



PROFESSIONAL DEVELOPMENT PLAN

ANADARKO PUBLIC SCHOOLS 2010-2011

PROFESSIONAL DEVELOPMENT PROGRAM DESIGN

The Anadarko School District will strive to ensure that all laws and rules are met while providing the Anadarko certified/licensed staff with a quality professional development program. This program will be presented on the five designated district professional development days as approved by the local board of education. Attendance at professional development activities on designated professional development days is mandatory. Arrangements to make up a missed professional development activity due to illness or emergency must be made through the building principal's office.

MISSION FOCUS:

The Professional Development Plan will promote professional competence of all certified/licensed staff. The Anadarko Professional Development Plan will support the core curriculum and instructional goals of the district and school sites. Educators will enhance their knowledge, skills, and attitudes necessary to create high levels of learning for all students.

VISION:

All school personnel are members of a community of learners with the shared purpose of ensuring quality learning experiences, without exception, for every student, every day.

GOALS:

- 1) Provide school personnel with experiences in the research-based best practices of effective teaching and learning in core curriculum areas in order to:
 - a. Increase the academic performance index scores for the district and each site
 - b. Close achievement gaps among student subgroups
 - c. Increase student achievement as demonstrated on state-mandated tests and the ACT
 - d. Increase high school graduation rates
 - e. Decrease college remediation rates.
- 2) Provide school personnel with opportunities to further deepen and enrich their professional skills and knowledge.
- 3) Challenge school personnel to examine their attitudes and beliefs regarding the capacity of all students to learn at high levels and their accountability for continuous improvement in each student's academic performance.

PROFESSIONAL DEVELOPMENT PROGRAM:

The local board of education shall adopt rules and regulations, based on recommendations of the local professional development committee, for implementation of the professional development plan. (70-6-194) As defined by law, the district will establish a district professional development committee. The committee shall include classroom teachers, administrators, and parents, guardians or custodians of children in the local school district. A majority of the members of the committee shall be composed of classroom teachers. The teacher members shall be selected from a list of volunteers at each school site and subsequently gain approval by the majority of the district faculty. At a minimum, once every four years, the committee shall include at least one counselor in its membership. A chairperson, to be elected by the full committee, shall head the local professional development committee. The committee will make recommendations in the administration of the Professional Development Program to the Superintendent and the Board of Education.

The Professional Development Program will be composed of focused opportunities for professional growth. Activities offered will be based on identified district needs. The program will include district, site, and individual activities that will support the district goals.

Each year, the district must offer a minimum of one credit hour of training in the following areas: *Classroom Management and Student Discipline Strategies; Outreach to Parents, Guardians, or Custodians of Students; Special Education; and Racial and Ethnic Education.*

All certified and licensed staff members must complete at least one credit hour of training in each of the areas listed above during his/her five-year cycle. The five-year cycle begins on an individual's date of employment in an accredited school in Oklahoma.

Each year, the district must offer a minimum of one credit hour of training on the *Recognition and Reporting of Child Abuse and Neglect.* Each year, all certified and licensed staff members must

complete a minimum of one credit hour of training on the Recognition and Reporting of Child Abuse and Neglect.

AIDS Prevention Education will be offered annually for all certified and licensed staff members that work with fifth grade students and above. *Public school teachers and administrators in grades five through twelve shall participate on a regular basis in an in service training program related to AIDS prevention education. The training program shall be approved by the State Department of Education and the State Department of Health, and shall qualify towards professional development requirements for the participating teachers as provided in Section 6-158 of Title 70 of the Oklahoma Statutes. [House Joint Resolution No. 1078, 1994, Section 4]*

At least one time per year, training in the area of *autism* shall be offered and all resident teachers of students in early childhood programs through grade three shall be required to complete the autism training during the resident year and at least one time every three (3) years thereafter. All other teachers and education support professionals of students in early childhood programs through Grade three shall be required to complete the autism training at least one time every three (3) years. The law states *“The autism training shall include a minimum awareness of the characteristics of autistic children, resources available and an introduction to positive behavior supports to challenging behavior.”*

COMPREHENSIVE LOCAL EDUCATION PLAN (CLEP)

As part of the requirements for receiving accreditation by the State Board of Education, each school district board of education, shall adopt a Comprehensive Local Education Plan (CLEP) once every six years. The CLEP must contain a professional development plan. The plan must be reviewed and updated annually. (70 O.S., SS 3-104.2)

PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS

(Approved by Anadarko Board of Education on 11/09/09)

(2009-10)

Tracy Wright, Teacher (1yr)
LaTisha Matlock, Teacher (1yr)
Alicia Glidewell, Teacher (1yr)
Tracie Steverson, Teacher (1yr)
Lola Settle, Teacher (1yr)
Lynn Bellamy, Principal (1yr)
Beverly Kenedy, Principal (1yr) Co-Chair
Lori Brower, Parent (1yr)

(2009-2011)

Connie Thompson, Teacher (2yr)
Danella Buchanan, Teacher (2yr)
Geri Gerard, Teacher (2yr)
Charlsie McDuffey, Librarian (2yr)
Cheryl Myers, Teacher (2yr)
Angie Moser, Counselor (2yr)
Doug Hall, Principal (2yr) Co-Chair
Katy Dawes, Teacher (2yr)
Cleta Freie, Librarian (2yr)
Sandy Harris, Librarian (2yr)
JoWanna Hudson, Special Services Director (2yr)

Committee members will be approved on the following rotation process:

Teacher, counselor, librarian, and administrator members will rotate on a one or two-year term. Parent members will rotate on a one-year term.

DUTIES AND RESPONSIBILITIES OF THE DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE:

- 1) Annually review the guidelines for the professional development plan established by the State Department of Education and make recommendations to the local board of education for the implementation of the plan.
- 2) Annually submit a professional development budget proposal on or before May 10 each year.
- 3) The annual budget proposal shall itemize proposed funding for:

- a. Development of competencies and effective instructional strategies in the core curriculum
 - b. Component for classroom management and student discipline strategies
 - c. Component for special education
 - d. Component for cultural/ethnic education that reflects racial, religious, ethnic, and cultural diversity of the United States of America
 - e. Component for parent outreach training
 - f. Component for recognition and reporting of child abuse/neglect
 - g. Health and safety training such as CPR, first aid, and blood borne pathogens.
 - h. Component for autism awareness training
- 4) Once every six (6) years, plan and write the local professional development plan to be included in the district Comprehensive Local Education Plan (CLEP).
 - 5) When it becomes necessary to amend the professional development program, the local professional development committee shall develop and recommend such amendment(s) to the local board of education for approval.

DUTIES AND RESPONSIBILITIES OF SITE PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS SHALL INCLUDE BUT NOT BE LIMITED TO:

- 1) Assist building principal in planning of professional development activities for the site.
- 2) Assist building principal with needs assessment for the site
- 3) Assist individuals in the site to understand the Professional Development Plan
- 4) Coordinate evaluations of site professional development activities
- 5) Serve as a liaison between Anadarko Public Schools Professional Development Committee and the site

RESEARCH-BASED BEST PRACTICES IN PROFESSIONAL DEVELOPMENT:

Effective professional development requires continuous improvement. Continuous improvement implies that professional development supports the ongoing development of new skills and must be viewed as an ongoing, job-imbedded examination of new methods.

Effective professional development provides adequate time during the workday for staff members to learn and work together to accomplish the district’s mission and goals. The National Staff Development Council recommends a goal of 20% of the workweek being devoted to ongoing job-embedded professional growth.

GENERAL GUIDELINES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES:

- 1) The District will schedule approved activities for professional development on District-wide professional days.
- 2) Each site will receive sign-in sheets, certificates of participation, and evaluation forms. The site professional development committee member(s) will make these forms available for participants in the activity. It is the responsibility of the participant to be certain that his/her signature appears on the sign-in sheet. Each participant is responsible for keeping the certificate of participation as part of his/her professional development portfolio.
- 3) At the conclusion of the activity, the site professional development committee member will give the original completed sign-in sheet and evaluation forms to the building principal. The principal will keep all sign-in sheets and evaluation forms on file.

PROFESSIONAL DEVELOPMENT POINTS/CLOCK HOURS:

All certified/licensed staff in the district will earn at least the minimum number of professional development points as required by law. In lieu of requiring the acquisition of a designated number of professional development points, the district and/or sites will provide fifteen (15) or more clock hours of professional development each year to be held at the school site or other district location. One point shall be equivalent to one clock hour of attendance of approved

professional development activities (in-service, workshops, seminars, and conferences). One semester hour of approved college credit shall be equivalent to 15 professional development points. Points/clock hours will only be awarded for activities that promote instructional and professional growth. These activities will take place during the five (5) designated district professional days designated in the official school calendar. Points/clock hours will not be awarded for activities that are part of one's duties as an employee of the Anadarko Public Schools. All participation in professional development activities will be voluntary unless such activities are held during the contractual day.

