

**PROFESSIONAL DEVELOPMENT
PROGRAM HANDBOOK
2015-16 through 2019-20 School Years**



**MOORE PUBLIC SCHOOLS
Administrative Service Center
1500 SE 4th Street
Moore, Oklahoma 73160-8232
405-735-4284**

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Moore Public School District Mission Statement

The Moore Public School District creates a safe environment for all students in an atmosphere of open communication and mutual respect. We engage students in stimulating academic challenges and in positive social interaction so they will become contributing members of society.

MOORE DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE GUIDELINES

PURPOSE

The purpose of the Professional Development Committee is to plan and provide for the activities which are designed to facilitate the professional development of instructional and administrative personnel of the Moore School District.

THE PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee (PDC) shall be composed of a minimum of fifteen (15) and a maximum of eighteen (18) members, the majority of whom must be classroom teachers, (half of them elementary and half secondary). It shall consult with higher education instructors. Members shall be appointed as follows:

1. Administrators shall be appointed by the school board upon the recommendation of the superintendent or his/her designee.
2. Teachers may make application to the PDC for any open positions each year. Positions shall be advertised in an all-district communication. Teacher members shall be selected by a designated administrator from all applications received for each elementary and secondary position that is vacant. Those applicants not selected shall be considered for the alternate positions.
3. The list of selected applicants shall be subject to the approval of a simple majority vote of the teachers. The vote shall be conducted by the Professional Development Committee. Each position shall be voted separately.
4. The Chair of the Professional Development Committee shall be a classroom teacher.
5. A representative of the Administrative Service Center shall be a permanent member.
6. One member shall be a parent/guardian/custodian of children.
7. One member shall be a counselor.

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ORGANIZATION

Committee members shall serve terms of three years. Terms shall be staggered. In case of a vacancy, a successor shall be chosen from the Board-approved list of alternates to complete the expired term.

A quorum shall consist of a simple majority of the current committee membership. If a quorum of voting members cannot be met, then alternate members present may serve as a voting member for purposes of meeting quorum and conducting committee business.

The Professional Development Committee shall elect a chairperson, vice-chairperson, secretary, program chair, and Teacher of the Year chair annually following the formation of the new committee at the end of the school year.

The committee shall meet at such times as the chairperson or a majority of the committee deems necessary. These meetings may be held in any location within the district upon five days written notice to the members of the committee. The committee shall annually set a calendar of regularly scheduled meetings.

The committee shall conduct its business with the assistance of Robert's Rules of Order, Newly Revised.

FINANCES

The Professional Development Committee shall annually recommend a professional development plan and budget subject to approval of the Moore School Board. Such plan and budget shall be consistent with the requirement of the law and the State Board of Education regulations. The superintendent or his/her designee shall provide the committee with a regular monthly status report on the local board's approved plan.

AMENDMENT

These guidelines may be amended by majority vote of the committee. All amendments must be approved by the school board.

ATTENDANCE

Failure to attend four regularly held meetings without an excused absence will constitute removal from the Committee.

ATTENDANCE OF NON-EMPLOYED TEACHERS AT PROFESSIONAL DEVELOPMENT WORKSHOPS

Teachers not employed in the Moore School District requesting to attend professional development workshops in order to meet certification requirements may be considered for registration when appropriate. Five dollars will be charged per hour of attendance. For workshops with limited space, non-district employees will be accommodated as space allows.

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NEEDS ASSESSMENT

In developing program recommendations, each professional development committee shall annually utilize a data-driven approach to analyze student data and determine district and school professional development needs. The professional development programs adopted shall be directed toward development of competencies and instructional strategies in the core curriculum areas for the following goals:

1. Increasing the academic performance index scores for the district and each school site;
2. Closing achievement gaps among student subgroups;
3. Increasing student achievement as demonstrated on state-mandated tests and the ACT;
4. Increasing high school graduation rates; and
5. Decreasing college remediation rates.

A variety of assessments shall be used and may include Site Improvement Plans, NCA School Improvement Plans, and/or results of a local Professional Development Committee Needs Assessment. Assessments from other sources may be considered as deemed appropriate by the committee.

