

EVERY CHILD. EVERY DAY.  
WHATEVER IT TAKES.

S E N E C A R - 7

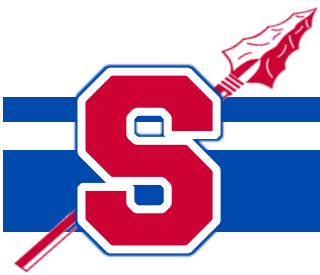
# PROFESSIONAL DEVELOPMENT PLAN

2023-2024



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# Professional Development Committee Members

## **Central Office**

Kristi Marion – Assistant Superintendent

## **High School**

Dan Hueller – Principal  
Angela Conner

## **Junior High School**

Rebecca Bale – Principal  
Stephanie Cole

## **Intermediate School**

Will King – Principal  
Jennifer Burr  
Allison House  
Robin Patterson – PD Committee Chair

## **Elementary School/Early Childhood**

Greg Hatfield – Principal  
Sheri Guesby  
Ciara Oxendine  
Julie Replinger

## **Seneca R-7 Vision**

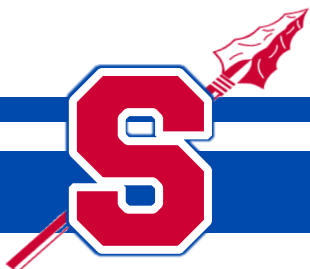
Our vision is to set goals that will develop the intellectual, physical, cultural, and social capabilities of each child in the Seneca School District.

## **Seneca R-7 Mission**

We will graduate young people who will value the integrity and high standards we have modeled for them.

## **Seneca R-7 Motto**

Every child. Every day. Whatever it takes.



# Seneca R-7 Commitments

- **Commitment 1 - We believe in a collaborative approach to teaching and learning to promote student growth.**
  - Maintain a collective commitment to the principles of Professional Learning Communities
  - All staff will be trained and committed to continuous improvement
  - Increase opportunities for teachers to learn from peers
  - Provide time for collaboration and RTI/Enrichment
  - Provide guaranteed curriculum in all content areas and settings
- **Commitment 2 - We believe in providing a safe learning experience.**
  - Provide a safe social/emotional and physical environment
  - Continuously train staff members in crisis response
  - Provide safe facilities
- **Commitment 3 - We believe in a 21st Century School.**
  - Nurture an environment that rewards Community, Critical Thinking, Creativity, Citizenship, and Collaboration
  - Provide greater career exploration opportunities/skills for K-12
  - Implement greater STEAM and Problem-Based-Learning in the curriculum
  - Provide, utilize, and update technology as a resource to enhance student learning
- **Commitment 4 - We believe our greatest resource is our people.**
  - Improve financial package for staff members
  - Recruit and retain highly qualified staff members
  - Recognize and celebrate professional growth and accomplishments
- **Commitment 5 - We believe in the Tradition, Pride, and Class of Seneca Schools.**
  - Continuously share the success stories of Seneca Schools.
  - Encourage and promote a culture of parent and community engagement within our schools.

# Professional Development Committee

## Statement of Purpose

It is the mission of the Seneca R-VII Professional Development Committee (PDC) to cooperate with school staff, administrators, and school board members to develop programs which will assist the staff in increasing and refining their knowledge, and keeping abreast of progress in the field of K-12 education. These activities will lead to increased student performance. Responsibility for the professional growth of an individual lies both with the district and the individual. It is the position of this committee that professional growth opportunities should be available to meet the needs and interests of all staff.

Professional learning for educators is the crucial element in the equation for success. If the destination is to reach higher levels of learning for all students, then professional learning for the adults in the school system must be part of the school culture. Learning for educators leads to learning for all students. The two are irrevocably connected. To arrive at this destination, professional learning must be based on research-based practices and implementation must be consistently supported. The mission of professional development is to position educators for success by strengthening each educator's professional practice to ensure high levels of performance for all students.

For more information regarding requirements and mandates from DESE about professional development in Missouri schools, please visit [Missouri Professional Development Guidelines for Student Success](#).

## Professional Goals

The Professional Development goals are based on the Seneca R-VII School District Comprehensive School Improvement Plan (CSIP) Objectives and Goals. Each building will create a building plan with specific objectives to meet these goals. Each staff member will develop an individual professional improvement plan and, with his/her administrator, will discuss progress toward his/her goals through and by the end of the school year. Educators will be providing peer to peer opportunities that are sustainable, meaningful and authentic. Educators will have greater ownership of their professional development that will benefit all students.

