

# **Holden R-III Schools Professional Development Plan 2017-2018**

## **I. Mission Statement**

The mission for the Holden R-III School District is for all students, upon graduation, to have marketable skills or the basis to be eligible for post-secondary educational opportunities.

**II. Rationale:** It is critical that teachers keep abreast of new developments in the field of education and continuously work on refining their skills. Effective professional development programs are on-going and structured to give teachers an opportunity to learn instructional practices that relate to student achievement. Teachers need the opportunity to implement and evaluate new instructional strategies in order to grow professionally. The Missouri School Improvement Program requires districts to identify a set of instructional strategies that meet the assessed needs of its students. The MSIP standard for professional development states that districts provide professional development that is intensive, on-going that addresses curriculum and the instructional practices related to student achievement issues identified in the Comprehensive School Improvement Plan.

## **III. Description of Planning Process**

District administrators reviewed professional development survey results that included a needs assessment, analyzed teacher observation data, reviewed teacher documentation and received input from building leadership teams in determining the professional development goals for the 2017-2018 school year. The plan was reviewed by the district PD committee.

## **IV. Major Areas of Focus**

- **Technology**
- **Professional Learning Communities**
- **Instructional Strategies**

## **V. Evaluation of the Professional Development Plan**

The district will review progress toward the goals. A staff survey is conducted after each in-service to determine if the desired results were achieved. Staff survey responses are used to determine follow-up training or additional support that is needed. Building leadership teams analyze survey results and will also provide input on needed staff support.

## **VI. Building Improvement Plans**

Building administrators work with their leadership teams to develop major objectives for the year including research based strategies to support the objectives. Action steps to achieve the objectives are outlined. Plans of how the objectives will be monitored are included. Building plans must align to the district's Comprehensive School Improvement Plan. Building leadership teams are involved in planning some of the in-services based on survey results and the building SMART goal.

## **VII. Professional Development Objectives**

- 1) The district will provide training to staff members in the area of technology to enhance student learning.
- 2) The district will revisit/review the basic principles of Professional Learning Communities.
- 3) The district will provide training on research based instructional strategies.

### **Objective #1- The district will provide training to staff members in the area of technology to enhance student learning.**

#### Strategy:

1. All certified staff will become proficient at operating the district's student devices.

#### Action Steps:

1. Staff will be trained in small groups and by buildings
  - a. Technology PD included on in-service days and throughout the school year during PLC meeting times during the school day and before/after school trainings will be offered.

#### Strategy:

2. Incorporate technology to enhance classroom instruction

#### Action Steps:

1. Students in grades K-2 will have access to iPads, students in grades 3-11 will be assigned Chromebooks and students in grades 11-12 will have MacBooks
  - a. Students had access to their devices by the first day of school.
2. Offer a variety of workshops to teach staff how technology can be used to enhance their daily lessons.
  - a. Technology Instructional Coach will develop a list of trainings to be offered by various technology committee members before/after school
  - b. Technology trainings are conducted with staff new to the district during the Summer Institute.
  - c. Opportunities are offered during in-service days for staff to be trained on technology.
3. Utilize the district Technology Instructional Coach to model lessons and provide input on how technology can be incorporated.
  - a. Technology Instructional Coach conducts walk through observations to see how technology is being implemented.
  - b. Technology Instructional Coach meets with grade level/subject area teams
  - c. Technology Instructional Coach will observe and model lessons for teachers throughout the school year.

## **Objective #2- The district will revisit/review the basic principles of Professional Learning Communities**

### Strategy:

1. Building Leadership Teams will review the basic principles of a PLC

### Action Steps:

1. Leadership teams will provide training during in-service days and building faculty meetings on PLCs
  - a. PLC manual is included in the certified staff handbooks
2. Leadership teams will review agendas and minutes from each PLC team in the building.
  - a. Agendas and minutes are kept at each PLC team meeting.
  - b. Leadership team members review the minutes and agendas
3. New staff will participate in a book study of Learning by Doing led by their building principals.
  - a. New staff members are provided with a list of dates to meet with their building principal to discuss the book, Learning by Doing.
4. Continue support for teachers on standards based grading
  - a. District grading guidelines have been revised and are included in the building faculty handbooks.
  - b. Grading questions are addressed during faculty meetings, team meetings and with individual teachers.
  - c. Provide assistance in designing and leveling assessments for Standards Based Grading.
  - d. Provide assistance correlating assessments to scoring guides.

