



"Educating for a Lifetime of Learning"

Professional Development Committee

Policies and Procedures

1. Scope

The Hickman Mills C-1 Professional Development Committee (PDC) is established under the provision of the RSMO 168.400.4 (1,2,5)

1...2.The professional development plan shall include assistance from a professional development committee, which is hereby established in each school district. The committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies, serve as a confidential consultant upon a teacher's request, assess faculty needs and develop in-service opportunities for school staff, and present to the proper authority faculty suggestions, ideas and recommendations pertaining to classroom instruction within the school district. The members of each professional development committee shall be selected by the teachers employed by the school district in question...

5. The practicing teacher assistance programs established under this section shall include, but need not be limited to, programs of professional development and improvement as provided for experienced teachers by the professional development committee established under section 4 of the section, and in-service opportunities as provided by the local school district for all practicing teachers.

(Appendix 1)

2. Role of a PDC member

In order to satisfy requirements of the state law, PDC members will serve as representatives of and consultants to teachers, assess their instructional needs, communicate results of the assessment, and develop opportunities for professional growth so those needs are met

.(Appendix 2)

3. Structure of PDC

A: Membership

Representation on the PDC will be from each faculty based on a rounded ratio of one representative per forty (40) certified teachers. The exceptions, (Crittenton, Spofford, Management School, Day School, Early Childhood, Parents as Teachers Instructional Coaches (representatives will be from and for those Coaches who are non-building specific, and CODE) will be entitled to one representative per program, each having 1 vote. There will be six (6) ex officio members who have no vote. *(Appendix 3)*

B: Elected Members Term of Office

The term of office will be for three (3) years for each elected representative. Should an opening occur during the year, a duly elected member will assume responsibilities immediately. The newly elected representative will serve a full 3 year term to be counted from that year's nearest August to the June of the third year. (Example: New representative is elected in December, they will complete that year and will serve 3 years beginning the following August.)

C: Election

The election of new PDC members will occur in the spring of the year. The faculty from each school/group/program will vote on the representative they want to serve on PDC.

D: Orientation and Training of New Members

After new members have been elected in the spring, they will attend training session.

Each new member will be assigned a Mentor (experienced PDC member) for their first year as representatives. (*Appendix 4*)

4. PDC SubCommittees
(Job descriptions and timelines are located in Reports)
 - A. Assessment Committee/Technology Committee (*Appendix 5*)
 - B. Budget Committee(*Appendix 6*)
 - E. LEAD Team Committee/Diversity/CC (*Appendix 7*)
 - F. Newsletter Committee(*Appendix8*)
 - G. New Teacher and Mentor Committee(*Appendix 9*)
 - H. Portfolio Committee (*Appendix 10*))
 - D. Professional Learning Committee (*Appendix 11*)
 - I. Vision Committee (*Appendix 12*)
5. Election of District Level PDC Officers
 - A. During the April meeting ballots will be drawn up from nominations from the floor and/or written requests to be placed on the ballot.
 - 1) Officers may be elected from either the elected PDC building representatives OR from the district at large. If elected at large, they will not represent any one building rather the district as a whole, but would be expected to participate in a building LEAD Team if requested. At large members would not have voting privileges.
 - B. During the May meeting, elections will be held.
The officers to be elected are Chairperson, Vice-Chairperson, and Secretary.
6. Duties of the District Level PDC Officers
 - A. Chairperson
The duties of the Chairperson will include, though not necessarily be limited to,
 1. Drawing up the monthly agendas
 2. Chair the district PDC meetings
 3. Chair the Vision Subcommittee
 4. Serve as advisor and exofficio member to each standing committee
 5. Maintain records of the PDC
 6. Remain current on professional development issues through research, professional reading and conferences/seminars
 7. Present the Visions and Budget to the Board of Education during the September meeting
 8. Represent the PDC on various district, state and national committees as required
 9. May serve as Confidential Consultant at-large
 - B. Vice-Chairperson
 1. Chairs the Portfolio Subcommittee
 2. Facilitates the regular PDC meetings in the absence of the PDC Chairperson
 3. Draws up the PDC agenda in the absence of the PDC Chairperson
 4. Facilitates the assignment of mentors to the new PDC representatives
 - C. Secretary
 1. Takes minutes from each PDC meeting
 2. Types and distributes minutes (email and/or hard-copy) to all PDC Reps and Ex-Officio Members
7. Duties of the Members
 - A. PDC members will do, but will not be limited to, the following duties
 1. Attend all district meetings as an active participant in discussion and decision making.
 2. Serve on Subcommittee(s) as an active participant in discussion and decision

- making by attending all work night meetings.
- 3. Serve as a liaison between the district PDC and building LEAD Teams. (L=lead E=evaluate A=assess D=develop)
- 4. Serve as a member of the building LEAD Team. (*Appendix 13,14*)
- 5. Bring a LEAD Team Agenda to PDC meeting and building data as requested by district PDC.
- 6. Bring the LEAD Team's annual building plan to the district PDC as scheduled.
- 7. Maintain complete and accurate budget reports of all PDC building funds.
- 8. Meet regularly with the building administrator. (monthly)
- 9. Bring unresolved Confidential Consultant issues to the district meetings for resolution. (in written form only)
- 10. Maintain monthly records of the number of Confidential Consultant issues that were addressed.

B. Ex-Officio Members

- 1. Ex-Officio Members may attend all district PDC meetings, and Subcommittee meetings as vocal members. However, they are not voting members
 - A. Central Support Team member (s)
 - B. High School Principal
 - C. Middle School Principal
 - D. Elementary School Principal
- 2. Building Administrators
 - A. being an active member of the LEAD Team
 - B. being an active member of all PD in the building
 - C. securing, monitoring and evaluating Mentors and Buddies for 1st, 2nd and 3rd year teachers respectively
 - D. assisting in the collection and analysis of data associated with PD
- 3. Central Support Team member is responsible for:
 - A. Acting as advisor to the Professional Development Committee
 - B. Reporting to PDC District information as it relates to the Committee
 - C. Signing PDC requests for funding

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- A. Central Support Team member
- B. High School Principal
- C. Middle School Principal
- D. Elementary School Principal

8.Meeting Schedule

- A. District PDC will meet up to 8 full days during the school year. Subcommittees will meet for work-nights as needed during the year. The calendar will be established by the members during the May meeting of the PDC. Additional meetings will be scheduled as needed by the members involved.
- C. Building Staff Development
 - 1. 35 total hours are contracted time "bought" by PDC
 - 2. 6 of those hours are used for the February professional learning day
 - 3. 3 of those hours are for the morning (1/2 day) in October as per Meet and Confer (the afternoon is dedicated to teacher work time)
 - 4. 3 of those hours are for the morning (1/2 day) in March as per Meet and Confer (the afternoon is dedicated to teacher work time)
 - 5. The September professional learning day is "bought" by the district

9.Open and Equal Communication

- A. Administrative
 - 1. The administrative support staff will report as needed to the district PDC at

- regularly scheduled meetings.
- 2. Reports regarding instructional issues will be presented by the appropriate person as needed during the regularly scheduled meetings.
- 3. The Chair and/or Budget Committee will meet regularly with the accounting office to maintain careful accounts of PDC funds.