All certified/licensed teachers and administrators shall accrue at least seventy-five (75) professional development points/clock hours within a five (5) year period. The five (5) year period for accruing points/clock hours begins on an individual's date of employment in an accredited school in Oklahoma.

Sign-in sheets at all sites, giving the date and purpose of each activity will track attendance.

Any employee who *misses a mandatory professional development day* for an emergency or illness will need to obtain permission from the building principal to substitute an alternate professional development activity, which is to be conducted outside of the contractual day. In the event that a certified/licensed staff member is unable to attend the scheduled professional development activity due to emergency or illness, he/she may view a scientifically research-based education topic video that has been approved by the site principal and the professional development chairperson. Documentation of the approved activity must be turned in to the principal. *All make up activities are subject to prior approval from the building principal.* In order for make-up activities to count, they must take place between July 1 and June 30 of the current school year. The teacher is responsible to maintain records of attendance for all professional development activities in his/her professional development portfolio.

If a teacher leaves the district and wishes to have his/her accumulated points/clock hours forwarded to a new place of employment, the teacher must turn in the number of points/clock hours, dates of attendance, and documentation of attendance to the building principal before the teacher's school records are sent to the new place of employment. Upon approval of the Professional Development Committee Chairperson and the superintendent, the points/clock hours will be verified and forwarded to the new place of employment.

Anadarko School employees will not receive compensation when providing an in-service program to their peers in their areas of expertise for which they are hired or during contractual hours.

Certified/licensed employees that attend off-campus workshops, conferences, seminars, etc., during contractual hours and/or paid by professional development funds, will be expected to return and share information, without compensation, with the appropriate group(s) in the district.

Anadarko School employees will not receive point/clock hours for doing a routine job-related assignment.

PROFESSIONAL DEVELOPMENT FUND RECIPIENT RESPONSIBILITIES:

Any Anadarko Staff Member that attends a professional development activity that is paid for through the Anadarko School District funds will agree to the following:

- 1) A signed requisition, complete with a purchase order number issued to the appropriate vendor(s), must be obtained prior to the day of the activity. The signed requisition must be complete with the following information: vendor name and address, title of conference/training, location of conference/training, date of conference/training, cost of conference/training, and names of person(s) attending the conference/training.

- 2) All receipts for reimbursement must be itemized, list the name of the business where the expense was incurred, and the date of the expense. *Tips and snacks during travel are not allowable expenses.* All itemized receipts (meals, hotel, registration, etc) from the activity must be signed by the employee and the employee's supervisor and turned in to the Accounts Payable Clerk upon return from the activity.
- 3) Anadarko Public Schools will reimburse for meals within the state of Oklahoma only when an overnight stay is required and approved for the professional development activity. The district will reimburse for meals within the state of Oklahoma in the amounts of \$8.00 for breakfast, \$12.00 for lunch, and \$19.00 for dinner. The district will reimburse for meals outside of the state of Oklahoma in the amounts of \$10.00 for breakfast, \$14.00 for lunch, and \$25.00 for dinner. Each specified amount is per meal, not a total amount spent per day. Any amount spent over the allowable amounts per meal will not be paid. *Appetizers are only allowable as a replacement for an entrée, not in addition to an entrée during a meal. Tips, desserts, and snacks during travel are not reimbursable expenses.*
- 4) If the staff member is to be personally reimbursed for approved expenses, all itemized receipts that will be used for reimbursement must be signed, dated, and attached to a completed claim form. The completed claim form must be signed by both the employee and the building principal. The claim form must list each activity/meal, activity/meal amount, and activity/meal date. It is the employee's responsibility to turn completed claim forms in to the Accounts Payable Clerk as soon as they have returned from the activity for which they are to be reimbursed. (See Claim Form on p. 14)
- 5) Information and materials received at workshops, for which district funds are expended, are to be shared with other staff members upon completion of the sessions as part of the follow up. This should be coordinated through the principal's office.
- 6) All materials received by participants at workshops, trainings, seminars, etc, for which district funds are expended, are property of the district and are to be added to the professional development inventory by the site principal.
- 7) Anadarko Public Schools does not reimburse for mileage to any type of conference/training/event when/if school vehicles are available. If a signed transportation request is submitted with the appropriate amount of notice and no vehicle is available, approval for mileage must be obtained on an individual basis through the superintendent's office. The expectation for transportation is that everyone attending the same conference/training will travel together in a school vehicle(s). If an employee chooses not to ride with the group when space is available, he/she will not be allowed to take an additional school vehicle to attend the same conference in the same location. In the case of extenuating circumstances, discretion to determine vehicle needs will be left with the building principal.