## **District CSIP Focus:**

- Goal 1 – Teaching, Learning, and Student Success
  - By June 2025, achievement scores in the top two categories (proficient and advanced) on state assessments and district benchmarks will increase by 6%.
- Goal 2 – Teaching, Learning, and Student Success
  - By June 30, 2025 the number of K - 8th grade students meeting stretch growth in reading, ELA and math, as measured on district benchmark assessments will increase by 5% of the baseline year (2022).
- Goal 3 – Parent/Community Involvement, Communication & Partnerships
  - By June 30, 2025 the Parent/Community Stakeholder Survey the percentage of agree/strongly agree responses will increase by 6%.
- Goal 4 – Safety and Security
  - By June 30, 2025 the percentage of staff, students and parents agreeing or strongly agreeing they or their children are socially, emotionally, and physically safe will increase by 5% each year as measured by the annual district survey.
- Goal 6 – Excellent Staff
  - By June 30, 2025, the Seneca R-7 School District will retain 95% of certified staff (excluding retirements, promotions) that we intended to offer a contract; and retain 85% of non-certified staff.

## **Professional Development Committee Focus Goals**

- Goal 1 – Teaching, Learning, and Student Success
  - We will provide high quality professional development that focuses on effective, research-based practices to ensure effective learning occurs for each student, every day. District initiatives include: LETRS training, AVMR training, and PBL training.
- Goal 2 – Teaching, Learning, and Student Success
  - We will guide and continue to support each building's ongoing efforts with their collaborative professional learning community (PLC) focused on increasing student achievement.
- Goal 4 – Safety and Security
  - We will provide high quality professional development that focuses on effective, researched-based practices to ensure social, emotional, and physical safety. Our district initiative to support this is Behavior Intervention Support Team (BIST).

- Goal 6 – Excellent Staff
  - We will provide an effective new teacher induction program to ensure a quality staff committed to our district’s mission.

## **Building Focus Goals**

### **2023-2024 Elementary Building Commitments**

- Goal 1 – Teaching, Learning, and Student Success
  - By May of 2024, the percent of students making typical growth on i-Ready reading and math will increase by 5% in each grade level. The percentage of 3rd grade students scoring proficient/advanced on the 2024 ELA MAP test will increase by 5%. The percentage of 3rd grade students scoring proficient/advanced on the 2023 Math MAP test will increase by 5%.
- Goal 2 – Teaching, Learning, and Student Success
  - By May of 2024, the percent of students making stretch growth on i-Ready reading and math will increase by 5% in each grade level.
- Goal 3 – Parent/Community Involvement, Communication & Partnerships
  - The teachers at Seneca Elementary will increase the percentage of respondents responding, “agree/strongly agree” by 5% as measured by the end of year community/stakeholder survey.
- Goal 4 – Safety and Security
  - Recovery Room referrals will decrease by 10% by the end of May 2024.
- Goal 6 – Excellent Staff
  - By May of 2024, the percent of teachers returning (except for retirements) for the 2024-2025 school year will be 90% or higher.

### **2023-2024 Seneca Intermediate Building Commitments**

- Goal 1 – Teaching, Learning, and Student Success
  - The teachers at Seneca Intermediate will maintain effective communication with staff and students.
- Goal 2 – Teaching, Learning, and Student Success
  - The teachers at Seneca Intermediate will maintain effective communication with staff and students.



- Goal 3 – Parent/Community Involvement, Communication & Partnerships
  - The teachers at Seneca Intermediate will increase parental/community involvement.
- Goal 4 – Safety and Security
  - The teachers at Seneca Intermediate will be committed to improving positive character traits in our students.
- Goal 6 – Excellent Staff
  - The teachers at Seneca Intermediate will maintain effective communication with staff and students.

### **2023-2024 Seneca Junior High Building Commitments**

- Goal 1 – Teaching, Learning, and Student Success
  - Seneca JH will increase the achievement scores in the top two categories (proficient and advanced) on state assessment and district benchmarks by 4% in the 23-24 school year.
- Goal 2 – Teaching, Learning, and Student Success
  - Seneca JH will increase the number of 7th & 8th graders meeting stretch growth in Reading and Math, as measured on district benchmark assessments by 2% in the 23-24 school year.
- Goal 3 – Parent/Community Involvement, Communication & Partnerships
  - Seneca JH will create and maintain an ongoing communication of upcoming school events and activities.
- Goal 4 – Safety and Security
  - Seneca JH will increase student awareness of safety protocols and procedures.
- Goal 6 – Excellent Staff
  - Seneca JH will nurture staff relationships through communication, support and validation of their time, efforts, and ideas.