B. Building

- 1. PDC members will meet prior to each district meeting with their building administrator regarding instructional issues.
- 2. PDC members will meet following district meetings with their building administrator regarding instructional issues.
- 3. PDC members will meet with their building LEAD Teams as an active member and act as a liaison between district PDC and building teams.
- 4. Budget items are to be decided by the building LEAD Team, and monthly expense reports will be prepared for the Budget Committee and Chair.

10. Confidential Consultants (*Appendix 15*)

Each building's faculty will annually elect persons to serve as Confidential Consultants during the school year. Confidential Consultants are trained in the fall of the year to work to resolve instructional and professional (NOT personnel) concerns at the building level. PDC representatives are automatically assigned to this role in their building, and they are responsible for bringing unresolved issues to the district PDC for resolution.

11. Building Plans (*Appendix 16*)

- A. Each building's LEAD Team will prepare an annual plan for professional growth.
- B. Building plans will be brought to the March meeting for reading and approval by members of the PDC.
- C. Revisions will be read in April.
- D. Fall: Plans revisions (if made) will be brought to the 2nd fall meeting for review.
- E. PDC members will oversee the implementation and assessment of the building plan, including monthly reports to the district committee and budget worksheets.
- F. Bring Data Collection Sheets each month.

12. Professional ethics (*Appendix 17*)

- A. PDC members will adhere to the district policies in decision making for themselves, their buildings, and the district.
(Professional leave is limited to 20 days per school year, including the 7 days of district PDC meetings.)
- B. PDC members will act in confidence regarding information and issues which are of a personal nature.
- C. PDC members will respect the time of others by adhering to the schedules and timelines as set by the district PDC, Subcommittees or Building LEAD Team.

13. Budget Considerations:

- A. PDC representatives will maintain an accurate record of all PDC expenditures from their building and subcommittees.
 - 1. \$18.02 per hour for PDC work/LEAD Team (plus .125% Retirement .0146 Medicare)
 - 2. \$150 per hour (preparation payment) presentations/facilitated presentations:
 - 3. \$25 per hour for facilitators (Presentation=New material/primarily "stand and deliver": Facilitated Presentation=New material/primarily leading inter-active learning: Facilitator=moderator, chair-position, leads discussions)
 - 4. Substitutes \$103.86 (Retirement/ Medicare included) per day
 - 5. Travel is paid for out of Kansas City metropolitan area travel at the district rate.
 - 6. Food is paid for out of Kansas City metropolitan area travel at the district rate of \$10 per travel day and \$20 per additional day.
- B. Clarifications

1. Instructional Facilitators are not to be paid with PDC funds for preparing for presentations, IF it is during the work day. All outside preparation will be compensated at the usual PDC rates.
(They may be paid for LEAD Team meetings and PDC/LEAD Team associated work.)
 2. Sharing following building PDC paid Seminars/Workshops, etc are required without stipends, however, presentations (see definition in 13.A.2) resulting from such learning, where preparation beyond the learning experience will be paid at the rate of \$25 for THAT school. Other schools requesting presentations from Seminar/workshop attendees will pay \$150 per hour (preparation payment) any other expenses incurred IE: substitutes: will be the obligation of the requesting building. District PDC paid Seminar/Workshops (grants, etc) attendees are required to present as requested by any building at the rate of \$25 for preparation of one hour presentation.
- C. Accounting procedures
1. All Purchase Orders, Salary Sheets and Substitutes sheets for PDC approved subs must be approved by the LEAD Team and signed by the PDC Rep. (Sub sheets: you may be asked to sign beside the name of the PDC paid sub on the total building sub time sheet.)
 2. Travel Requests: PDC reps should sign ALL Travel Requests. (*Appendix 18*)
(Bring Data Collection Sheets to monthly meetings)
Exception: If the Travel is to be paid from District PDC funds—leave the PD rep signature blank for PDC Chair or Committee Chair to sign
DENY those which PDC/LEAD Team DO NOT approve to pay. If it is not checked as DENIED, your Building LEAD Team is responsible for payment.
You may approve all or a portion of a request—be specific as to that amount.
 - Can this be funded from another source? (SAFE, Special Services, Grants, etc.)
 - Can the knowledge be gained through an organization we are affiliated with? (KSRPDC, Center for School Reform, PDN, NSDC, MSDC, etc)
 - Can the knowledge be gained in district? Bringing in consultants/presenters?
 - Is it tightly aligned with the building/district goals/objectives/strategies? Which ones? Be specific.
 - How will this be shared? Have arrangements to share been made prior to attending?
 - How will the information be applied? (Seminar Data Collection Form)
 - Can PD funds be used for this person(s)? (Certified staff only with the permission of LEAD Team (building travel) or Budget Committee (mini grants).
 - Is it timely? At CO at least 2 weeks prior to attending and allowing for PD processing of paperwork by a part-time clerk?
 3. Copy all PO's/Salary Sheets (3 copies)
 - a. Original to Central Office (Dr. Phillips for Phyllis)
 - b. One copy for your records
 4. Complete monthly accounting sheets and send to PDC Chair (keep a copy for your records.)
 5. Adhere strictly to all time schedules/deadlines.
 6. Missed deadlines for turning in PDC budget reports may result in frozen accounts.
 7. Travel Requests MUST be PROCESSED at least 2 weeks in advance of the of the conference/seminar, as per Board Policy. (Remember Phyllis is in only a couple of days per week.)
 8. Do NOT pay for anything yourself and then submit a request for reimbursement. There are NO reimbursements as per Board Policy.

