

# FESTUS R-6 SCHOOL DISTRICT



## PROFESSIONAL DEVELOPMENT HANDBOOK

UPDATED 05/13/2019

# FESTUS PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS (UPDATED 05/13/19)

Name	E-mail		Term
Jodi Bruns	walkerbrunsjodi@festusedu.com	Chairperson	2011-2020
Cody Mothersbaugh	mothersbaughcody@festusedu.com	Vice-Chairperson	2018-2021
Chris Auchly	auchlychris@festusedu.com	Secretary	2018-2021

Name	E-mail	Building	
Chris Auchly	auchlychris@festusedu.com	High School Rep.	2018-2021
Karen Propst	propstkaren@festusedu.com	High School Rep.	2019-2022
Nowell Naeger	naegernowell@festusedu.com	High School Rep.	2014-2020
Kerri Dawson	dawsonkerri@festusedu.com	Middle School Rep.	2019-2022
Jodi Bruns	brunsjodi@festusedu.com	Middle School Rep.	2011-2020
Cody Mothersbaugh	mothersbaughcody@festusedu.com	Middle School Rep.	2018-2021
Kristen Driemeier	driemeierkristen@festusedu.com	Intermediate Rep.	2019-2022
Melissa Westhoff	westhoffmelissa@festusedu.com	Intermediate Rep.	2019-2022
Beth Bogue-Tate	boguetateelizabeth@festusedu.com	Intermediate Rep.	2018-2021
Kay Bolle	bollekay@festusedu.com	Elementary Rep.	2010-2020
Jodi Mothersbaugh	mothersbaughjodi@festusedu.com	Elementary Rep.	2018-2021
Theresa Doyle	doyletheresa@festusedu.com	Elementary Rep.	2019-2022
Dr. Nicki Ruess	ruessnicki@festusedu.com	Assistant Superintendent	
Dr. Link Luttrell	luttrellink@festusedu.com	Superintendent	
Dr. Karl Shininger	shiningerkarl@festusedu.com	High School Principal	
Mr. Joe Willis	willisjoseph@festusedu.com	Middle School Principal	
Mr. Spencer Kearns	kearnsspencer@festusedu.com	Intermediate Principal	
Dr. Darin Siefert	siefertdarin@festusedu.com	Elementary Principal	

The mission of professional development in the Festus R-6 School District is to support teachers in their continual efforts to improve instruction so that each student may achieve the highest level of learning. The goals of Professional Development Plan are intertwined with, and are part of the district Vision 20/20 Plan (CSIP) and Building Level Improvement Plans.

The District Professional Development Committee (PDC) strongly believes professional development for certified staff is a vital part of realizing the mission and goals of the school district. We will provide for professional growth through the following:

1. Improve student learning by enhancing the technology skills and knowledge of the teachers, in order to facilitate the use of technology for student learning, through the utilization of a trained educator (technology specialist) hired by the district, to train the teachers.
2. Motivate teachers toward a standard of excellence in their personal and professional growth as established in the Vision 20/20 and Building Plans.
3. Assist teachers in remaining current with educational research, new skills and knowledge and to translate research and learning theory into practice.
4. Provide new teachers with mentors for the goal of developing and retaining the best teachers in our classrooms and provide Beginning Teacher Assistance training to all new teachers in the district.
5. Encourage every teacher toward ongoing, continuous improvement throughout his or her career.
6. Promote staff collaboration, through professional learning communities, in order to improve student learning and achievement.

#### PROFESSIONAL DEVELOPMENT COMMITTEE GOALS FOR 2018-2019

1. Evaluate and revise a professional development plan and handbook yearly to be distributed to the staff.
2. Support the mentoring program as outlined in the mentoring handbook.

3. Support the Vision 20/20 Plan and Building Level Improvement Plan for the Festus District to improve student achievement.
4. Lead and support teachers through:
  - a) Professional learning communities to share ideas gained from attending professional workshops;
  - b) Support each other in implementing best practices; and
  - c) Work together to increase student learning.
5. The Assistant Superintendent of Teaching and Learning will create and maintain a log of professional development workshops attended for public review.
6. Building principals, along with PDC team members from each building, will monitor proper expenditure of professional development funds and will report the expenditures for the month to the PDC.
7. The committee will lead and support the work of the professional learning communities.
8. Conduct a district wide Professional Development needs assessment and provide a time for teacher feedback, through the use of a survey, after each professional development day.

PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERSHIP (Effective 2003-2004)

The Professional Development Committee shall consist of 17 individuals: 12 teachers and 5 administrators. Each school building elects 3 voting teacher representatives to serve on the PDC. An administrator from each school building in the Festus School District will be an ex-officio member with no voting privileges. Terms in office for representatives are 3 years, staggered to allow a balance of experience.

The Assistant Superintendent of Teaching and Learning shall serve as the advisor to the committee. Active involvement of school administrators is important to the implementation of successful staff development programs. This practice promotes communication and should expedite the work of the committee.

Meetings shall take place monthly or more frequently as needed. Committee members will be elected in April. At this time, elections for chairperson, co-chair, and secretary will be conducted. All terms shall begin immediately. A PDC representative shall address the Festus R-6 School Board to provide an update of committee goals and activities throughout the year.

#### RESPONSIBILITIES OF THE DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE

1. Assessing professional development by:
  - a) Conducting a needs assessment at least every other year, seeking input from teachers, administrators, and the board of education.
  - b) Publishing the results of the need's assessment.
  - c) Conducting a yearly summary evaluation of current PDC activities and recommending changes as needed.
  - d) Conducting a survey after each teacher professional development day and analyze results of the survey.
2. The building principals will plan, allocate, and report to the PDC the budget taken from 1% of district foundation program revenue for professional development activities related to MSIP standards and the CSIP.
3. Providing opportunities for the professional development of experienced teachers and administrators by planning, scheduling, promoting and implementing professional development events and opportunities. These will focus on strengthening teacher practice in the classroom and improving student learning, thus meeting goals of the district Vision 20/20 and Building Improvement Plans.
4. Supporting the professional development of beginning teachers by overseeing the Mentor-Protégé Program.

#### MENTOR-PROTÉGÉ PROGRAM

Each inexperienced teacher employed by the district will be assigned a mentor by the building principal. Mentors will be required to possess at least five years teaching experience and have received or be willing to complete mentor training. Ideally, the mentor should be teaching the same grade level and in the same area of certification as the beginning teacher. A mentor could also be a staff member with certification and experience in the same area. Mentors will work closely with their protégé during the teacher's first year upon request or at the direction of

the building principal during the mentoring period. Mentors shall be given an honorarium for services provided (\$300).

#### PROFESSIONAL DEVELOPMENT COMMITTEE BUDGET

The Outstanding School Act of 1993 is very specific in regard to the monies to be allocated by each school district for professional development. One percent (1%) of the district's Foundation Program funds, exclusive of categorical add-ons, is to be designated each fiscal year for professional development activities focused on improving teacher practice in the classroom and improving student achievement. To meet statutory requirements, professional development funds must be:

1. used for professional development.
2. spent on activities consistent with the professional development plan (developed by the district's PDC in consultation with administrators and approved by the local board).
3. clearly related to the objectives of the district Vision 20/20 and Building Improvement plans.

#### Other Funding Sources of Professional Development

1. State funds as available
2. Federal funding such as Title II
3. Additional Festus R-6 funds as available

#### ALLOWABLE EXPENSES FOR PROFESSIONAL DEVELOPMENT

The following activities and/or expenditures have been approved by the PDC as activities/expenditures of Professional Development funds in order to meet the statutory requirements of Senate Bill 380.

1. Consultant/Presenter fees and expenses
2. Registration fees to in-service training and professional development events. Travel expenses will be reimbursed only when district transportation is not available.

3. Tuition assistance will be paid to all eligible full-time staff members who complete approved graduate credits at accredited colleges and universities, as follows: (per School Board Policy)
  - a) A Master's Program approved by the Superintendent of Schools in an area of benefit to the course or courses being taught (form must be filled out prior to first class).
  - b) The district will reimburse \$150 for up to 36-graduate credit hours of an employee's Master's degree program earned in an area of study approved by the Superintendent (official copy of transcript)
  - c) Beyond an earned Master's degree; the district will reimburse graduate credits at the rate of nine (9) hours within each three (3) year period (with prior approval)
  - d) Staff members who do not remain with the District for two (2) years after receiving tuition assistance will be required to refund all or part of that tuition assistance received within three (3) years of their resignation date as follows: Refund all tuition assistance received the year immediately preceding termination date. Refund 50% of tuition assistance received the second year, preceding termination date.
4. Substitute teacher pay to permit teachers to participate in planned activities during the regular school day.
5. Participation in off-site professional development as it pertains to a teacher's particular curricular area (could include visits to high quality school programs in other school districts, presenting/teaching to local school districts, or observing in district teachers)
6. Purchase of professional development books, materials, and/or equipment.