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POINT GUIDELINES

A. Requirements

- 1) All certified and licensed teachers and administrators are required to accrue at least **seventy-five (75) professional development points within a five (5) year period** with at least fifteen (15) points completed each year until the individual has accrued his/her seventy-five (75) points. During any remaining year(s), some points must be completed each year. The five (5) year period for accruing points begins on an individual's date of employment in an accredited school in Oklahoma. If an individual changes school districts within the five (5) year period, the points accrued are transferred to the receiving district and the five (5) year period continues. In-service receipts should be submitted within the school year they were attended (July 1-June 30).
 - a) In-service training related to **AIDS** prevention/BBP education **is an annual requirement**.
 - b) In-service training related to **gifted/talented** is an annual requirement for any individual teaching honors, advanced placement, or gifted classes.
 - c) In-service training related to recognition and reporting of **child abuse and neglect** is an annual requirement.
 - d) In-service training related to **hazardous material safety** education is an annual requirement for all secondary science teachers.
 - e) In-service training related to **autism** is an annual requirement for all resident teachers of students in early childhood programs through grade 3 during their resident year and once every three years thereafter and for all other teachers and education support professionals of students in early childhood programs through grade 3, training in autism is required once every three (3) years.

- f) All certified personnel who are new to the district must complete a one-hour new teacher **ELL** workshop presented by district ELL staff. Additionally, all certified staff must attend one hour of required (R) ELL professional development provided online through the district professional development website.
 - g) All staff must receive Section **504 Diabetes** training offered online through the district professional development website. Additionally, specified staff may require Tier 2 and/or Tier 3 training consistent with the following:
 - Tier 2: all staff that will supervise a student with diabetes such as duty teachers, office staff, library, music, art, computers, PE, paras, etc.
 - Tier 3: all staff that will assist a student with their diabetic needs such as checking blood sugars, administering insulin, etc.
- 2) If an individual is employed full time for 120 days or more, the local professional development point requirements must be fulfilled.
 - 3) A person employed one-half time or less shall be required by the local district to meet at least half of the local district's annual point requirements, not less than two (2) points, and to count such year toward the accrual of seventy-five (75) professional development points over a five (5) year period.
 - 4) If employed fewer than 120 days, a minimum of two (2) professional development points are required to fulfill the regulation of "some points completed each year." This person shall begin or continue his or her professional development five-year cycle the following July 1.

B. Submitting Points

- 1) **Out-of-District In-service:** ~~Each individual is responsible for submitting a completed Out-of-District Activity Receipt for In-service Education form and~~ **uploading** sufficient proof of completion following each out-of-district professional development activity **by using Thrive Transfers**. ~~Incomplete forms will be returned to the individual for completion before processing.~~
- 2) **In-District In-service:** Each individual is responsible to sign the *Professional Development Workshop Sign-In Sheet* (name, employee ID number, site, grade, teaching subject area and certified-y/n) furnished at each in-district workshop. The workshop facilitator is responsible for submitting the sign-in sheet to the **PD Site Chairman or Coordinator Secretary who will turn it into the** Professional Development Office. **The sign-in sheet should be turned into the Professional Development office within 5 days following the workshop.**

C. Non-Compliance with the Plan

A list of all personnel who do not fulfill the requirements of the Professional Development Plan will be submitted to the School Board. (See Section 180.14 State Laws of Oklahoma.) Failure to comply may result in one of the following consequences:

- a) Non-renewal of teacher's contract,
- b) Non-consideration of salary increments for the following year.

D. Reporting Points

~~Every certified/licensed employee of the Moore Public School District will receive an End of Year Report in September and will be notified in writing in October, February, and April as to his/her points. Every attempt will be made to notify each certified/licensed employee of his/her points before TNT (Teachers Need Teachers) Day. A teacher may check his/her points at any time on ERO~~ **their Thrive transcript**. Any questions on discrepancies in points should be directed to the Professional Development Office.

E. Contact Hours

One (1) point shall be equivalent to one clock-hour (60 minutes) of participation in a Professional Development activity, except when limited by the Professional Development Plan. Fractional points shall be recorded in increments of 30 minutes beyond the initial one clock hour.

F. College Credit Hours

In-service receipts for semester college courses must be submitted within the professional development calendar or as soon as the transcript becomes available. Points will be processed only upon receipt of a college transcript or a grade report.

