**Branson Public Schools**

**Professional Development Program Guidelines**

The Professional Development Committee (PDC) will meet the first Wednesday of each month with the exception of July. “Teacher,” as used in this document, includes teachers, administrators, and certificated directors. One-half (1/2) day is defined as four (4) hours or less. A PDC year runs with the school year calendar of June 1st through May 31st of each year.

**General Information**

**Teachers employed before July 2003 must meet certain requirements to receive reimbursement for participation in Professional Development (PD) activities:**

* Completion of Master Teacher or Brain-Based Learning workshops.
* Completion of Active Teaching Active Learning (ATAL) workshops.

**Teachers employed after July 2003 must meet certain requirements to receive reimbursement for participation in PD activities:**

* Completion of Teacher Induction Program (TIP)
* Completion of Teachers Optimizing Practices (TOP)

**Requirements**

* Teachers who have completed two (2) years of employment with the school district and met all other requirements may make application for PD reimbursement the summer after their second year of employment upon signing their third-year contract.
* New employees to the district may qualify for one half (1/2) tuition reimbursement for continuing education before meeting PDC requirements. See the superintendent for further information.
* Three (3) days for PD activities are available for full-time teachers. Other PD opportunities are at the building principal’s discretion and expense.
* Part-time teachers may participate. To be considered as part-time, a minimum of 17 hours of teaching per week are required, and the teacher must be eligible to participate in the Missouri Public School Retirement system. Two (2) days for PD activities are available for part-time teachers. Part-time teachers are limited to six (6) hours per year for Continuing Education graduate courses. Other PD opportunities are at the building principal’s discretion and expense.
* Any PD for retirees (those who have been re-employed by the district and limited to 550 hours) must be pre-approved by the building principal. Time spent in PD activities count toward the retirees’ 550 hours. Reimbursements may be granted; however, due to the retirement regulations, a stipend may not be paid.
* Returning employees who previously qualified for PD will be eligible after signing a second year contract.
* All PD requests must be approved prior to the activity. The PD activities must relate to the mission of the school, the school/building improvement plan, or the teacher’s individual PD Plan.
* Meals will be reimbursed at the following rate:
  + - Maximum of $30.00 per full day (Itemized receipts required)
    - Maximum of $15.00 per ½ day (Itemized receipts required)
* The PDC recommends that teachers should share travel and lodging accommodations when reasonable. Individual expenses related to travel and lodging, in which teachers are attending the same PD activity, will be carefully considered. This includes paying for hotel parking when attending a conference.
* **All PD applications must be approved prior to the PD activity. All others will be denied.**
* Approval of applications and subsequent reimbursements are contingent upon available funding.

For the purpose of reporting PD hours to the state, one college hour relates to 15 PD contact hours.

**For all PDC activities, you MUST . . .**

* Submit an application **electronically** to your building PDC rep and receive the approved form BEFORE the event begins (see the attached schedule of deadlines included).

Forms may be found on the shared drive and must be **emailed** to your building representative – (rep will obtain required signatures for you).

**If you are unsure about an event, keep in mind that you can always cancel, however, it is almost impossible to get late approval.**

* Save all receipts (all receipts must be itemized) pertaining to the activity (starred items on forms).
* Write a summary (Board Report) for all events, except continuing education, and submit electronically to the building principal. Save a hard copy for reimbursement packet.
* Submit a reimbursement packet within **three** months of the completion of the event to your PDC building representative who in turn submits to the assistant superintendent’s secretary for reimbursement. You will receive an email confirmation with approximate payment date for reimbursement.
* Any stipend earned will be included in your next paycheck.

**Teacher Induction Program (TIP)** (Began June 2004)

* Teachers who have previously attended Brain-Based Learning or Master Teacher workshops and plan to attend TIP may receive a stipend if they have workshop days available.

# Continuing Education

* Tuition for graduate courses leading toward a graduate degree from an approved institution will be funded, up to twelve (12) hours per calendar year (June 1 to May 31). Tuition will be capped at $214.00 per credit hour. No books, parking fees, or other fees will be funded.
* Partial course hours will be accepted up to 12 hours (for example, if it’s a three hour class and only one hour is left, you can qualify for that one hour.
* PDC will not fund dissertation hours.
* Capstone classes (I, II, and III) will not be reimbursed for doctorate seeking candidates. Capstone I and II will be reimbursed for master seeking degrees. Capstone III will not be reimbursed for master seeking degrees.
* Please inform your PDC representative in writing if you are extending a class beyond the original ending date.
* A Plan of Study must be submitted to your building representative who will then forward to your building principal and the PDC for approval before you begin classes.
* Application for classes not included in a degree program must be approved by the superintendent before submission to PDC.
* Participant must receive an A or B grade for reimbursement.
* PDC will pay for one Masters degree. Please be aware a 2nd Masters degree will not advance a teacher on the salary schedule.

Graduate college courses are funded in two ways. Please read the following carefully to determine if your course of study meets the requirements:

* Funding of graduate college for traditional, on-campus (branch locations acceptable) courses, taken during a semester, will be granted.
* Funding of graduate online college courses taken from a college affiliated with NCATE, NCACS, or DESE will be granted at the rate of $214 per credit hour. If registering for an online course, you must include a copy of the accreditation list with your application.