### **2023-2024 Seneca High School Building Commitments**

- Goal 1 – Teaching, Learning, and Student Success
  - Offer structured tutoring by each department 1 time per week (See probation/ineligible policy.)

- Increase the number of students demonstrating academic achievement, quality attendance, and good citizenship per advisory cycle.
- Increase focus on vertical alignment.
- Goal 3 – Parent/Community Involvement, Communication & Partnerships
  - Post updates from departments on at least one HS social media platform, at least once per month.
  - Publish a list of volunteer opportunities and collect participation data each month.
  - Make four contacts with parents/guardians regarding student progress each month.
- Goal 4 – Safety and Security
  - Create opportunities for community feedback at school events and extracurricular activities to measure feedback regarding students' social, emotional, and physical safety.
  - Share updates on security training outcomes with the community.
  - Map relationships two times throughout the year to ensure student/teacher connections.
- Goal 6 – Excellent Staff
  - Provide on- and off-campus opportunities to build relationships and retain HS staff.
  - Build cross-curricular and vocabulary lessons between departments.

### **Individual Professional Development Plans and Logs**

The Seneca School District requires *all* teachers to have a PDP as part of the evaluation system. The principal and the teacher should review progress with the plan on a regular basis and update the plan at least once each year or as needed. Due dates for PDPs are set by building principals.

The district administration meets at the beginning of the school year and sets a goal for the district. Each building will then set a goal and each teacher will set a personal goal. All three of these goals will be added to the Professional Development Plan. The intent of the plan is that it serves as a tool for the district, principals, and teachers to foster continual growth and development of professional skills of the teacher.

- Professional Development Logs
  - All teachers are required to track their own professional development hours.
  - 15 hours of PD are required by the district for all certified staff.
  - [PD Hours Verification Form](#) must be submitted to the Professional Development Chairperson verifying your completed PD hours at the end of each school year.

- Professional Development is any activity that increases your expertise of teaching and the tools you use to teach. (PLC days cannot count as 6 hours of PD, unless you are actually sitting in on a 6 hour training.)
- Examples of Activities Allowed on PD Log
  - Clever Touch Board training/Q&A
  - SeeSaw training/Q&A
  - Attending EdCamp breakouts
  - Coach/Title teachers modeling new curriculum
  - LTRS/BIST/PLC/AVMR training
- Examples of Activities **NOT** Allowed on PD Log
  - School staff meetings
  - Vertical alignment meetings
  - Grade level meetings
  - Data collection, collaboration, and analysis
- If you are unsure if your activity can be on your PD Log, please contact your building PD rep.

## **Professional Development Committee Guidelines**

### **Structure**

The Seneca Professional Development Committee will consist of representatives from the elementary, intermediate, junior high and high school teaching staff. The assistant superintendent and an administration representative from each building will serve as ex-officio members. Building administrators have a major role in professional development, actively participating in planning and promoting building-level and individual professional development activities. The Board of Education and superintendent have the overall responsibility for the Seneca Professional Development Program.

### **Membership**

The teachers can volunteer to serve on the Seneca PDC or will be nominated and elected from their respective buildings.

### **Membership Qualifications**

Members elected to serve on the PDC will be certified teachers with three or more years of teaching experience and with at least two years of experience at Seneca. (Exceptions may be made in case of circumstances by approval of the PD committee.) Members will be elected in March. PDC orientation will be provided. The chairperson will have at least one year of PDC experience before assuming leadership of the PDC.

### **Meetings**

Quarterly, there will be one meeting at central office for the entire PDC as needed. The purpose of the meeting is to plan and evaluate PD activities and issues. Each month, assigned PDC members and the principals will meet so the PDC and the administration can come

together collectively to plan and evaluate the most effective professional development events based on identified needs. This procedure will provide professional development information to both the PDC and the principals so the professional development activities will be fully supported and implemented.