### Strategy:

2. Response to Intervention systems will be reviewed and revised as needed

### Action Steps:

1. Data will be analyzed to determine the effect of building RTI systems
  - a. Common assessment data, DRA data, ACT data and Evaluate data are some of the assessment data used to make revisions to building RTI programs.
2. Changes to the RTI process will be determined based on student data.
  - a. Evaluate will be used in grades K-8 in math and ELA. Evaluate will be used at the high school level in Algebra I, II, Geometry, English I, English II, and English III.
  - b. SOAR referrals, Diagnostic Reading Assessment (DRA), common assessments, MAP/EOC, Evaluate, AimsWeb, ACT are assessments used to determine changes in RTI process.

3. Accountability systems will be established to maintain the fidelity of the RTI processes.
  - a. Classroom observations, SOAR referrals, assessment data will be used to determine the fidelity of the RTI system in each building

**Objective #3- The district will provide training on research based strategies**

Strategy:

1. Training on various instructional strategies will be provided.

Action Steps:

1. Anne Benninghoff will conduct a workshop on teaching strategies on September 25, 2017 for all certified staff.
2. Training on Making Meaning will continue for elementary teachers.
3. Training on Being a Writer will be provided for elementary teachers.
3. Training on Go Math will be conducted for middle school math teachers.

Strategy:

1. Elementary and Middle School staff will continue to be trained in using the BIST system.

Action Steps:

1. Extended training is available for interested staff members.
2. Provide on-going follow-up BIST training in district throughout the school year.
  - a. BIST consultants visit the elementary and middle school buildings monthly throughout the school year. Consultants meet with teams of teachers as well as individual teachers.
  - b. BIST consultants are available by phone throughout the school year.

**VIII. Building Leadership Team Members:**

**Elementary Leadership Team:**

Paige Farmer-Kindergarten  
Josh Funnell-First Grade  
Ruthie Brockhaus-Second Grade  
Vickie Elkins- Third Grade  
Laura Herman- Fourth Grade  
Kathy Kilgore- Fifth Grade  
Jamie Martin- RTI  
Sarah Carey- Art Teacher  
Vickie Birkle- Special Education  
Sarah Burks- Principal  
Angela Grammer- Asst. Principal

**Middle School Leadership Team:**

Morgan Burks- Sixth Grade Science  
Amy Fennewald- Seventh Grade Math  
Sarah Abel—Seventh Grade Social Studies  
Teresa Littrell- Eighth Grade ELA  
Mallori Adams- Counselor  
Jon West, Choir  
Andy Weldon-Band  
Karen Talley-Resource  
Ardy Dehdasht-Principal

**High School Leadership Team:**

Megan Gipfert- English  
Chris Hunt- Social Studies  
Katy Stoverink- Math  
Michelle Kearfott- FACS  
Michelle Landrum- Foreign Language  
Dana Scott- Special Education  
Amanda Orton, Science  
Joe Parkhurst- Asst. Principal/AD  
Ginger Jones- Principal

**Professional Development Committee Members:**

Josh Funnell- Elementary  
Anita Callender- Elementary  
Teresa Littrell- Middle School  
Jon West- Middle School  
Sally Burnett- High School  
Stephanie Stewart-High School

**District Representatives:**

Kerri Swope—District Curriculum Coordinator  
Ashlee Brockhaus—Support Staff

**Professional Development Focus-** The following is an outline of the professional development activities for staff during the 2017-2018 school year.

