for you will need this information later.

Return to your principal for a signature on the purchase order(s). The principal will turn in the purchase order to their secretary who will send the purchase order on to the superintendent's office. The secretary will provide the budget representative with the pink copy for PDC records.

If you have gotten approval for mileage, go ahead and get your principal's signature when getting the other purchase orders approved. However, hang on to it and turn it into the secretary after you have attended the conference and utilized your vehicle.

### Step Three: Reservations, Registrations

Make all your registrations and reservations yourself. Mail or fax conference registrations to the appropriate party. The school district prefers direct billing. Most conferences will allow direct billing for fees and provide a place for recording a purchase order number on the conference registration form.

If a purchase order number is not acceptable for payment, contact Mary at the superintendent's office and provide her with the information. She will make the reservation or registration for you with a district credit card.

When making hotel reservations, you will need to provide the hotel with a tax-exempt letter from the district. Ask the hotel if they want you to fax it or bring it. See the building secretary for this letter.

### Step Four: Substitutes

If a substitute is approved, make arrangements to get a substitute and be sure the form is marked for PDC payment. There is a separate PDC box for any substitutes utilized for mentors and protégés.

**Request to Attend Professional Development Activity, Event,  
or Purchase Materials for Building Target**

Teacher's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Activity/Event: \_\_\_\_\_  
(attach a copy of the published description)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date(s) of Activity or Event: \_\_\_\_\_ Actual Clock Hours: \_\_\_\_\_

Itemize materials, expenses needed for this event/activity to meet the building target:

Registration Fee: \_\_\_\_\_

Hotel Lodging: \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ cents per mile (see mileage chart)

Substitute \_\_\_\_\_

PDC Goal/School Improvement Concern: \_\_\_\_\_

How does attending/participating in this activity/event support the district CSIP and building target goals? (Specific concern/goal)

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PDC Bldg. Representative's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PDC: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
(revised 8/09)

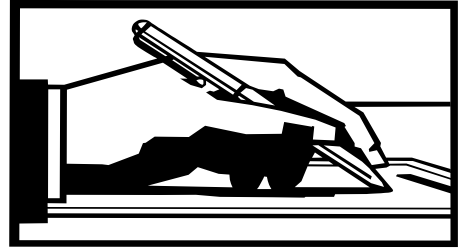
**MILEAGE/EXPENSE CHART**  
**Substitute \$64.59 per day**

Alton	120	Mtn. View	32
Ava	100	Mtn. View-Liberty	44
Cabool	25	Nixa	200
Columbia	360	Norwood	62
Eminence	94	Republic	194
Forsyth	184	Rogersville	144
Gainesville	128	Rolla	180
Hartville	100	Salem	140
Houston	60	Seymour	100
Jeff City	300	Springfield	177
Joplin	320	St. James	210
Kansas City	510	St. Louis	360
Lake Ozarks	300	Strafford	168
Lebanon	176	Summersville	60
Licking	84	Thayer	100
Mansfield	78	Waynesville	180
Marshfield	150	West Plains	44
Mtn. Grove	44	Willard	200

**\$0.35 X mileage = mileage amount**

*PDC would like a record of workshops attended.  
Please take a moment to fill this out.*

# SHARE YOUR WORKSHOP INFORMATION



Teacher's Name \_\_\_\_\_

Grade or Subject Taught \_\_\_\_\_

PDC Goal/ CSIP Improvement Area: \_\_\_\_\_

Name of Workshop/Presenter \_\_\_\_\_

Location of Workshop \_\_\_\_\_

Date attended \_\_\_\_\_ Number of Hours \_\_\_\_\_

Beneficial information I would like to implement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost (including hotel, travel, substitute, registration, etc.):

\$ \_\_\_\_\_

I **would** or **would not** recommend this workshop.

RETURN TO: **???**, High School  
Karen Pitts, Middle School  
Pam Wiles, Elementary

## Professional Development Evaluation Plan

The Professional Development committee conducts the evaluation of the Professional Development Program. Data will be gathered related to program and performance standards established for professional development and student achievement in the Missouri School Improvement Program and the program evaluation criteria established by the Willow Springs Board of Education. An analysis of this data will provide direction for the Professional Development Committee for the following year.

<b>Evaluation Activity</b>	<b>Start</b>	<b>Complete</b>
Review Professional Development Activity Evaluations	September 1	Ongoing until June 30
Professional Development Committee Long Range Planning	January 1	March 31
Conduct Professional Development Level Assessment	March 1	March 31
Conduct Professional Development Needs Survey	April 1	April 30
Review Professional Development Manual (goals, policies, procedures)	May 1	June 30
Prepare Professional Development Plan based on recommendations from evaluations	July 1	August 1
Present Professional Development Plan and recommendations to Board of Education	August 1	August 31
Implement Professional Development Plan	August 1	June 30

### **Data Sources**

MSIP Program and Performance Standards  
 CSIP Requirements  
 MAP data  
 Professional Development Matrix  
 Professional Development Activity Evaluation summaries

## **Standards/Criteria**

**Standard 1:** The teacher causes students to actively participate and be successful in learning process.

1. The teacher causes students to acquire the knowledge and skills to gather, analyze, and apply information and ideas.
2. The teacher causes students to acquire the knowledge and skills to communicate effectively within and beyond the classroom.
3. The teacher causes students to acquire the knowledge and skills to recognize and solve problems.
4. The teacher causes students to acquire the knowledge and skills to make decisions and act as responsible members of society.

**Standard 2:** The teacher uses various forms of assessment to monitor and manage student learning.

5. The teacher uses various ongoing assessments to monitor the effectiveness of instruction.
6. The teacher provides continuous feedback to students and families.
7. The teacher assists students in the development of self-assessment skills.
8. The teacher aligns the assessments with the goals, objectives, and instructional strategies of the district curriculum guides.
9. The teacher uses assessment techniques that are appropriate to the varied characteristics and developmental needs of students.

**Standard 3:** The teacher is prepared and knowledgeable of the content and effectively maintains students' on-task behavior.

10. The teacher demonstrates appropriate preparation for instruction.
11. The teacher chooses and implements appropriate methodology and varied instructional strategies which address the diversity of learners.
12. The teacher creates a positive learning environment.
13. The teacher effectively manages student behaviors.

**Standard 4:** The teacher communicates and interacts in a professional manner with the school community.

14. The teacher communicates appropriately with students, parents, community, and staff.
15. The teacher engages in appropriate interpersonal relationships with students, parents, community, and staff.

**Standard 5:** The teacher keeps current on instructional knowledge and seeks and explores changes in teaching behaviors that will improve student performance.

16. The teacher successfully engages in professional development activities consistent with the goals and objectives of the building, district, and state.
17. The teacher engages in professional growth.

**Standard 6:** The teacher acts as a responsible professional in addressing the overall mission of the school district.

18. The teacher adheres to all the policies, procedures and regulations of the building and district.
19. The teacher assists in maintaining a safe, and orderly environment.
20. The teacher collaborates in the development and/or implementation of the district's vision, mission, and goals.