### **Responsibilities of PDC Mandated by Law**

- Design and implement professional development to improve teacher practice and increase student achievement.
- Annually review and revise the District Professional Development Plan.
- Get Board approval for the District Professional Development Plan.
- Assess teacher needs and bring teacher/building instructional concerns to the committee.
- Establish the guidelines for district and building professional development.
- Communicate to district educators the qualities of high quality professional development.
- Approve the annual Professional Development Budget.
- Establish guidelines for spending professional development funds.
- Assist with the New Teacher Induction Program.
- Assist all teachers in completing their Professional Development Plans and upgrading their professional certification.
- Serve as a confidential consultant upon a teacher's request.

## **Funding**

Funding for the 2023-2024 school year will follow DESE guidelines for distribution.

The Outstanding School Act (SB 380) indicates that each school district shall allocate one percent of its revenue from the foundation to the Professional Development Committee (PDC) for professional development of the staff. Of the monies allocated to the PDC, seventy-five percent “shall be spent in the same fiscal year for the purposes determined by the PDC after consultation with the administrators of the school district and approved by the local board of education as meeting the objectives of the Comprehensive School Improvement Plan (CSIP) of the district that has been developed by the local board.” The remaining twenty-five percent must also be spent for professional development, but may be carried forward to use in the succeeding year (see [Missouri Professional Development Guidelines for Student Success](#)).

Funding for the PDC activities will be underwritten by the Seneca R-VII School District with the overall budget amount to be determined annually by the district. The budget amount will be not less than one percent of the school foundation formula. The PDC and the assistant superintendent/PD Chair will work in the encumbering and disbursement of PDC funds. PDC, Title I, and Title II work together toward the accomplishment of the professional

development goals. The superintendent and the Seneca R-VII School Board will approve the annual PDC budget.

All professional development must be aligned to the objectives of the Comprehensive School Improvement Plan (CSIP). \*See the district CSIP Focus Goals in previous sections.

### Allowable Expenditures

- Activities for staff with teaching certificates
- Consultant/presenter fees and expenses
- Stipends for teachers' participation in curriculum development and related work.
- Mentor teachers for time spent planning for & working with 1<sup>st</sup> & 2<sup>nd</sup> year teachers.
- Stipends for teachers' participation in professional development/learning/in-service activities scheduled and held outside contracted school hours.
- Pay for Substitute Teachers when PD activities are held during the contracted day.
- PD teacher resources (i.e. books, journals, videos).
- District fee to belong to a professional development co-op and professional organizations.
- Reimbursement
  - Travel
    - i. Staff is to contact Central Office to commandeer a district vehicle.
      - 1. If none is available, staff will be reimbursed at 0.505 per mile.
    - ii. If staff elects to take, their personal vehicle when a district vehicle is available reimbursement will be .2525 per mile (half of the reimbursement given when district vehicles are not available).
  - Food
    - i. \$15.00 a meal broken down by meals (breakfast, lunch, and dinner).
  - Fees
    - i. Lodging and registration fees to participate in professional learning/training activities.
- Tuition and Fees of Colleges or University Courses
  - To eliminate temporary certificates when requested by the district to teach in a shortage area.
  - To assist a staff member to become certified in another area where teaching help is deemed necessary by the district. For example, consider a teacher one course short of being qualified as a counselor. The district needs another counselor and would like to hire this teacher as a counselor. If approved by the PDC regulations, professional development money could be used to pay for the tuition of this course.
  - To keep teaching certificates current if identified in the district professional development plan as a district priority.

- To help progress toward a master's degree or above if identified in the District Professional Development Plan, in the educator's Individual Professional Growth Plan and the advanced degree sought is in the educator's content area of teaching.
- To help enrich subject/grade level teaching.

### **Non-allowable Expenditures**

- Individual membership dues to associations or organizations.
- Travel, food, lodging and registration fees to conferences and workshops of general interest which do not support Individual Professional Growth Plans, building/and or district professional development plan and Comprehensive School Improvement Plan.
- Expenses related to extracurricular activities or interest groups (sports, glee club, cheerleading, etc.).
- Equipment or materials for instruction of students and administrative use.
- Travel as a form of professional development. (As traveling to Spain to become more informed about the country in order to teach Spanish.)
- School board member training.
- Stipends for teachers working in areas other than curriculum, instruction and/or professional development in preparation for a local Missouri School Improvement Program (MSIP) review.
- Professional development activities for non-certificated staff.
- Certified staff CPR training.
- Firearms safety training.

### **Process for Requesting PD and Reimbursement**

- All Conferences and Workshops must be PRE-APPROVED before you attend.
- Individual PD Plan must be on file with building principal.
- To request PD, see your building administrator. From there, the request will be communicated with the assistant superintendent.
  - The assistant superintendent of schools may then request more information before giving approval to attend a PD activity.