G. Special Consideration

Requests for special consideration for point adjustments shall be in writing to the Professional Development Committee.

H. Appeals Process

All licensed and certified teachers and administrators who have a complaint about the number of points awarded or the non-recognition of any activity shall have until May 31st of the same school year to appeal to the Professional Development Committee. Any complaint must be filed in writing to the Professional Development Committee which will take action within 45 days after the receipt of the written complaint.

I. Restrictions

- a) Some activities and alternative activities have point limitations. When activity points are limited, the point limitation will be indicated beside the activity.
- b) Workshop requests for funds from Professional Development should be submitted forty-five (45) days prior to the workshop. In order to avoid scheduling conflicts, all others should be submitted thirty (30) days prior to the workshop.

INSTRUCTIONS FOR OUT-OF-DISTRICT POINTS

Employees must complete the form that is available on the PD Website **follow the instructions on the PD Website for uploading out-of-district training/activities** and **attach upload** a copy of the agenda, program, or other supporting documentation. If multiple concurrent sessions are listed on the program, the employee must indicate which sessions were attended.

IN-DISTRICT PROFESSIONAL DEVELOPMENT POINTS

For workshops that are held in-district, you will need to sign in on the *Professional Development Workshop Sign-In Sheet*. This form will be made available to the workshop facilitator upon completion of the *Request for In-Service Workshop* form. The workshop facilitator will be responsible for submitting the *Professional Development Workshop Sign-In Sheet* to the **PD Site Chairman or Coordinator Secretary who will turn it into the Professional Development Office**. **The sign-in sheet should be turned into the Professional Development office within 5 days following the workshop.**

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~~Electronic Registrar Online (ERO) provides an electronic evaluation form which MUST BE FILLED OUT IN ORDER FOR TEACHERS TO RECEIVE THEIR POINTS. ERO also provides an online Certificate of Attendance. Evaluation is no longer required.~~

Information Requested		Information Supplied by Participant
1.	Name of Participant	Your name.
2.	Date Submitted	The date you send to the Professional Development Office.
3.	MPS ID#	Your Six-Digit Employee Number
4.	Site	The school or office where you work.
5.	Name of Workshop	Name of workshop attended.
6.	Number of Points	Number of points earned. If more than one day, indicate number of points per day.
7. & 8.	Beginning and Ending Date of Activity	The date or dates that you participated in the activity.
9.	Signature of Participant	Your signature or check in the signature box if filling out online
10.	Supporting Evidence	Attach a copy of the agenda, program, or supporting documentation. Indicate on verification which sessions were attended.
11.	Date and Signature of Instructor/Facilitator	Please secure signature of instructor/facilitator if no documentation is available.
12.	In-Service Evaluation	Please Complete.
13.	Credit Type	This indicates which category in-service falls in and other information to process points.

**Out-of-District Activity
Receipt for In-Service Education
Moore Public Schools**

Name of Participant	Date Submitted
MPS ID#	Site
Name of Workshop	Number of points
Beginning Date	Ending Date
Signature of Participant:	

If no documentation is provided at the workshop, please have the Instructor/Facilitator sign: <i>I certify that this person participated in this activity.</i>	
Signature of Instructor/Facilitator	Date

The Professional Development Committee wants to know if your time was well spent and if Professional Development dollars were well invested. Please complete the following evaluation:					
	Poor		Good		-
	1	2	3	4	NA
I found this in-service beneficial.	-	-	-	-	-
This in-service provided relevant material.	-	-	-	-	-
The instructor was well prepared.	-	-	-	-	-
Necessary materials and supplies were available.	-	-	-	-	-
Activities were consistent with the objectives.	-	-	-	-	-

