



Cameron R-I School District

2016-2017

Professional Development Plan

BOE Approved: July 2017

Mrs. Mary Tyrrell, Board President

Mission of Cameron R-I Professional Development

The Board of Education of the Cameron R-I Public Schools recognizes the relationship between high-quality professional development and student achievement and, therefore commits to a high-quality professional staff development program. The Outstanding Schools Act of 1993 (SB380) called for a shift in educational practice. Instead of emphasizing individual professional development based on a random needs assessment, the emphasis is on *focused professional development for the entire school system*. Professional development emphasis must be focused on staff growth, systemic improvement, and increased student performance.

The vision of the committee is for all students to be taught by highly qualified teachers that have the opportunity to be involved in high quality, focused professional development. By providing and supporting high quality, job-embedded adult learning opportunities, the District will enable students to reach high levels of learning that meet state and national standards.

The Cameron R-I School District is committed to becoming a **Professional Learning Community** in which the district culture and mission has “learning” as the primary emphasis (DuFour, 2002). To give meaning and life to our Mission, Vision, and Commitments, the district is putting all of its efforts, with regard to providing Professional Development for certified and classified staff, administration, and Board of Education, into focusing and answering the following four corollary questions:

1. What do we expect our students to learn?
2. How will we know what our students have learned?
3. What will we do if our students are not learning?
4. What will we do if our students are learning?

District Professional Development Committee

The Cameron R-I School District, in compliance with Missouri Law, has established the required Professional Development Committee. Appointments will occur at the start of the 2015-2016 school year. The District Professional Development Committee will be comprised of the Assistant Superintendent, a representative from the administrative team, a representative from each building committee, and a representative from the Special Services Department. Responsibilities of the Professional Development Committee (PDC) will be to conduct an annual professional development needs assessment, to update the District Professional Development Plan, to have input with the beginning teachers mentor program, to design focused professional development for district staff that is aligned with the District Comprehensive School Improvement Plan, and to disseminate the district professional development procedures to all staff members. This committee will meet quarterly during the 2016-2017 SY (Wednesday 8/24, Wednesday 11/2, Wednesday 1/11, and Wednesday 3/8) at 3:30 PM in the Central Office Professional Development Room.

Building Professional Development Committees

Each building will also assemble a Professional Development Committee which will be charged with the approval/disapproval of building out-of-district professional development requests and the management of the building’s professional development budget. The Building Professional Development Committee will be comprised of at least four teachers and the building’s principal.

2016-2017 SY District Professional Development Prior Commitments

1. Missouri Professional Learning Communities Project
2. Missouri Learning Standards Curriculum Revisions
3. English Language Arts and Mathematics Lesson Reviews
4. Co-Teaching Academy
5. HS and MS Project Lead the Way Training (+Computer Science at the HS)
6. CIS LAUNCH Program through PLTW
7. B.I.S.T. Training @ Parkview
8. HS Advanced Placement Training
9. eMINTS Training PK-12
10. K-2 Use of Literature Sets Training
11. K-2 Foundations Phonics Training
12. HS and Parkview book study
13. New Teacher Academy
14. Cameron District-Wide Professional Development University
15. Building attendance at the Powerful Learning Conference

Professional Development Resources

The district is committed to provide professional development training opportunities within and outside the district. Time and monetary resources for teachers and administrators will be committed to learn and use effective teaching strategies to increase student achievement to the proficient and advanced levels of the Missouri Learning Standards as measured by formative and summative assessments. Every district employee has a stewardship responsibility toward professional development funds. The district uses district monies and additional funding such as grants, Title II, and other established district funds to pay for all professional development. It is the responsibility of all employees and the administration team to ensure that professional development funds are spent with great responsibility. All professional development requests will be handled on a case-by-case basis by building committees.

Out-of-District Professional Development:

Out-of-District Professional development is a privilege. With an increased amount of district aligned and CSIP driven professional development, out-of-district professional development requests will continue to face increased scrutiny. For out-of-district professional development to be considered as high-quality the training must engage teachers over time and be directly linked to the district comprehensive school improvement plan, building improvement plan, or the employee's personal plan for improvement.

When requesting funds, please keep the above in mind as well as the following guidelines

- Utilization of the school van is expected. It is the responsibility of the staff member requesting professional development to check the Google calendar and make transportation arrangements ahead of time or to check with other district employees for transportation purposes. The district will not pay mileage if the school van is available. When the school van is not available, carpooling is expected. The district will not reimburse mileage to multiple staff members for the same event.
- The district has a reasonable expectation that you will commute to work each day. The district will not pay mileage for you to attend a conference that is closer to your residence than your commute to work each day. This will be considered when approving reimbursement. Please utilize the district provided mileage chart when making mileage reimbursements. (Example: If an employee lives in Lathrop and drives to Liberty for professional development. Lathrop is 18 miles from Cameron, 36 miles round trip and Liberty is only 21 miles from Lathrop, 42 miles round trip. The district would reimburse the employee for six miles vs. a 42 mile trip.)
- Food allowances are set at \$25.00 per day for multiple-day workshops requiring you to stay overnight away from your home. The district will not reimburse meals for one-day trainings. The district will not reimburse gratuity for service that is received during a meal.
- Building committees will take into consideration the attendance at the same conference the prior year. Team members will need to rotate and share information accordingly.
- Building administrators will consider the employee's attendance and the employee's professional need in relation to the request during the approval process. The building administrators will also consider how the absence of the employee will affect the educational process of the students, the assigned classroom, and the building overall.
- Requests may be partially approved as building committees will be working from a budget. (ex. The District may fund a fee to attend a desired conference and a substitute, but the employee would have out-of-pocket expenses for food and lodging.)
- Central Office will make the final approval of professional development requests.

Protocol to Request Out-of-District Professional Development:

As stated earlier, every district employee has a stewardship responsibility toward professional development funds. This responsibility also extends toward time away from the classroom and students. To request out-of-district professional development, the following guidelines should be followed:

1. The staff member should complete a request for professional development and submit a copy to their administrator. The request should include a link to the workshop flyer or a hard copy or the request will be denied.
2. Building administrator will approve or deny taking into consideration the employee's attendance and the employee's professional need in relation to the request during the approval process. The building administrators will also consider how the absence of the employee will affect the educational process of the students, the assigned classroom, and the building overall.
3. If approved the building administrator will present the request to the Building Committee. If denied, the request process has ended. The Building Committee will approve or deny the request. If denied, the request process has ended.
4. After building approval the request will then go to Central Office for final approval.
5. The request will then be returned to the staff member who will then proceed with purchase orders for registration and accommodations (if needed). The District will not reimburse unapproved charges if the staff member chooses to deviate from the above protocol.
6. Upon completion of the professional development, the staff member will be required to document and share the information gathered at the professional development activity per request and at the direction of the building principal.