

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

PROFESSIONAL DEVELOPMENT

The purpose of professional development is to improve the quality of education within the School District of Port Edwards. To attain this goal, the District must identify needs, establish priorities and implement a course of action, which shall be developed with the cooperative efforts of instructional and administrative staff.

I. Professional Development Council (PDC)

The Professional Development Council will be comprised of:

- Two K-4 Instructional Staff Members
- One 5-8 Instructional Staff Member
- One 9-12 Instructional Staff Member
- One Secondary Special Area Staff Member
- Elementary School Principal
- Middle/High School Principal
- District Administrator
- One Board Member

The PDC will meet on a regular and ongoing basis for the purpose of planning for inservice and early release day activities relating directly to the district's strategic plan.



II. Goal Statements

The PDC will establish and maintain a plan for professional staff development, which will meet the goals of the strategic plan.

- The PDC will provide the staff with an opportunity to grow professionally by providing various inservice programs and activities.
- The PDC will ensure opportunities for the professional staff, which will increase the knowledge and skills necessary for their competent performance.

III. Objectives

The professional staff will:

- Become aware of and use current trends in education to instruct the students at Port Edwards School District.
- Build strong intra-professional working relationships, which facilitate efficient, effective education within the Port Edwards School District.
- Develop teaching strategies and learning strategies, which align with district goals.
- Become aware and able to respond to group and goal-focused student needs.
- Work together on goal-focused needs to meet the policies and procedures of the Port Edwards School District.

IV. Methods

Professional development is designed to result in an improved instructional program and must apply to the district's strategic plan. Professional staff members shall be provided with opportunities for improvement through the following avenues:

- In-house inservice activities, as determined by PDC
- Off-campus conferences and workshops, as approved (see 537 – Exhibit (1))
- Continuing education through accredited universities, as approved (see 537 – Exhibit (2))
- Early release days, as determined by PDC

PI 8.01(2)(b), Wis. Admin. Code
PI 34

CROSS REF.: 537 – Exhibit (1)
537 – Exhibit (2)
537.1, District-Wide Inservice
537.2, Staff Attendance at Regional & National Conventions

Adopted: 08/12/02

Reviewed:

Revised: 06/13/05

Port Edwards School District

PROFESSIONAL STAFF REQUEST TO ATTEND WORKSHOP

Name _____ Today's Date _____

Date(s) of workshop _____

Brief description of workshop, including location:
(attach copy of brochure and completed registration form, if applicable)

Indicate how this activity supports the district's strategic plan *(check all that apply)*:

- Create a positive learning environment that will fully develop the potential of all students.
 Explain: _____
- Teach, utilize and provide access to all areas of technology.
 Explain: _____
- Implement learning experiences and support systems that will enable all students to succeed.
 Explain: _____
- Enhance and focus staff development to support exemplary education practices.
 Explain: _____

Projected Costs:	Fees	\$ _____	Meals	\$ _____
	Lodging	\$ _____	Mileage (IRS rate)	\$ _____
			TOTAL	\$ _____

- Approved
- Not approved for the following reason(s) _____

Building Principal

Date

In the event the building principal denies a request to attend a workshop, the employee may appeal in writing to the Professional Development Council, which has the ability to overturn the administrator's decision. The written appeal must include educationally sound reasons for reconsideration. Upon receipt of the written appeal, the Professional Development Council will meet and respond within five (5) school days.

Port Edwards School District
RECORD OF CONTINUING EDUCATION

■ **Request for Approval of Enrollment**

Name _____ Course # and Name _____

Institution Offering Course _____ Instructor _____

Indicate how this course supports the district's strategic plan (*check all that apply*):

- Create a positive learning environment that will fully develop the potential of all students.
 Explain: _____

- Teach, utilize and provide access to all areas of technology.
 Explain: _____

- Implement learning experiences and support systems that will enable all students to succeed.
 Explain: _____

- Enhance and focus staff development to support exemplary education practices.
 Explain: _____

APPROVED: _____ Date: _____
District Administrator

■ **Request for Tuition Reimbursement**

Dates of Attendance: Course began ___/___/___ Course Completed ___/___/___

of Credits Earned: _____ Undergraduate Graduate Tuition Paid: \$ _____ **ATTACH RECEIPT & TRANSCRIPT**

Signed: _____ Date: _____

APPROVED: _____ Date: _____
District Administrator

■ **Request for Non-reimbursed Credit**

Name _____ Course # and Name _____

Institution Offering Course _____ Instructor _____

Dates of Attendance: Course began ___/___/___ Course Completed ___/___/___

of Credits Earned: _____ Undergraduate Graduate **ATTACH TRANSCRIPT**

APPROVED: _____ Date: _____
District Administrator