9. PDC funds spent for your attendance at a conference/seminar which you do not attend are expected to be repaid. (Emergencies will be considered for exemption.)
10. Conference/seminar attendance carries the expectation that you will share the information gained and collect data regarding the impact of the learning on student achievement. (**Appendix 19,2 0, 21**)
 - a. **Failure to complete the required Data Collection sheet and return it to the PDC building rep will result in zero funding for future travel.**

D. Mini-grants (*Appendix 22*)

1. All requirements as called for on the application
2. Priority will be given to building requests
3. Signatures of denial from other potential sources of funding
4. The PDC subcommittee shall be empowered to make discretionary rulings as they deem necessary

Appendix 1

B. Missouri Mandates and Regulations

1. Statutory Authority for Professional Development

a. Excellence in Education Act of 1985 Section 168.405.2

2. There is hereby created the “Principal-Administrator Academy” under the auspices of the Department of Elementary and Secondary Education. The academy is not a single institution, but an organizational framework for a wide array of educational and training programs for school leaders that may be conducted at several sites in the state by the Department of Elementary and Secondary Education, individually or through contract.

Effective Date: September 1, 1988

Key Provisions:

- ⇒ The academy is an organization with the ability to operate from several different sites.
- ⇒ The academy may offer a wide array of educational and training programs for school leaders.
- ⇒ The academy may offer professional development to individuals or contract others to offer professional development.

Sections 168.400.4(1) & 5 KSMo.

4. Beginning teacher assistance programs established under this section shall include, but need not be limited to, the following provisions:
 - Such programs shall require each school district to provide a plan of professional development for the first two years of teaching for any teacher who does not have prior teaching experience. The professional development plan shall include assistance from a professional development committee, which is hereby established in each school district, which committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; serve as a confidential consultant upon a teacher's request; assess faculty needs and develop in-service opportunities for school staff; and present to the proper authority faculty suggestions, ideas, and recommendations pertaining to classroom instruction within the school district. The members of each professional development committee shall be selected by the teachers employed by the school district in question. The professional development plan may include guidance from a district designated faculty member employed at a grade level comparable to the instructional grade level of the beginning teacher, and such other forms of assistance which the school district may choose to offer.

 - Such programs shall include assistance from the teacher education program which provided the teacher's training if such training was provided in a Missouri college or university. Such assistance from the college or university may include retraining, internship, counseling, and in-service training.

- The practicing teacher assistance programs established under this section shall include, but need not be limited to, programs of professional development and improvement as provided for experienced teachers by the professional development committee, and professional growth opportunities as provided by the local school district for all practicing teachers.

Effective Date: September 1, 1988

Key provisions:

- ⇒ Each district must provide a plan of professional development, with assistance from the professional development committee, for a teacher's first two years of teaching.
- ⇒ The professional development committee is charged with four responsibilities:
 - (a) identify instructional concerns and remedies
 - (b) serve as a confidential consultant upon a teacher's request
 - (c) assess faculty needs and develop inservice opportunities for school staff
 - (d) present to the proper authority faculty suggestions, ideas, and recommendations pertaining to classroom instruction
- ⇒ Members of the professional development committee are to be selected by teachers currently employed by the district.
- ⇒ The professional development committee is to work with both beginning and experienced teachers.
- ⇒ Beginning teachers who have graduated from Missouri teacher preparation programs shall receive assistance from the teacher education program which provided the teacher training.

Professional Development Committee Mentor Job Description

Rationale: The Professional Development Committee of Hickman Mills C-1 is committed to high quality staff development for all members of our learning community. This commitment requires all members to be fully prepared to actively contribute to the work in progress and to plan for future work. To be fully prepared to do such work, members must be provided with the learning and understanding of a wide variety of context, content, and process standards specific to quality staff development. Research shows that collaborative efforts are highly effective in providing new learning and deeper understanding.

Goal: Provide support and assistance for members new to the district Professional Development Committee.

Objective: The Professional Development Committee will establish, implement and evaluate a Mentor Program for all members new to the Committee.

Description:

1. Each Member new to the Hickman Mills Professional Development Committee will be assigned an active PDC member (2 years experience preferred) as their Mentor
2. Mentors will provide overviews and orientation for new members in a variety of informal settings.
3. Mentors will accompany their New Members to the district level orientations as a means for collective inquiry and collaboration.
4. Mentors will make themselves available, within professional limits, to answer questions and assist the new member with tasks as they arise
5. Mentors will make themselves available, within professional limits, to assist the new member with building plans, budgets and confidential consultant issues as needed.
6. Mentors will be assigned (as per volunteer) to work with new PDC members within their building level when possible.

Timeline:

April: Current PDC members will report how many new members will be on the Committee for the coming year.

Mentors will be assigned with preference to pairing within similar building levels.

May: Meet your new PDC member

Attend the PDC new member orientation session along with your new member.

June (current year)-May (following year) be available for mentoring as needed.

Budget:

Mentors will work on a volunteer basis.

Additional funds as needed will be secured through a request to the Budget Committee.

Appendix 3

Membership 2006-07

Burke	Barb Witte
Dobbs	Betsy Pipkin
CODE	Candi Marshall
Critt/Spoff/Man	Karen Hall
FMECC	Shelly Sporing
Ervin	Holly Corum and Domini Shepard
Hickman Mills	Annette McDonald and Kevin Page
Ingels	Nancy Ralston
Johnson	Aimee Fresia
PAT	Kathy Houlton
Ruskin	Chuck Delair and Susan Bowles
Santa Fe	Connie Brennan
Smith-Hale	Eric Stephenson and John Blake
Symington	Lisa Ochieng
Truman	Carla Bergstrom
Warford	Connie Moore
Coaches	Kay Hoff
Chair	Gloria Henry
Assistant Chair	Kay Hoff
Secretary	Terri Redden
CO	Beverly Phillips

Professional Development Committee Mentor Job Description

Rationale: The Professional Development Committee of Hickman Mills C-1 is committed to high quality staff development for all members of our learning community. This commitment requires all members to be fully prepared to actively contribute to the work in progress and to plan for future work. To be fully prepared to do such work, members must be provided with the learning and understanding of a wide variety of context, content, and process standards specific to quality staff development. Research shows that collaborative efforts are highly effective in providing new learning and deeper understanding.

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8. Mentors will provide overviews and orientation for new members in a variety of informal settings.
9. Mentors will accompany their New Members to the district level orientations as a means for collective inquiry and collaboration.
10. Mentors will make themselves available, within professional limits, to answer questions and assist the new member with tasks as they arise
11. Mentors will make themselves available, within professional limits, to assist the new member with building plans, budgets and confidential consultant issues as needed.
12. Mentors will be assigned (as per volunteer) to work with new PDC members within their building level when possible.

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Mentors will be assigned with preference to pairing within similar building levels.

May: Meet your new PDC member

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June (current year)-May (following year) be available for mentoring as needed.

Budget:

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Additional funds as needed will be secured through a request to the Budget Committee.

