



Professional Development Handbook
Stillwater Public Schools
July 2010
Updated June 2015

TM

TABLE OF CONTENTS

<u>MISSION STATEMENT</u>	2
<u>DEFINITION OF HIGH QUALITY PROFESSIONAL DEVELOPMENT</u>	2
<u>REQUIREMENTS OF PROFESSIONAL DEVELOPMENT</u>	2
PROFESSIONAL DEVELOPMENT FILES	3
PROFESSIONAL DEVELOPMENT DAYS	3
SALARY CREDIT FOR UNIVERSITY COURSE	4
REPORT OF PROFESSIONAL DEVELOPMENT CREDIT	4
<u>PROFESSIONAL DEVELOPMENT COMMITTEE</u>	4
PROFESSIONAL DEVELOPMENT COMMITTEE OFFICER POSITIONS	4
OFFICER ELECTIONS	5
TERM LIMITS	5
<u>PROFESSIONAL DEVELOPMENT COMMITTEE FUNCTIONS</u>	5
PROPOSAL PROCESS	5
WORKSHOP/TRAINING PROTOCOL	6
CONFERENCE REGISTRATION	6
BUDGET STRUCTURE	6
STATE ACCREDITATION REPORT	7
TEACHER OF THE YEAR	7
<u>WHEN YOU NEED ASSISTANCE</u>	



MISSION STATEMENT STILLWATER PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT COMMITTEE

The mission of Professional Development in the Stillwater Public Schools is to improve student learning by creating an environment that values, supports, and nurtures continuous professional growth for all staff and administrators.

DEFINITION OF HIGH QUALITY PROFESSIONAL DEVELOPMENT

The term ‘professional development’ includes professional learning activities that are high quality, sustained, intensive, and classroom-focused, in order to have a positive and lasting impact on classroom instruction and the teacher’s performance in the classroom. (Title IX, Part A, Section 9101 of *No Child Left Behind Act*)

REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT

The State of Oklahoma and Stillwater Public Schools has established the following staff development requirements for all teachers and administrators:

- 75 points over 5 years as required by law;
- A minimum of 15 points must be recorded each year;
- Yearly required professional development category points include:
 - Curriculum
 - Bloodborne Pathogens
 - Child Abuse
 - Confidentiality
 - General Harassment/Bullying Prevention
 - Suicide Prevention

One or more of the following categories may be required by the district on a rotating basis:

A=Parental Involvement

B=Diversity Education

C=Curriculum (Differentiated Instruction for ELL, Gifted, IEP)

D=Bloodborne Pathogens

E=Classroom Management
F=Special Education/Autism (Required for new hires Pre K-3/Grade Level Change)
G=Child Abuse
H=Confidentiality
I= General Harassment/Bullying Prevention
J=Technology
K=Safe and Healthy Schools/Suicide Prevention

Faculty hired mid-year must obtain professional development points for categories C, D, G, H and I. Other required categories shall be determined after employment (check with site administrator or Assistant Superintendent for Educational Services). The number of required points shall be prorated based on amount of time employed.

PROFESSIONAL DEVELOPMENT FILES

It is the responsibility of certified employees to keep records for **all** professional development in their own personal professional development file. These records should be submitted to the building principal as part of the yearly teacher evaluation.

All new certified staff must complete categories D, G, H, I and K using Global Compliance Network (GCN) which is accessible through the district website. All other certified staff will complete these requirements through site-based discussions.

School activities that are considered a part of the educators' job such as PTA meetings, parent conferences, faculty meetings, or field trips with students are not considered professional development.

PROFESSIONAL DEVELOPMENT DAYS

All of the professional days are noted on the school calendar. These are contract days and certified staff is expected to attend the scheduled sessions. If an educator is ill on a professional development day, the absence should be recorded on the district's automated reporting system (AESOP) as sick leave with no substitute needed.

Certified staff may flex district designated professional development hours if they attend other off-contract PD opportunities. These hours must be obtained off contract and no extra duty stipend or travel reimbursement will be provided.

Professional Development shall be directed toward development of competencies and instructional strategies in the core curriculum areas for the following goals (70 O.S. § 6-192 through 6-194):

- Increasing the academic performance data scores for the district and each school site;
- Closing achievement gaps among student subgroups;

- Increasing student achievement as demonstrated on state-mandated tests and the ACT;
- Increasing high school graduation rates; and
- Decreasing college remediation rates.