# Observations

* Two (2) observation days per year may be requested.

**\*** Observations should be conducted within the State of Missouri (exceptions will be considered

on an individual basis).

* Reimbursable expenses include the following:
* Meals at a maximum of $30.00 per full day or maximum of $15.00 per 1/2 day. (Itemized receipts required)
* Mileage will be calculated at the current rate. Maximum amount is $150.00.
* Lodging (Lodging must be shared whenever reasonable.)
* The stipend is $120.00 per day, if not a contracted day, including in-district workshops. A stipend will not be paid if the observation was conducted during a Branson school day; however, costs for a substitute teacher will be paid.

##### **Teachers Teaching Teachers**

* The teacher may request one (1) presentation day per year.
* The teacher (presenter) will receive $120.00 per day. A substitute teacher will also be paid by PDC. Presenter expenses (meals, lodging, and mileage) will be reimbursed with PD funds ONLY if compensation is not paid by another entity.

# Workshops

* Two (2) workshop days per year may be requested.
* Reimbursable expenses include the following:
* Meals at a maximum of $30.00 per full day or maximum of $15.00 per 1/2 day (Itemized receipts required).
* Mileage will be calculated at the current rate. Maximum amount is $150.00.
* Lodging and Parking Fees (Lodging must be shared whenever reasonable.)
* The stipend is $120.00 **per day** if not a contract day. A stipend will not be paid if the workshop was attended during the school day; however, costs for a substitute teacher will be paid. Summer stipends will be paid in September.
* The stipend is $120.00 per day when the workshop is in district and not a contracted day.

**Technology Training**

It is the intent of the PDC to assure teachers are prepared to plan, design, and implement appropriate

learning opportunities that apply technology-enhanced instructional strategies to maximize student

learning. Technology training workshops are required for all teachers as outlined in the document *Professional Development: Technology*.

If contractual requirements have been met, PDC will fund the PD activity.

Other Approved Activities

1. Beginning Teacher Workshop (as required by DESE. Mileage and 1 meal will be paid, if requested, as well as any materials required by the workshop. A summary form must be completed whether going through PDC or the building principal upon completion of the workshop.
2. Mentors for new teachers will be appointed and approved by building principal. Mentors will need to fill out a “Summary of Conference Report.” form to receive a stipend of $100.00.
3. Instructional Improvement (on an individual/group basis)
4. CEU’s: All CEU’s (Continuing Education Units) *must* be directly submitted electronically to the superintendent and to your building rep.

##### **Professional Development Application Process**

* PDC meetings are held the first Wednesday of each month with the exception of January.
* Application forms may be obtained from the shared folder under Current Forms for the current year.

**Cedar Ridge Primary Buchanan Elementary Cedar Ridge Elementary**

Dana Maple Amy Dixon Nancy Brashers

Becky Dougan Christy Rice-Sec. Nancy Longo (Tabulations)

**Buchanan Intermediate** **Cedar Ridge Intermediate** **Junior High** **High School**

Angelic Case Kim Good Bev Lowry (co-chair) Donna Booth

Amy Ray Robin Williams (Co-Chair) Leslie Laws Alisa Cornelison

April Fiesler

**Advisors**

Dr. Brad Swofford

Mr. Chip Arnette

Dr, Michelle Brenner

* The completed application form, with the building principal's signature, must be approved by the PDC prior to the PD activity. Applications must be turned in to the building representative no later than 3:00 p.m. the Thursday prior to the scheduled meeting date.
* The PDC Building Representative will give you a copy of the approved/unapproved application after the monthly meeting.
* Following any workshop or observation, the “Summary of Conference Report” form (found on shared drive) must be completed (one page or less) and forwarded to the building principal. An additional copy is to be attached to the reimbursement request.
* If your plans change, please fill out the **cancellation form** found on the shared drive, so your application can be voided.

**Reimbursement Procedure**

Within three (3) months (90 days) of the completion of the approved PD activity, all required items must be compiled and submitted to your building representative. The building representative will send the completed packet to **the Administrative Assistant to the Assistant Superintendent**. Complete the reimbursement checklist available on the shared drive.

Your reimbursement packet must include the following:

* 1. The appropriate reimbursement checklist.
  2. A copy of the original approved application. A listing of necessary **itemized** receipts is given on the application.
  3. A copy of verification of attendance (specifying the event, date, and official’s signature) OR a certificate received upon completion of the activity.
  4. Receipts for registration fee (a copy of the registration form and a copy of the cancelled check/credit card receipt). Membership fees to organizations are not reimbursable but are sometimes paid at the same time as registration; hence, the need for the receipt.
  5. ***Original itemized*** receipts for each meal (not including alcohol) and lodging.

5. Receipts for approved materials if essential to the workshop.

6. The “Summary of Conference Report.” (for workshops and observations only) should be completed

with care. A copy must also be sent electronically to the building principal. This is the last page and will serve as verification of the report for the Board of Education. Please limit to one page.

For Continuing Education reimbursement, complete Step 1 and include a receipt for tuition that includes the course number, the date of payment, and a zero balance.

A copy of the grade for the course must be submitted. (See PDC rep for samples)