Please select the Credit/Unit Designation code from below: (ex: 001)	
001 College Credit; 002 Legal Issues; 003 Publication of Professional Article; 006 Health and Safety; 007 HAZMAT; 101 Non-Credit College Course; 102 Adult Community Courses; 103 Educational Conference; 104 Industry Visitation; 105 Class Room Obsv; 106 School Evaluator for North Central Assn; 108 Supp Assignment; 109 Career Ed; 200 Motivating Strategies; 201 Teaching Effectiveness; 202 Classroom Management—UNIT CYCLE; 204 Tech Ed; 300 Elem Visual Art K-6; 301 K-6 All Subjects; 302 Sec Visual Art 7-12; 303 Elem English K-3; 304 Sec English 9-12; 305 Elem World Language K-6; 306 Sec World Language 9-12; 307 Elem Math K-3; 308 Sec Math 9-12; 309 Elem Music K-6; 310 Sec Vocal Music 7-12; 311 Elem Phys Ed K-6; 312 Sec Phys Ed 7-12; 313 Elem Reading K-3; 314 Sec Reading 9-12; 315 Elem Science K-3; 316 Sec Science 9-12; 317 Elem Social Studies K-3; 318 Sec Social Studies 9-12; 319 ELL/ESL (E); 320 Title I Reading; 321 7-12 All Subjects; 322 Bus Ed; 323 Sec Band; 324 Comp Ed; 325 Transitional First; 326 Journalism/Yearbook; 327 Pre-K; 328 Kindergarten; 329 First Grade; 330 Second Grade; 331 Third Grade; 332 Int English 4-6; 333 JH English 7-8; 334 Int Math 4-6; 335 JH Math 7-8; 336 Int Reading 4-6; 337 JH Reading 7-8; 338 Int Science 4-6; 339 JH Science 7-8; 340 Int Social Studies 4-6; 341 JH Social Studies 7-8; 350 Career Tech; 352 Ag Ed; 354 Family & Consumer Science; 357 Library/Media; 359 Counselors; 360 Nurses; 363 Special Ed—UNIT CYCLE; 366 Speech/Drama; 367 G SEARCH; 390 Administrative Ed; 400 REE (Racial & Ethnic Ed)—UNIT CYCLE; 401 Parent Outreach—UNIT CYCLE; 402 Gifted/Talented; 403 BBP Update; 404 Child Abuse; 405 Autism; 406 Bullying; 504 Training (Diabetes)	
Professional Development Office Use Only	
Unit #	Unit Name
Date Received	Date Processed
Comments	

INSTRUCTIONS FOR REQUESTING A WORKSHOP OR REQUESTING PROFESSIONAL DEVELOPMENT FUNDS

Obtain this form from the Professional Development ~~Office~~ **Website**

(See page 11)

1. If you are requesting a non-funded workshop complete **PART I only** and send to the Professional Development Office (**see page 11**). Non-funded means no cost, no fees, or no subs.
2. If you are requesting an in-district workshop which requires funding for presenters, subs, materials, etc., complete **PARTS I, II, III, and IV and V** and send to the Professional Development Office (**see page 10**). **Also, see page 11 for In-District Employees Professional Development Presenter Fee and Stipend Schedule.**
3. If you are requesting funds for a sub only, fill out **PARTS I, II, III and IV** and send to the Professional Development Office. (**see page 11**).
4. If you are requesting funds to attend an out-of-district conference, complete **PARTS I, II, III, and IV, and V**. Attach a *Request to Attend Out-of-District Meeting* form signed by your supervisor (**see page 11**). Also, attach the registration form, flyer, or information about the conference. **DO NOT PRE-REGISTER**. Professional Development will process the purchase order and registration (**see page 11**).

The ***Request to Attend Out-of-District Meeting*** form is used when attending meetings **out of Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan or Payne counties**. Notification and approval of immediate supervisor is required for any activity or event that takes you away from your daily duties. The *Request to Attend Out-of-District Meeting* form is available online at the MPS Website. You may fill this out online and print copies.

If the participant is requesting reimbursement, a *Reimbursable Expense Request Form* is also available at the MPS Website.

If the participant is attending an out-of-state conference and requires hotel/airfare, he/she must contact the District Purchasing Agent.

Send all forms needed to the Professional Development Office after they have been completed and signed. (Out-of-State forms requiring Board approval go to the Assistant Superintendent of Secondary Instruction).

NOTE: The *Request for Workshop/Request for Funds* form must be completed and submitted to the Professional Development Office at least thirty (30) calendar days in advance. ~~If funding is requested, please submit request forty five (45) calendar days before the in-service is to be held.~~

It is the responsibility of the Coordinator/Facilitator of the workshop to duplicate the sign-in sheet for participants before an in-service and to return the sign-in sheet return them to the Professional Development Office after an in-service.