Date	Professional Development Plans
Aug. 2, 3 & 4	New Teacher Summer Institute (technology, PLC, Cooperative Learning)
Tuesday, Aug. 8 (new staff)	9:00 a.m. New teachers SISK12 Training (High School Teachers Workroom) 1:00 p.m. New teachers meet with building administrators (bldg. conf. rms.) <b>New teachers may work in classrooms when not in meetings.</b>
Wednesday, Aug. 9 (new staff)	8:00 a.m.- New Staff/Administration Team Breakfast (MS Library) 8:45 a.m.- Benefits Meeting (MS Library) 12:00 p.m.- Luncheon with mentors/partners (MS Library) 1:00 p.m.-3:30 p.m.- Work in Classrooms
Thursday, Aug. 10	7:30 a.m. All Staff Breakfast (HS gym) 7:45 a.m. Band plays/New staff introductions (HS gym) 8:00 a.m.- Staff Pictures (HS gym) 8:45 a.m. Superintendent Address- Dr. Mike Hough (HS gym) 9:00 a.m. Keynote Speaker- Holly Hoffman, 2009 Survivor Contestant 10:30 a.m. Break 10:45 a.m.-11:45 Breakout Session I 11:45 a.m.-12:45 p.m. Lunch (On your own) 12:50 p.m.- 1:50 p.m. Breakout Session II 1:55 p.m.- 2:55 p.m. Breakout Session III 3:00 p.m.-3:30 p.m. Wrap-Up & Awards
Friday, Aug. 11	<b>Elementary:</b> 8:00-12:00 Building Faculty Meeting (ES Library) 12:00-1:00 Lunch (provided by building) 1:00-2:00 Safety Training (ES Library) 2:00-3:00 504/IEP/BOE Policies (ES Library) <b>Middle School:</b> 8:00-11:00 Building Faculty Meeting (MS Library) 11:00-12:00 Safety Training (MS Library) 12:00-1:00 Lunch (provided by building) 1:00-2:00 504/IEP/BOE Policies Training (MS Library) 2:00-3:30 Building Faculty Meeting (MS Library) <b>High School:</b> 8:00-12:00 Building Faculty Meeting (HS Library) 12:00-1:00 Lunch (provided by building) 1:00-2:00 504/IEP/BOE Policies Training (MS Library) 2:15-3:15 Safety Training (HS Library) <b>Kindergarten Back to School Night 6:30-8:00</b>
Monday, Aug. 14	Teacher Workday- Time to work in classrooms preparing for Back to School night. 2:30 p.m. – Special Education Meeting Smarter Adults/Safer Children- video playing throughout the day in each library- teachers view sometime during the day  <b>Back to School Night 4:30-6:30</b>  <b>6:30 p.m.- Meet the Eagles Night</b>
Tuesday, Aug.	<b>Elementary-</b> Pathways, BIST, & Technology Training

15	<b>Middle School</b> -Literacy, Technology, Vertical Team Training <b>High School</b> - Vertical Team Training, EOC Evaluate Correlation, Literacy Strategy, Digital Citizenship
Friday, Aug. 25	8:00-3:30 (HS & MS Staff) Suicide Awareness Training/Trusted Adult Training 8:00-3:30 (elementary)
Monday, September 25	8:00-3:30- Teaching Strategies-Anne Benninghoff Lunch Provided
Monday, Oct. 9	8:00-12:00 Vertical Team Meetings/Curriculum Map work 12:00-1:00 Lunch (on your own) 1:00-3:30 MSBA Policy Video Training
Wednesday, Dec. 20	.5 workday
Wednesday, Jan. 3	Workday
Monday, Jan. 29	Technology Training/Additional Training TBD by Committee
Friday, March 2	Elementary- Technology Training/Additional Training TBD by Committee Middle School- Technology Training/Additional Training TBD by Committee High School- Technology Training/Additional Training TBD by Committee
Thursday, May 17	Workday

**On Monday, Oct. 9, staff will be given the afternoon to view a series of training videos provided by MSBA on the topics listed below. These are topics designated in Board policy that are required trainings for school personnel.**

- A. Confidentiality of Student Information
- B. Discrimination, Harassment, Retaliation
- C. Mandated Reporting of Sexual Abuse
- D. Student Discipline
- E. Student Discipline and the OCR (Office of Civil Rights)
- F. Dealing with Acts of School Violence
- G. Drug Recognition for School Personnel
- H. Employee Safety Rules
- I. What to Do When You Get Injured While Working