HICKMAN MILLS C-1 SCHOOL DISTRICT
Professional Development Committee

Assessment/Technology Committee

2007-2008

Job Description:

1. The Assessment/Technology Committee evaluates and reports teacher opinions concerning district professional development provided by the Professional Development Committee (PDC) on District Development Days and prepares a report for all PDC members.
2. The Assessment/Technology Committee collects pre and post conference/workshop data using the *District PDC Conference/Workshop Reflection Form* to determine the impact of teacher learning on student achievement and prepares a report for all PDC members.
3. The Assessment/Technology Committee conducts an annual survey of teacher opinions concerning the *District Comprehensive Professional Development Plan* and prepares a report for all PDC members.
4. The Assessment/Technology Committee will act as a liaison by communicating with District Assessment Team and District Technology.

Timeline:

August

- Draft evaluation plan for September District Development Day
- Collaborate with District Technology Department to put evaluation on-line using Zoomerang
- Send draft of evaluation plan to PDC members prior to District PDC Meeting in September
- Set tentative dates to administer *PDC Annual Survey*
- Set tentative dates to collect *District PDC Conference/Workshop Reflection Form*
- Send copy of *District PDC Conference/Workshop Reflection Form* to PDC members prior to District PDC Meeting in September.

September

- Present proposed evaluation for September DDD for PDC approval
- Collaborate with District Technology to create online evaluation and instructions for completing the evaluation.
- Review procedures for conducting online evaluations
- Prepare report of DDD Evaluation results for the next District PDC meeting
- Distribute copies of *District PDC Conference/Workshop Reflection Form* and review procedures for collecting data for PDC (using Lead Team Travel Guidelines)
- Present tentative dates for *PDC Annual Survey* for PDC approval
- Present tentative dates for *District PDC Conference/Workshop Reflection Form* for PDC approval
- Turn in copy of Agenda and Minutes from August committee meeting for PDC Portfolio

October

- Distribute September DDD evaluation reports to all District PDC members
- Prepare *PDC Annual Survey* aligned to *District Comprehensive Professional Development Plan*
- Send draft of proposed *PDC Annual Survey* to PDC members prior to November District PDC Meeting

November

- Present proposed *PDC Annual Survey* for PDC approval
- Collect Conference/Workshop Reflection Forms
- Turn in copy of Agenda and Minutes from October committee meeting for PDC Portfolio
- Rewrite/revise *PDC Annual Survey* to incorporate changes made by District PDC
- Send revised *PDC Annual Survey* to PDC members prior to December PDC meeting
- Collaborate with District Technology Department to put *PDC Annual Survey* on-line following final approval

December

- Collaborate with District Technology Department to put *PDC Annual Survey* and instructions on-line via district email in January according to PDC approved timeline
- Tabulate data from Conference/Workshop Reflection Forms and prepare a report for PDC members
- Plan evaluation for February DDD
- Send proposed evaluation plan to PDC members prior to January District PDC Meeting

January

- Report progress of *PDC Annual Survey*

HICKMAN MILLS C-1 SCHOOL DISTRICT
Professional Development Committee

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- Tabulate data from Conference/Workshop Reflection Forms and prepare a report for PDC members
- Plan evaluation for February DDD
- Send proposed evaluation plan to PDC members prior to January District PDC Meeting

January

- Report progress of *PDC Annual Survey*
- Present proposed evaluation plan for February DDD for approval and revise as needed
- Report data from Conference/Workshop Reflection Forms to PDC members
- Turn in copy of Agenda and Minutes from December Work Night
- Prepare report of *PDC Annual Survey* results in a timely manner to distribute to PDC members at February Work Night
- Collaborate with District Technology Department to prepare February DDD on-line evaluation and instructions for distribution by email in February.

February

- Report *PDC Annual Survey* results to PDC members
- Send reminder to PDC members to collect *District PDC Conference/Workshop Reflection Forms* and bring to March District PDC Meeting
- Review procedures and instructions for February DDD on-line evaluation with PDC members
- Collaborate with District Technology Department to ensure February 16, 2007 DDD on-line evaluation is distributed on February 16, 2007 to staff by District email
- Collaborate with Technology Department to prepare report of February DDD evaluation results to distribute at March District PDC Meeting
- Review committee budget and timeline. Begin to draft budget/timeline for 08-09

March

- Report February DDD evaluation results to PDC members
- Collect *District PDC Conference/Workshop Reflection Forms*
- Turn in agenda and minutes for February committee meeting for PDC Portfolio
- Turn in proposed committee budget and timeline for 08-09

April

- Collect any remaining *District PDC Conference/Workshop Reflection Forms*
- Prepare report of information from *District PDC Conference/Workshop Reflection Forms*

May

- Report *District PDC Conference/Workshop Reflection Forms* data
- Turn in agenda and minutes for April committee meetings for PDC Portfolio
- Prepare and turn in Final Committee Report for Portfolio
- Present proposed evaluation plan for February DDD for approval and revise as needed
- Report data from Conference/Workshop Reflection Forms to PDC members
- Turn in copy of Agenda and Minutes from December Work Night
- Prepare report of *PDC Annual Survey* results in a timely manner to distribute to PDC members at February Work Night
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- Review committee budget and timeline. Begin to draft budget/timeline for 08-09

March

- Report February DDD evaluation results to PDC members
- Collect *District PDC Conference/Workshop Reflection Forms*
- Turn in agenda and minutes for February committee meeting for PDC Portfolio
- Turn in proposed committee budget and timeline for 08-09

April

- Collect any remaining *District PDC Conference/Workshop Reflection Forms*
- Prepare report of information from *District PDC Conference/Workshop Reflection Forms*

May

- Report *District PDC Conference/Workshop Reflection Forms* data
- Turn in agenda and minutes for April committee meetings for PDC Portfolio
- Prepare and turn in Final Committee Report for Portfolio

Appendix 6

Professional Development Committee Budget Committee:
Committee Job Descriptions

The Budget Committee is directly responsible for designating the allocation of those funds provided by state and local agencies. This committee will develop a tentative budget. When state funds are reported to the district, the budget committee will meet and based on PDC prioritization, adjust the tentative budget. The will present the budget to the PDC committee at the meeting in October.

The Budget Committee and central office designee will meet monthly to review budget expenditures and requests. They will also develop and recommend a plan for collaborative approval or denial for requests of PDC funds.

Time line:

- Feb.—tentative budget proposal
- Mar.—tentative budget proposal presented to PDC
- April—tentative budget proposal presented to school board
- May—revision of tentative budget
- Oct—present updated budget to PDC

Time line is based on Building Professional Development Plans approved by Central Office Designee.