ALTERNATIVE PROFESSIONAL DEVELOPMENT ACTIVITIES:

Certified/Licensed Teachers of specialty groups, e.g., physical education, music, counselors, librarians, etc, may plan multi-site in-service activity to be held on the same days as site in-service.

The procedure for alternative professional activities is as follows:

- 1) There must be a lead teacher responsible for the program
- 2) The activity must support the district mission and goals
- 3) Approval to not attend regular site professional development activity planned for that day must be granted by site principal
- 4) Provide professional development chairperson with program outline
- 5) Must be comparable in clock hours to regular site activities on same day
- 6) Advertise the program to all teachers who work within the specialty group
- 7) Collect signatures on sign-in forms and collect evaluation forms to turn in to building professional development committee member
- 8) Each participant must receive permission to attend alternate activity from building principal

Each licensed or certified teacher in this state shall be required by the local board of education to meet the professional development requirements established by the board. Failure of any teacher to meet local board of education professional development requirements may be grounds for non-renewal of such teacher's contract by the local board of education. Such failure may also be grounds for non-consideration of salary increments affecting the teacher. (70-6-194)

PROFESSIONAL DEVELOPMENT FOR RENEWAL OF A VALID STANDARD TEACHING CERTIFICATE FOR NONEMPLOYED TEACHERS OR ADMINISTRATORS:

- A. A teacher or administrator who is not employed as a teacher or administrator and holds a valid Oklahoma Standard Teaching Certificate may satisfy requirements for renewal of the Standard Teaching Certificate by completing seventy-five (75) points in professional development programs, conferences and seminars approved by a public school district.
- B. *Only programs, conferences and seminars recognized for professional development credit by an Oklahoma public school district at the time the teacher attends the programs, conferences or seminars may be used to fulfill the renewal requirement. (70-6-154.1)*
- C. *District boards of education may charge a reasonable fee for a holder of a valid Oklahoma Standard Teaching Certificate who is not employed as a teacher or administrator in an Oklahoma public school to attend district-sponsored professional development programs or seminars. (70-6-154.1)* Any fees collected shall be used for professional development purposes.
- D. It is the responsibility of the individual seeking certification renewal to obtain and follow local district procedures for receiving professional development points.
- E. At the time of renewal of the Standard Teaching Certificate, the individual seeking certification must submit to the Professional Standards Section of the State Department of Education:
 - 1) Local district professional development attendance forms necessary for documentation of required number of professional development points.
 - 2) A certification renewal application and a summary sheet with the local professional development attendance forms attached.
- F. The local school district shall not be responsible for maintaining permanent professional development records of non-employed individuals.

OKLAHOMA STATE TEACHER OF THE YEAR PROGRAM:

The Oklahoma Teacher of the Year Program is coordinated through the office of the State Superintendent of Public Instruction.

General Qualifications for Teacher of the Year:

All pre-kindergarten through Grade 12 classroom teachers in state-accredited schools are eligible for nomination.

Nominees should be exceptionally skillful and dedicated classroom teachers who are planning to continue in an active teaching status. According to the director of the National Teacher of the Year Program, a classroom teacher is one who teaches a group of students every day within the confines of the classroom. Counselors and librarians may be nominated but will not be eligible for national competition. Nominees should communicate effectively and demonstrate creative and imaginative teaching on a day-to-day basis. The nominee should have the ability to inspire the value of learning in students of all backgrounds and abilities and assure academic success. Nominations should be made without regard to age, gender, race, or religion.

Selection Process for Local Teacher of the Year:

At the local district level, the Teacher of the Year Program is coordinated through the superintendent. It is the responsibility of the superintendent to ensure that every teacher is given the opportunity to participate in the recognition process. It is important to emphasize that the search is not for "the best teacher," but for one who exemplifies the finest in the profession.

Each site, coordinated through the principal's office, will take nominations for Building Teacher of the Year and oversee the voting process of the nominees. Each site's selection for Building Teacher of the Year will follow the State Teacher of the Year Program guidelines in order to be considered as a candidate for District Teacher of the Year. Each Building Teacher of the Year will be given an information packet to be completed by a date determined by the superintendent or designee. The District Teacher of the Year will be selected based on the completion of the criteria in the Teacher of the Year information packet. An online version of this document is available at <http://www.sde.state.ok.us/>. Click on "Site Index" at the left side of the homepage. Select "T" for "Teacher of the Year," then choose "Teacher of the Year Application."