The following are also approved professional development topics:

- Training for evaluators in observation and coaching strategies as identified by the TLE;
- Training related to providing remediation and intervention strategies in reading for young readers; and
- Training implementation of new standards and assessment.

SALARY CREDIT FOR UNIVERSITY COURSES

An official transcript showing course hours must be submitted as soon as one is available from the university to the Payroll Department. Graduate level courses completed prior to the beginning contract date may result in a salary level change. Effective January 1, 1990, only graduate level credit earned following the date of the initial teaching degree that is approved for certification in the field of education may be applied to Levels II (Bachelor's Plus 15 Hours), IV (Masters Plus 15 Hours), and V (Masters Plus 50 Hours or Doctorate) of the Stillwater Public Schools Teacher Salary Schedule.

REPORT OF PROFESSIONAL DEVELOPMENT CREDIT

All professional development for the current school year must be completed by June 30. The certificates and /or documentation of attendance received after the end of the instructional period must be submitted on or before June 30. The professional development year runs from July 1 to June 30. **For the 2015-2016 school year, all flex hours must be completed from May 23, 2015 to March 11, 2016.**

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall be comprised of two elected (2) representatives from each school site. Representatives are elected for a two (2) year term. Representatives may be elected for successive terms. The committee may also include a parent representative, administrative representative, and a school counselor.

PROFESSIONAL DEVELOPMENT COMMITTEE OFFICER POSITIONS

The Chair develops committee agendas and oversees the functions of the Professional Development Committee. The Chair appoints the chairs of the subcommittees and works closely with the Coordinator of Professional Development. The Chair votes only on the occasion of a tie vote of the committee. The Chair remains on the committee for an additional year or longer after his/her term of office as a non-voting member-at-large.

The Vice Chair serves as the Chair in the absence of the Chair at Professional Development Committee Meetings. The Vice Chair serves as a Chair of one of the subcommittees. The Vice Chair will become the Chair of the Professional Development Committee the following school year.

The Secretary records the minutes during Professional Development Committee meetings and then distributes the minutes to the committee membership.

The Treasurer maintains and regulates the budget of the Professional Development Committee and provide financial reports to the committee at each meeting. The Treasurer works closely with the Coordinator of Professional Development to maintain accurate financial records.

The Teacher of the Year Advisor (non-elected position) coordinates the teacher of the year candidates including nominations, portfolios and the state nomination process.

OFFICER ELECTIONS

The Chair and Vice Chair will be chosen at the first meeting of the school year (August). The chair-person should be a Professional Development Committee member with at least one year of experience on the committee. The outgoing chairperson will remain on the PDC for an additional year as the immediate past chairperson.

TERM LIMITS

The Vice Chair will replace the Chair in the next school year and may not run for another officer position until one full school year has passed since last holding an officer position unless unusual circumstances take place. Secretary and Treasurer positions are re-elected each year and have no term limit.

PROFESSIONAL DEVELOPMENT COMMITTEE FUNCTIONS

PROPOSAL PROCESS

- Obtain proposal form from the Educational Services website.
- Complete proposal form and submit to principal for approval.
- Proposal must be completed and submitted electronically and sent to the Educational Services Administrative Assistant by the site administrator.

- Proposal deadlines will be determined annually and are available from the site PD representative or site administrator.
- Proposals must align with a professional development category (e.g. Curriculum, Classroom Management etc.). One point of professional development credit equals one clock hour of training.
- Use of “site” Professional Development funds (the portion of Project 311 funds set aside for each site) must be approved by the PD committee. All requests for funds should be included in the proposal.

WORKSHOP/TRAINING PROTOCOL

Sign-in sheets

- Sign-in sheets are only required for state-mandated categories (C, D, G, H and I). These sheets must be submitted to the Educational Services Administrative Assistant each year.

Evaluation Forms

- Evaluations will be completed electronically via Survey Monkey. Each participant should complete a workshop evaluation. The facilitator or host is responsible for emailing the link to all participants.