### **Once the PD Activity is Complete**

- Turn in requests for reimbursements of any out of pocket expenses such as mileage or meals to your building secretary. List ONLY those expenses for which you are to be reimbursed and attach receipts. Complete before the 10<sup>th</sup> of the month for Board approval of payment. (Refer to page 13 of this document for reimbursement details.)
- Out of district PD requires a reflection paper to be completed and submitted to the building principal, OR participants can formally report their learning to their co-workers.

## Additional Guidelines

- Summer workshops must be preapproved in May.
- PD funding cannot pay for coaching clinics. Professional development money is distributed by the state to be used for the improvement of classroom instruction and student achievement.
- PD funding cannot be used to send the Title I teaching staff to conferences/workshops that are specific to Title I. However, PD funds can be used to send Title I staff to conferences/workshops that are for all staff.
- The same guideline apply to administrator staff development activities. The only difference is that administrators must seek approval and signatures for forms from the superintendent.

## New Teacher Support

### Mentoring Program

The Excellence in Education Act requires that beginning teacher support systems include a mentoring program. District instructional coaches will act as primary mentors. When there are more mentees than is feasible for the instructional coaching staff to service, additional mentors will be selected by the building principals and coaching staff.

#### Additional Mentors Requirements

- teacher with five years of experience – exceptions may be made
- two years of experience in the Seneca School District
- ideally, should be teaching in the same grade level or subject
- ideally, should mentor only one new teacher a year

#### Additional Mentor Stipends

- \$200 reimbursement for mentoring a first year teacher.
- \$100 reimbursement for the second year of mentoring.
- If assigned more than one new teacher, he/she will only be paid for one.

For further explanation of the Mentor Program including roles, responsibilities, requirements, and forms, please see the [Seneca R-7 Mentor Program Guide](#).

### Experienced Teachers New to the School District

Teachers with teaching experience who are new to the district will be assigned a “buddy,” a teacher who has been with the district at least one year. Orientation activities provided two days before the beginning of the regular school year will be mandatory for new to district teachers. However, it is not mandatory for the “buddy” since this position will receive no stipend. Visits are confidential and non-evaluative and are designed to provide support and answer individual questions or concerns that the new teacher may have.

## **Beginning Teacher Assistance Program (BTAP)**

All new teachers are required to participate in a beginning teacher assistance program (BTAP) planned with assistance from a Missouri teacher education program and provided by an education association, regional service center, school district, or charter school.

- This training must be completed within the first or second year of teaching.
- Options to fulfill this requirement can be found in the [Seneca R-7 Mentor Program Guide](#).
- Certificate of completion should be turned into the PDC chairperson, as well as, kept for the individual's own records.
- When applying for certification renewal and upgrade (after 4 years of teaching), a local district administrator must "sign off" that the candidate completed an acceptable BTAP.

## **New Teacher Professional Development/Growth Plan**

- The PDC will assist in developing an Individual Professional Development Plan (IPDP) for beginning teachers who have less than two years prior teaching experience.
- Addresses at least the teacher's first two years in the classroom.
- This plan is generic in nature and used as a guide.
- The mentor will help the beginning teacher individualize the plan to his or her own needs.
- The goals in the plan should relate to the evaluation criteria.
- This plan can be accessed here: [1<sup>st</sup> and 2<sup>nd</sup> year PDP for Certification](#)

## **Program Evaluation**

The PDC shall conduct an evaluation of its program that includes:

- review of district workshops and activity evaluations
- out-of-district evaluations
- analyzing annual "needs assessment" survey in the month of June
- annual board evaluation
- High-Quality Professional Development Survey (which will be included in the end of year check out building procedures)
- evaluation of mentor program by all participants
- collect, compile, and analyze data to foster on-going improvement
- establish yearly measurable objectives and desired outcomes

The PDC presents the biennial evaluation to the Superintendent listing the goals, strengths, and concerns of the program and recommendations for improvements.



## **School Board Commitment**

The Seneca R-VII School Board endorses the effort of faculty members to grow in professional development, authorizes the necessary funds to support this effort, and supports the work of PDC. The board recognizes that release time from regular classroom duties will be necessary for mentor/teacher and PDC members and that additional financial support for mentors/teachers will be made available. The board will support the PDC with the one percent minimum guarantee of its revenue from the foundation program plus additional funds where needed to achieve district goals.