Contact person at Central Office is Dr. Phillips

Sept 2006

LEAD/Confidential Consultant/Diversity

Professional Learning Committee

Committee Job Description

The Professional Learning Committee acts as a gatekeeper of professional learning. The committee collects copies of the agendas for District building/program professional development days from the building/program professional development representatives. Copies of the agenda are also sent to the Central Office Liaison and the Portfolio Committee Chair. The committee does not collect copies of Department and Grade Level Meeting Agendas. When provided guidance from Central Office and/or the Professional Development Committee, the committee may provide direction for District building/program professional development days. For example, September professional development day should focus on MAP data analysis. The Professional Learning Committee and Assessment Committee meet jointly to review data collected from building/program day professional development evaluations.

Building/program professional development days tend to change from school year to school year.

For the 2006-07 SY the professional development days are outlined as follows:

- Friday, September 22, 2006 (8 am -3:30 pm)
C & I = 1.5 hrs; Travel & Lunch = 1.5 hrs.
Building = 4.5 hrs.
- Friday, February 16, 2006
C & I = 1.5 hrs; Travel = .5 hrs.
Consortium Day
Those not in attendance at Consortium events will have building time.
- Friday, October 13 and Friday, March 9 are scheduled as 3 hr. C & I days and the remainder of the time for travel, lunch, and teacher work time.

For the 2006-07 SY the Professional Learning Committee will oversee the process of hosting the Excellence in Education Conference in July 2007 at Ruskin High School. The entire Professional Development Committee are honorary members of the Excellence in Education Host Committee. Committee Chair or other committee member will attend the monthly pre-conference meetings.

PDC Newsletter Subcommittee Job Description

The Newsletter committee compiles information and articles about high quality staff development, highlights Hickman Mills' professional development, and publishes no less than four times annually.

Regular features include; Chairs Corner and Confidential Consultant count.

The newsletter is titled: CollaborACTION

Professional Development Committee New Teacher/Mentor Committee

The New Teacher/Mentor Committee is responsible for assisting in the development and implementation of appropriate learning sessions for 1st, 2nd, 3rd, new hire teachers and Mentors as required by Missouri Law, MSIP requirements and National Staff Development Council Standards.

Definitions:

- 1st year teacher: one in their first year of teaching
- 2nd year teacher: one in their 2nd year of teaching
- 3rd year teacher: one in their 3rd year of teaching
- new hire: one who has 3 or more years of teaching experience and is new to the district

Compensation:

- Mentor: (for a 1st year) \$400 (district paid)
- Mentor: (for a 2nd year) \$200 (district paid)
- Mentor: (for a 3rd year) \$100 (PDC paid)

Timeline:

August	Orientation 5 days for 1 st year teachers 3 days for new hires ½ day for Mentors
September	Learning Session #1
October	Learning Session #2
November	Learning Session #3
January	Learning Session #4
March	Celebration Review year
April	Develop next years plan
May	Finalize plan

Rationale: Collecting, analyzing and maintaining a body of data for review are critical components of the Hickman Mills Professional Development Committee.

Goal: To create a district professional development portfolio.

Objective: The Professional Development Committee will create and maintain an active portfolio of the work being done at the district level.

Description:

1. The Vice Chair of the District PDC serves as Portfolio Subcommittee Chair.
2. The Portfolio Committee of the PDC will collect, with the assistance of the various subcommittee chairs*, artifacts to demonstrate work being done at the district level.
3. The Portfolio committee of the PDC will organize the artifacts in a logical order to facilitate analysis.
4. The Portfolio committee of the PDC will continually update the portfolio to reflect historic, present and future work.
5. The Portfolio committee of the PDC will report on their work and arrange for member review of the Portfolio periodically during the school year.
6. A periodic review of the Portfolio will be made to the District Committee.

Timeline:

May Sign up to serve on the Portfolio Committee
Current Portfolio Chair will provide the incoming PDC Chair and Portfolio Chair with updated Portfolios

October, January, and April: Committee will present, in their monthly report, a viewing of the Portfolio

Budget: (to be determined)

*Subcommittee Chairs will recommend and collect artifacts from their specific area of the PDC work. Artifacts should be presented to the Portfolio Committee clearly labeled as to: Subcommittee and Date. Whenever possible “complete sets” are recommended: IE Project Planning, Implementation Artifacts and evaluative tool used, results and implications for future projects.

LABEL SAMPLE:

Portfolio Artifact from _____ (subcommittee)
Date(s) collected _____

Included (check all that apply)

- _____ Project planning artifacts
- _____ Implementation artifacts
- _____ Evaluative artifacts
- _____ Results
- _____ Implications for future artifacts

Professional Learning Committee

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**Vision Committee
Job Description and Timeline**

The Vision Committee is responsible for identifying, researching, and analyzing data and trends in education. Based on this information, the committee is further responsible for making recommendations for our District's staff development and growth in the form of a Comprehensive Professional Development Plan.

The committee will review NSDC Standards, MSDC Guidelines, DESE/MSIP requirements and the District CSIP. The PD Plan will be fully aligned with District, State and National Standards.

The committee will complete periodic review of professional literature to stay current with educational issues.

Time line:

Spring/Summer	Review and revise the PD Plan
Fall	Make recommendations for NSDC Attendance as needed *
December	Attend NSDC
January	Share new learning from NSDC

Members: PD Chair, Assistant Chair, Budget Committee Chair, Professional Learning Committee Chair and Central Office Liaison.

*PDC reps with 2 + years of experience who have not yet attended NSDC be given priority in selection by their committee. When funding is in question, attendance will be determined by the following priority listing:

- Attendees (in order of priority)
 - Chair
 - Assistant Chair
 - Central Office Liaison
- Committee reps as decided by that committee:
 - New Teacher/Mentor
 - Professional Learning
 - LEAD/Diversity/CC
 - Assessment/Technology
 - Newsletter
 - Budget
 - Secretary

LEAD (Lead, Explore, Assess, Develop) Team Structure and Responsibilities

The LEAD Team in each building plans, implements, and assesses all aspects of site-based professional development in order to increase student achievement.

Membership

- Maximum of 10 PDC stipend paid members
- Required members include PDC Representative(s), Principal
- Suggested members include representatives from each grade level or department, chairpersons from each school committee

Selection

- PDC Representatives are elected by certified staff members in the building
- LEAD Team members may be elected by the staff and/ or appointed by the principal.