CONFERENCE REGISTRATION

Stillwater Public Schools faculty may apply for funding for conference registrations from state-appropriated professional development funds. The guidelines are as follows:

- Applicants may request funds for one conference registration.
- Applicants may request up to \$175 for conference registration only (no travel or lodging).
- Applicants may be awarded funds for conference registration every two (2) years.
- Approved applicants may be called upon to make future presentations to the district faculty.

BUDGET STRUCTURE

The Professional Development Allocated funds will be divided as follows:

- 50% to district funds. District funds include conference registration funds. Each certified staff member may apply for up to \$175 registration fees one time every two years. Remaining district funds will be disbursed for district-wide proposals and incentives.
- 50% to school site funds. School site funds will be disbursed for site proposals and incentives. Site funds will be divided based on percentages which are determined by staff size. 15% to Stillwater High School, 5% to Lincoln Academy, and 10% to the remaining school sites.

This budget structure was created and adopted by the Professional Development Committee in 2011. Upon annual appropriation of professional development funding, local allocations will be distributed in this manner.

TEACHER OF THE YEAR

The Professional Development Committee shall be responsible for facilitating the site and district Teacher of the Year selection. The Chair shall appoint a Teacher of the Year subcommittee chair. She/he is responsible for facilitating the selection program each year and is the contact person for all site Teachers of the Year. Selection requirements are the following:

- All certified teaching staff will now be eligible for recognition of District Teacher of the Year. This includes media specialists, counselors, and any other certified teachers who were previously eligible for site Teacher of the Year but not district. We acknowledge that if one of these individuals is selected as District Teacher of the Year, Stillwater Public Schools will not send a candidate to the state program.
- In order for a teacher to be chosen as a site Teacher of the Year, he/she must express willingness to complete a short Phase 1 portfolio for the district Teacher of the Year and **also agree to complete a longer version of the portfolio should he/she be one of the 3 finalists** for the District TOY (see step 6.) The elected SPS District TOY will go on to compete for the State Teacher of the Year.
- If no site candidate willing to complete a portfolio is available, that site will not have a site Teacher of the Year. Selection process steps::
 - 1) Invitation for site teacher of the year candidates will be sent out to all certified staff at each building from the Curriculum Office Administration via Survey Monkey.
 - 2) Teachers nominated will be sent an e-mail invitation to participate in the Teacher of the Year process. They will make a commitment to complete the district Teacher of the Year portfolio. If a teacher does not agree to participate in the process, he/she will NOT be placed on the final ballot for site Teacher of the Year.
 - 3) Site Teacher of the Year ballots will be sent to all certified staff at each site for voting via Survey Monkey. The candidate will be selected by a simple majority vote.
 - 4) Site Teachers of the Year will be identified. These candidates will be sent the Phase 1 portfolio requirements: Professional Biography, Philosophy of Teaching, and Teaching Profession.
 - 5) Phase 1 portfolios for all site TOYs will be read by all Professional Development Committee members who are NOT former district Teachers of the Year. (This equals 1/3 of total final TOY score).

6) Three TOY finalists will be announced. **These three individuals will complete the remainder of the portfolio.**

7) Committee of Former District Teachers of the Year will read the finalists' entire portfolios and score them. (This equals 1/3 of total final TOY score).

8) Finalists will write a professional paragraph of no more than 300 words to describe themselves as educators. These paragraphs and a photo of each finalist will be sent out with the TOY ballot via Survey Monkey to all certified staff. (This will equal 1/3 of total final TOY score).

9) Professional development executive committee will total scores from the three categories to determine District Teacher of the Year.

PROFESSIONAL DEVELOPMENT LAW

The Stillwater Public Schools Professional Development Committee shall be subject to Oklahoma and Federal laws governing district professional development committees and the SPS Board Policy. See attached SPS Board of Education Professional Development (Regulation)

WHEN YOU NEED ASSISTANCE

Stillwater Public Schools Professional Development information may be accessed on the district website located at <https://sites.google.com/a/stillwaterschools.com/pd-flex---stillwater-public-schools/>.

Human Resources: Michael Shanahan - 5030

Personnel: Kerri Justus - 5029

Professional Development: Cathy Walker - 5046

New Teachers: Cindy Petree 533-6430

GCN: Annie Smith - 5007