The above list is illustrative only. The ultimate test of expenditure is whether it conforms to the spirit and intent of the law, with an approved professional development plan, and the district's Vision 20/20 and Building Improvement Plans.

PROFESSIONAL DEVELOPMENT PROGRAM FORM (see attached)

Certified staff going outside the district for professional development should complete the professional development registration form, submit it to their building principal for approval **and log their request for PD in online subsystem at the time of the request.** The form (request) must be submitted **at least a month prior** to the event. Upon return to the assigned building, staff should be prepared to share what they learned with their PLC/grade level or building.

Reimbursement for Expenses Related to Out-of District Professional Development Activities

Reimbursement must be made through the Central Office at least one week prior to the regular monthly School Board meeting (which is the third Wednesday of the month).

Registration Fees: Fees for an out-of district professional development activity are to be pre-paid by the participant or school district. If an activity is pre-paid by the participant, reimbursement will be made after the completion of the activity and by the participant processing a reimbursement request. Participant must complete a check request form with **ALL** original receipts attached. The district will reimburse up to \$300 per activity (additional \$200 available pending PDC approval).

Mileage: Mileage is reimbursed at \$0.40 per mile with mileage determined by the Missouri map published by the State of Missouri and as measured from Festus. Employees are expected to ride together when traveling to the same conference. Employees must make arrangements to use the school vehicles when the vehicles are available. Parking and other related costs to travel will be reimbursed at cost.

Meal Allowances: Meal reimbursement will not exceed the following:

Up to \$30 a day for Breakfast, lunch, and Dinner <small>(Receipts Required)</small>	}	Meals will be reimbursed when attending an out-of town conference.
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The district will not pay for alcohol and gratuities will not exceed 15% of the meal cost. Original receipts must be attached for reimbursement of expenses.



Lodging: It is expected that employees (of the same gender) will share a room, while attending the same conference. Teachers are responsible for making reservations and submitting a purchase order for lodging.

SCHOOL BUSINESS LEAVE FORM (see attached)

School business leave forms should be completed and forwarded to Central Office for approval at least 5 days in advance of such leave. A copy of the approval form will be sent back to your building office. If a substitute teacher is required, the teacher is responsible for posting the need for a sub in the Online Subsystem at the time of the request. The school business leave form is required to be turned in to the building level principal and the Assistant Superintendent of Teaching and Learning for two levels of prior approval (examples of such leave may include: field trips, sporting events scheduled during the school day, blood drives, etc). The form must be approved before a substitute will be assigned. Any questions please contact, Lynn Stanley (ext. 6323) at Central Office.

PERSONAL BUSINESS LEAVE FORM (see attached)

Personal Business leave will be granted upon written request and approved by the Superintendent of Schools when in his judgment leave is required. Examples of permissible personal leave follow:

- a) Tax investigation
- b) Court Subpoena
- c) Wedding or graduation for a member of the immediate family
- d) Observances of a religious holiday which is normally observed by persons of the employee's faith
- e) Conducting of business of such a nature that it cannot be performed on Saturday, Sunday, or before or after school hours.

Leave will not be granted for an employee due to adverse weather conditions.

A maximum of three (3) days may be used in any given contract year for personal business. The three days of personal leave shall be part of the ten (10) days sick leave granted annually. However, any staff member that begins a school year with, at minimum, 50 accumulated sick days may use up to five (5) sick days for personal use. Should the personal business leave days not be used by the end of the current year, they shall not accumulate as personal business leave, but as sick leave only. Personal leave will be considered except in accordance with the following: (per School Board Policy)

- a) It shall be a condition precedent to the use of such personal business leave that the employee, through his immediate supervisor, requests such leave from the Superintendent of Schools at least five (5) days in advance of such contemplated absence. Approved leave shall then be authorized in writing by the Superintendent.
- b) Personal business leave will only be granted to 3% of the total number of certificated employees on any particular day.
- c) No leave will be approved on the first or last day of school or the day after or day before a school holiday as contained in the annual calendar.
- d) When, in the judgment of the Superintendent of Schools, an emergency arises in which the employee cannot meet any of the above requirements, such personal business leave may be granted at the Superintendent's discretion. As a condition to granting such leave based upon an emergency situation, the employee shall, at the earliest opportunity, advise his immediate supervisor of such emergency.