Responsibilities

- Analyze data to determine student learning needs

- Oversee all professional development activities in the building.
- Write, implement, and assess the school's CSIP.
- Provide instructional leadership for the school.
- Meet regularly
- Review Professional Travel Requests (approve or deny based on alignment with building CSIP)

Meetings

- Submit an agenda
- Include: norms, standing committee reports, old business, new business

Facilitator

- May rotate among members, administrator
- May be facilitated by a single member (decision of the LEAD team)
 - * Administrator should not be the assigned member to act as facilitator except in "fill-in" situation

Financial Responsibilities

- Stipends: Yellow time sheets to document LEAD Team meeting time for PDC paid stipends
 - Stipends paid at the current non-instructional rate (on personal plan time, before- or after-school time)
 - Maintain accurate records of the PDC budget expenditures
- Budget expenditures for Supplies (**teacher learning only**), Travel, Consultants

LEAD Team Structure and Functions

The LEAD Team in each building is at the heart of instruction in the school and program in the Hickman Mills C-1. They plan, implement and assess all aspects of professional development in order to increase student achievement.

Structure:

Membership

Maximum of 10 PDC stipend members

Recommendation of no more than 10 members

Required members:

PDC Representative(s)

Principal

Instructional Facilitator

Suggested members:

Representatives from grade levels or departments

Chairpersons from each school committee

Selection:

PDC reps are elected by the teaching staff for 3 year terms

LEAD members may be elected by the staff and/or appointed
by the principal

Duties:

Analyze data to determine student learning needs

Oversee all professional development activities

Facilitate the writing of the school CSIP

Implement the school CSIP

Assess the school CSIP
Act as liaisons between the staff and the administration
Act as the instructional leadership for the school
Meet regularly (recommended weekly or every 2 weeks)
Review applications for Professional Travel
approve or deny based on:
alignment of content with building and district
CSIP
completion of the Pre-Conference Data Collection
sheet
Collect Post-Conference Data Collection sheet

Meetings:

Have an agenda
include: norms
standing committee reports
old business
new business

Facilitator:

May rotate among members, including administrator, may be assigned (by the decision of the Team) to a single member. (Administrator should not be the assigned member to act a Facilitator except in “fill-in” situations.)

Financial considerations:

Stipends:

Yellow time sheet should be used to document LEAD Team meeting time for all PDC stipend approved members

Stipends are at the current non-instructional rate for personal time used for meetings: personal plan time, before or after school, etc

Accurate records of the PDC allowed budget should be maintained
Expenditures for supplies (for TEACHER LEARNING ONLY), travel, consultants, ,subs should be discussed and approved by the Team as a whole

Appendix 15
Confidential Consultant

PDC Summary Sheet Confidential Consultant Conference

Date _____

Topic _____

Confidential Consultant bringing this concern: _____

Comments:

New _____

Carry over _____

Resolved ____ Yes ____ No

Hours spent _____

Administrator Conference dates _____ 1st _____ 2nd

Grievance form Level 1

Person submitting Grievance _____

Person to whom the grievance is being submitted _____

Date _____

Statement of complaint:

Policy, directive, or agreement violated:

Suggested resolution:

Grievant's Signature _____

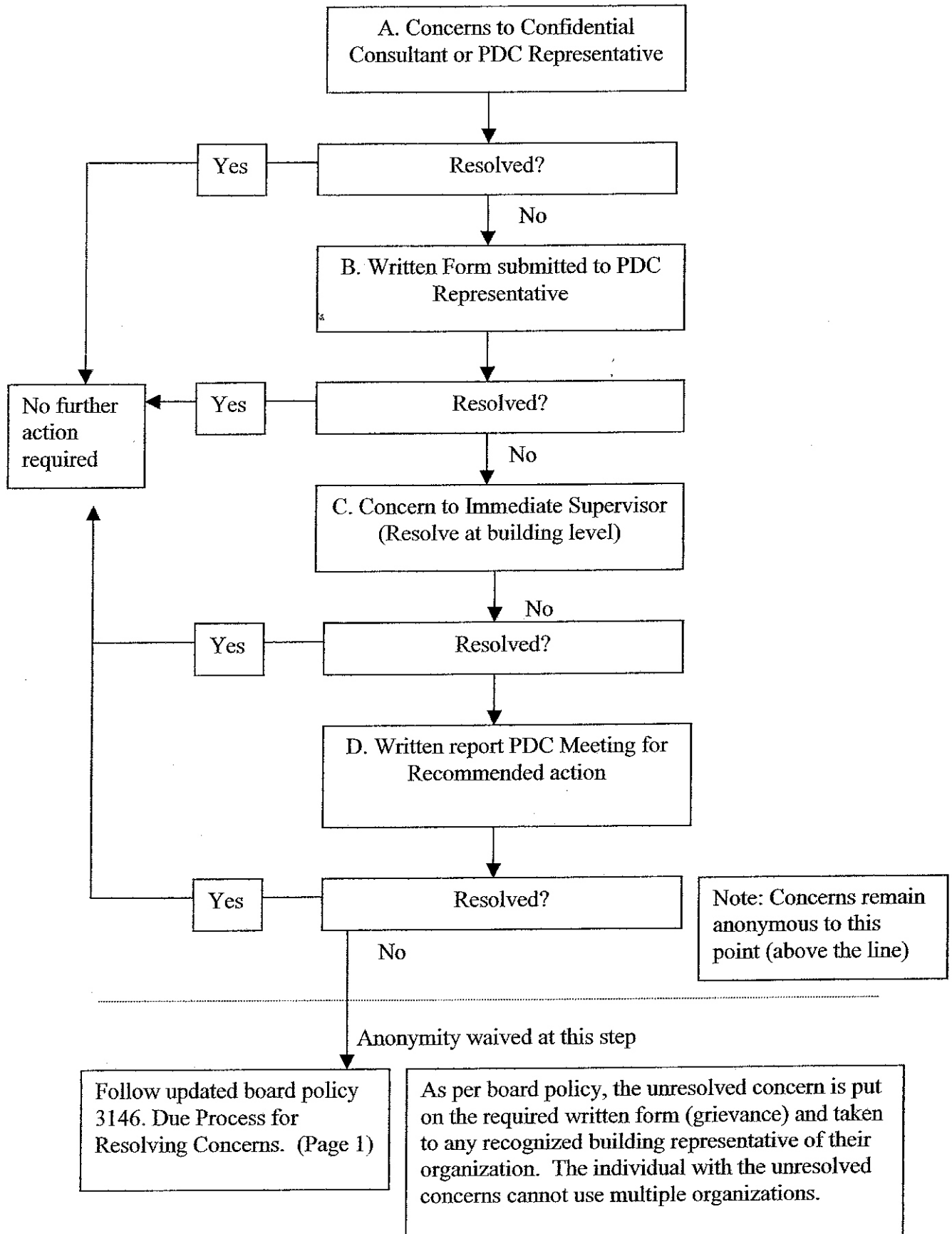
Administrators Signature _____

Process for Resolving Professional or Instructional Concerns

- A. Professional or instructional concerns go to the Confidential Consultant or PDC representative. The Confidential Consultant works to resolve professional or instructional concerns at this level. Concerns may be solved on this level. A meeting with the immediate supervisor may occur at this point.**
- B. If unresolved, the concern is shared with the PDC representative via a written form. The PDC representative works to resolve the concern. The concern may be solved at this level. A meeting with the immediate supervisor may occur at this point. If unresolved, then the PDC representative officially reports concerns to the principal. An attempt to resolve the concern (by the principal) is made at the building level.**
- C. The PDC representative presents unresolved concerns to the district PDC on the appropriate form. A minimum of two mandatory meetings must be held with the immediate supervisor before taking a concern to the district PDC.**
- D. A per Board Policy, unresolved concerns must go through the recognized building representative of the appropriated teacher organization and follow the grievance policy. (See Policy 3146 page 1) Individuals with unresolved concerns may not use multiple organizations.**

<p>No further action required</p>
--

Confidential Consultant Process For Concerns



Hickman Mills C-1 School District Professional Development Plan

School:

Year:

PD Focus/Goal	SIP Connection	Evaluation

Plan notes:

HICKMAN MILLS C-1 SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN

School:

Year:

PD Focus / Goal:

PD Designs: How will your PD for this goal be designed?

List and briefly describe each way you will design the PD to meet your goal.

Please include the stages of professional development that will be accomplished (A, P, I, M):

A - Awareness (Initiate Strategy)

P - Practice (Implementation in Progress with Modeling, Demonstration)

I - Integration (Practice, Observation, Feedback)

M - Mastery (Full Implementation, Continued Coaching)

page 2 of plan

School:

Year:

PD Focus/Goal

PD Designs:

**A-awareness
P-Practice
I-Integration
M-Mastery**

PD At a Glance Chart

School:

Year:

Date/time	PD Design	Facilitator or Resource Person	Participants

page 4 of plan

page 5 of plan

PDC Budget Request 2007-08

School:

Directions: Give the total dollar figure in each category. Put a zero(0) in categories with no funding. Provide Subtotals for each section and Budget Total.

Teacher's Salary (6113) Salary paid for LEAD Team, In-district presenters, facilitators, coordinators and statisticians.

LEAD Team meetings @\$? per hour	
# of members _____ X # of hours _____ X \$?	_____
In-District Presenters @\$150 per hour	
#of presenters _____ X # of hours _____ X\$150	_____ In-
District Facilitators/coordinators @\$25 per hour	
# of facilitators/coordinators _____ X# of hours _____ X\$25	_____
Subtotal (6113)	_____*

Teacher Retirement (6211)

(\$.12 X subtotal of Salary)

Teacher Medicare (6236)

(\$.146 X subtotal of Salary) _____

Substitutes (6131) (\$100.11 per day)

of Subs _____ X # of days _____ X \$100.11 _____

Consultant Services (6312)

Out of District presenters @\$150 per hour

of Consultants _____ X # of hours _____ X \$150) _____

Out of District Facilitators @\$25 per hour

of facilitators _____ X # of hours _____ X \$25 _____

Subtotal _____*

Travel (6343)

Airline, ground transportation, mileage (@ \$.445 per mile) registration fees, lodging, meals _____

Supplies for Teacher Learning (6411)

Professional books, materials for teacher learning _____

Budget Total _____*

Approved _____ Y _____ N Amended to \$ _____

(Multiple presenters/consultants for an hour will share the \$150 stipend. IE: 2 presenters for 1 hour will receive \$75 each)



"Educating for a Lifetime of Learning"

Professional Development Committee

Quality Standards

Establish consistent expectations and procedures district-wide for all buildings and programs.

- **uniform total hours of staff development required**
- **equitable attendance requirements with consideration of individual needs and circumstances**
- **budgeting and expenditures for staff development will be overseen and authorized by the building LEAD Team and signed by the PDC Rep**
- **focus on important topics of high professional concern; align staff development with building and district goals (Visions)**
- **full participation of all staff and administrators**
- **conduct all school business in timely and professional manner.**

Demonstrate professional and personal respect in the implementation of staff development programs

- **create flexibility in means of meeting requirements**
- **allow opportunities for individual choice as well as total learning time**
- **utilize staff input in planning, implementation and evaluation processes**
- **utilize a well organized, published schedule of events to allow for planning by the staff**
- **recognize and respect the need for pre-planned and published dates and times for building meetings (reschedule ONLY for emergencies)**

DISTRICT PDC

Professional Travel Procedures

1. Complete registration form for the conference or workshop.
2. Obtain District Professional Travel Request form from the school secretary. Complete the top part of the form. Be sure to indicate number of substitute days and name of preferred substitute if you have one. For events held within the greater Kansas City area, meals and mileage are not included.
3. For workshops held outside of the Kansas City Area please include:
 - a. Transportation (Mileage rate is .445 per mile—roundtrip)
 - b. Food (Rate is \$20 per day—\$10 on travel days)
 - c. Hotel (Confirm to hold room using own credit card—district will pay hotel directly or send a check with you payable to the hotel.) **NO REIMBURSEMENTS!**
 - d. Airfare (Submit copy of preferred travel times with travel request—district has a designated travel agency and will purchase tickets. Airline tickets must be picked up in the Purchasing Office of the Administration Center with proper identification.)
 - e. Checks for transportation, food, etc. will be sent to you via the courier or can be picked up at the Administration Center.
4. Complete and attach page 1 of the District PDC Conference/Workshop Refection Form (*Prior to Attending*) to your Professional Travel Request form.
5. Submit originals to your building PDC representative.
6. The PDC representative will present the request at the next LEAD Team meeting.
7. If the request meets PDC requirements (i.e., the professional development is compatible with our building and professional development plans) and is approved by the building LEAD Team; the building principal and PDC representative will sign off on the request.
8. The PDC representative will make copies for building PDC budget record keeping purposes as well as a copy for the individual making the request so that they know it was approved by the LEAD Team. If declined for any reason, the originals will be returned to you.