The superintendent may authorize the designation of a person or committee of persons to determine the local selection process. The Superintendent announces the local District Teacher of the Year at the annual Employee Recognition Reception in May.

**ANADARKO PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT COMMITTEE SELECTION
2009-2010**

HB1457 requires that the ***teacher members*** of the professional development committee be selected from a list of teacher volunteers submitted to the principal. The teacher members selected shall be subject to approval of a majority vote of teachers in the district. (70 O.S. 6-194)

The committee will also include administrators, librarians, and parents/guardians. A counselor must be in the committee rotation at least once every four years.

Other committee members are:

Beverly Kenedy, Principal (1yr) co-chair
Lynn Bellamy, Principal (1yr)
Lori Brower, Parent (1yr)

Doug Hall, Principal (2yr) co-chair
Angie Moser, Counselor (2yr)
JoWanna Hudson, Special Services Director (2yr)
Sandy Harris, Librarian (2yr)
Cleta Freie, Librarian (2yr)
Charlsie McDuffey, Librarian (2yr)

The following teachers have been selected, from a list of volunteers, to serve on the Anadarko Professional Development Committee.

If approval is gained by a majority vote, these teachers will serve on a one or two year term as follows:

Tracy Wright, Teacher (1yr)
Alicia Glidewell, Teacher (1yr)
Tracie Steverson, Teacher (1yr)
LaTisha Matlock, Teacher (1yr)
Lola Settle, Teacher (1yr)

Danella Buchanan, Teacher (2yr)
Geri Gerard, Teacher (2yr)
Connie Thompson, Teacher (2yr)
Cheryl Myers, Teacher (2yr)
Katy Dawes, Teacher (2yr)

Please check only one of the following options and return this form to *your building principal* by Friday, October 23, 2009:

_____ **YES**, I approve the ***teacher members*** listed above.

_____ **NO**, I do not approve the ***teacher members*** listed above.

The failure of any certified employee to meet the Professional Development Program adopted by the Board of Education may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases.

ANADARKO PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT EVALUATION FORM

Activity Title: _____

Presenter(s): _____

Site: _____

Date(s): _____

Professional Position: (circle one) Elementary Secondary Administration

Effectiveness/Impact of Session: (circle appropriate number)

(low) 1 2 3 4 5 (high)

Comments:

1. How will you use this activity to improve student learning?

2. What changes or improvements would you suggest to the presenter(s)?

3. What do you need as a follow-up to this activity?

Suggestions for future Professional Development Activities

Topics: _____

Presenters: _____

How to contact presenters: _____

Please return this form to the site Professional Development Committee Member at the end of the session.

Anadarko Public Schools

CERTIFIES

_____ (Name of Participant)

has participated in the _____

on _____ for _____ hours.

Professional Development Representative

Date

Expenditure Reimbursement Claim Form

ANADARKO PUBLIC SCHOOLS
1400 South Mission
Anadarko, OK 73005

Date: _____ Purchase Order # _____
 Name: _____ School: _____
 Title of Activity/Conference: _____
 Purpose of Attendance at Activity/Conference: _____
 Location of Activity/Conference: _____
 Date(s) of Activity/Conference: _____

Description details for receipts/invoices

List *each* itemized receipt and/or invoice separately by the vendor name (Sonic, Turnpike Authority, Staples, etc), the purpose (lunch, fees, tolls, supplies, etc), the exact amount and date. *All original receipts/ invoices must be itemized and must be attached to this Reimbursement Claim Form*

***Not to exceed the amount per meal allowed by the district meal reimbursement policy:**
(In-state reimbursement: breakfast- \$8.00; lunch- \$12.00; dinner- \$19.00)
(Out of state reimbursement: breakfast- \$10.00; lunch- \$14.00; dinner- \$25.00)

<u>Vendor name:</u>	<u>Purpose:</u>	<u>Amount: *</u>	<u>Date:</u>
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Total Amount for reimbursement: \$ _____

I hereby certify that all expenses claimed on this reimbursement form were personally incurred by me, while acting on behalf of Anadarko Public Schools.

_____ Approved by: _____

Signature of Employee

Principal/Director/Supervisor