9. The PDC representative will send originals to Dr. Phillips for Phyllis at the Administrative Center. Once the request is processed, you should receive your copy of the Professional Travel request form via the courier.
10. PLEASE ALLOW TWO WEEKS FOR CENTRAL OFFICE PROCESSING. PHYLLIS ONLY WORKS TUESDAYS AND THURSDAYS.
11. Please let building secretary know that the substitute is to be paid by PDC. The substitute should sign a pink payroll sheet now. If Phyllis knows the name of the substitute, it expedites the process of paying for the substitute out of the appropriate account.
12. Remember budget for travel is limited. Conference fees tend to average about \$150. Occasionally, fees are waived, but substitutes are still required. Substitutes cost approximately \$100/day.
13. As PD opportunities arise, the PDC representative will let your LEAD Team representative know at monthly LEAD Team meetings and/or let you know via email, voice mail, or flier.
14. Remember you are responsible for applying strategies in your classroom that you learned at the conference or workshop you attended as well as sharing your learnings with staff for no stipend. District or building PDC funds paid for your training.
15. If you cannot attend the scheduled workshop for any reason, including snow days, you are responsible for contacting the workshop location to cancel your registration and determine possible refund, finding a replacement, or for repayment of PDC funds.
16. After you have returned from your conference/workshop please submit page 2 of the District PDC Conference/Workshop Reflection Form (*Immediately After Attending & After Implementation*) to your PDC representative.

District LEAD Team Committee

Prior to Attending

Thank you for your desire to attend a Conference/Workshop in behalf of our staff and District. Please understand that if you attend a Conference/Workshop paid for by District/Building PDC funds, you agree to **1) try out at least one strategy learned, 2) share with others what you learned, and 3) complete a mini-action research project in order to link professional development to student achievement.** *PDC needs to collect data on the impact new learning has had on the academic achievement of our students.*

Please complete Page 1 and submit to your Lead Team along with your completed Travel Request.

Name: _____ Date: _____ Grade Level/Subject: _____

Name of Conference/Workshop:

Presenter: _____ Sponsor: _____

Date of Conf./Workshop: _____ Total Cost: \$ _____ # of Sub Days: _____

How does this Conference/Workshop tie to District, building and personal professional goals to improve student achievement in CA and MA? (Include District, building & personal goals)

How do you plan to share the information learned with your colleagues?

With small group:

With building:

With District:

(Revised 2/1/07)

Please complete and return page 2 to your Lead Team immediately after attending the conference.

Immediately after Attending

Name: _____ Date: _____ Grade Level/Subject: _____

Name of Conference/Workshop attended: _____

Presenter: _____ Sponsor: _____

Date of Conference/Workshop: _____

On a scale of 1 to 4 with 4 high, please complete the following:

		(No)	(Not Sure)	(Somewhat)	(Yes)
		1	2	3	4
Was the Conference/Workshop worthwhile?	Why?				

Would you recommend it for others?	Why?	1	2	3	4
------------------------------------	------	---	---	---	---

What strategy will you try?

What is your plan for implementation?

After implementation, please report results on Page 3 and turn in to your Lead Team. Page 3 data must be reported and turned in by April 15th.

(Revised 2/1/07)

Mini-Action Research Project Data must be turned in to your Lead Team by April 15th!

After Implementation

Name: _____ Date: _____ Grade Level/Subject: _____

Name of Conference/Workshop attended: _____

Presenter: _____ Sponsor: _____

Date of Conference/Workshop attended: _____

Please plan a mini-action research project.

Number of students: _____

Pre-Evaluation (Baseline)

Post-Evaluation (After Implementation)

_____ % Advanced (80%-100%)

_____ % Advanced (80%-100%)

_____ % Proficient (70%-79%)

_____ % Proficient (70%-79%)

_____ % Basic (60%-69%)

_____ % Basic (60%-69%)

_____ % Below Basic (0-59%)

_____ % Below Basic (0-59%)

Note: Consider using the Renaissance Math Standards, STAR and/or District textbook series assessments for evidence of growth because of use of your strategy.

Anecdotal Information:

Reflection:

_____ I will use this strategy again.

_____ I could model this strategy for others.

_____ I need follow-up training.

I understand that this information will be held in strict confidence with the Hickman Mills School District.

(Revised 2/1/07)

Appendix 20

Professional Development Conference Sharing Report

Name of Conference_____

Name of Attendee_____

Cost of Conference_____

Keynote Speakers:

Name	Topic	Recommend to others?

PD Lessons Learned:

Presenter(s)	Topic	Summary	Handouts to share?	Implications for PDC

Appendix 21

Guidelines for Departments Requesting PD Time and/or Money:

The department requesting PD time/money must submit:

- Clear, concise agenda

- Sign-in for attending teachers
- Detailed minutes
- An evaluation component

Agendas must be turned in to Dr. Phillips and the District Development Day Sub-Committee chair (Carla Bergstrom) two weeks prior to the district PD day.

Sign-in, minutes and evaluations should be sent as soon as possible after the event/training has taken place.

Funds are available through district mini-grants; guidelines to secure funds should be followed.

Appendix 22

2006-2007 PDC Mini Grant Proposal for Additional PDC Funds

Consideration will be given to a Mini Grant proposal that:

_____ 1. has no other sources of funding (Money in PDC account must be

encumbered or allocated. (Please specify IN DETAIL.)

_____ 2. is typewritten with five (5) copies.

_____ 3. includes an itemized budget.

_____ 4. (*building level*) **has a copy of the building's current and approved PD**

plan with the area of the plan that is supported by this mini grant **highlighted**.

(*district level*) **has a copy of the current district's CSIP** with the area of the plan that is supported by this mini grant **highlighted**.

_____ 5. supports the building PD plan / district CSIP as follows:

_____.

_____ 6. includes an evaluation component **that is measurable** (data) or

anecdotal (reflection) and addresses the SPECIFIC impact on student learning this mini grant will result in.

_____ 7. relates how information/resources can be utilized or shared in

in the district as follows:

_____.

_____ 8. is reviewed and approved by the building LEAD Team and PDC

representative. ***Signatures of each member and the PDC Representative are required.***

_____ 9. reflects responsible stewardship of professional development funds.

_____ 10. is received by the specified deadline.** (NO EXCEPTIONS)

Please send completed proposals to Shelley Sporing at Baptiste (FMECC). If you have questions you may call any Budget Committee member (Shelley Sporing, Chuck Delair, Kay Hoff, Lisa Ochieng).

****Mini grant proposals MUST be received prior to a scheduled PDC worknight on the following dates: October 5, 2006, November 2, 2006, December 7, 2006, January 11, 2007, February 1, 2007, March 1, 2007, April 5, 2007, April 19, 2007, May 3, 2007, and May 17, 2007. Keep in mind proposals must be submitted giving ample time for review and to meet the two-week deadline for submission to Dr. Beverly Phillips at the Administration Center.**