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**Professional Development
 Request for Funds and Points (In-District and Out-of-District) Form**

1. Completed form must be submitted to the Professional Development secretary at least thirty (30) calendar days in advance (for review by PD committee).
2. After approval is received the course/session can be set up in Thrive.
3. **In-District:** After the session is concluded and attendance is marked you are required to turn in the sign-in sheet to the Professional Development secretary.
4. **Out-of-District:** After the workshop, it will be your responsibility to submit a proposed transfer in THRIVE to receive out of district professional development points.

Site Name/Number: Choose an item.
 Request by: Name/Title
 Subject Area: Subject/Department

1. General Information:

Course Name: Click or tap here to enter text.

Workshop Name: Click or tap here to enter text.

NOTE: Thrive will not show the Workshop name only a session number but a Workshop Name is needed to put in the Note area of Thrive and on some claim reports.

Potential Date(s) of Activity: Date(s) Time(s)

Location of Workshop: (In-District) School / Site # / Room# or (Out-of-District) Place / City / State

Professional Development Points: ## / Choose a Category. / Choose a Credit Type

2. Workshop Description/Details (include how the information can be shared to the district):

Details here...If more space is needed, make a second page.

3. Participants

Grade level or subject area of participants: Grade/Subject

Total Number of participants: ##

4. Request for PD Funds:

	Amount
52213-100 – Stipends (\$18 per hour per person)	_____
Subs (\$52.50 non-certified, \$62.50 certified)	_____
In-District presenters (\$54 per hour)	_____
52213-200 – Teacher Benefits (33% for stipends)	_____
Substitute Benefits (7.65% for subs).....	_____
In-District Presenter’s Benefits (33%)	_____
52213-300 – Consultant/Presenter fees	_____
52213-500 – Teacher’s Travel Expenses (attach “Travel” forms)	_____
52213-600 – Workshop Materials/Supplies (attach “Request to Purchase” form)	_____
52213-800 – Teacher’s Registration fees (attach “Request to Purchase” form)	_____
52573-500 – Coordinators/Principal’s Travel Expenses (attach “Travel” forms)	_____
52573-800 – Coordinators/Principal’s Registration fees (attach “Request to Purchase”) ..	_____
Total	\$ 0.00

Approved Disapproved _____ Date _____ Dean of Academics or PD Committee Chairman

Revised 8/2017

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1500 S.E. 4TH
Moore, Oklahoma 73160

MOORE SCHOOL DISTRICT I-2

Professional Development Office: 735-4284
Fax: 735-4397

INSTRUCTIONS

1. If you are requesting a non-funded* workshop, complete PART I only—Send to Professional Development. *Non-funded means no costs, no fees, or no subs.
2. If you are requesting an in-district workshop which requires funding or subs, complete PARTS I, III, IV, & V and send to Professional Development.
3. If you are requesting funds to attend an out-of-district conference, complete PARTS II, III, IV, and V. Attach "Request to Attend Out-of-District" form (if outside of Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie or Logan counties) signed by your supervisor. DO NOT pre-register—Send to Professional Development for registration.

NOTE: This form must be completed and submitted to Professional Development at least thirty (30) calendar days in advance. If funding is requested, please submit request forty-five (45) calendar days before the in-service is to be held. You will receive a sign-in sheet and verification/attendance/evaluation sheet when you request an in-service. It is the responsibility of the Coordinator/Facilitator to duplicate the verification/evaluation sheet for participants before an in-service and to return the sign-in sheet and completed verification/attendance/evaluation sheet to the Professional Development Office after an in-service.

PART I-Professional Development REQUEST for In-Service Workshop

Name of Workshop: _____ Time: _____

Date: _____ Room #: _____

Location: _____ Grade Level: _____

Participants: _____ Unit #: _____

Points to be Earned: _____

Unit Name: _____

Category: _____

Presenter(s) Name: _____

Presenter(s) Title: _____

Description of Workshop: _____

PD Site Chair or Coordinator _____ Date _____

PART II-Professional Development REQUEST for FUNDS

Request Date: _____ School or Department: _____

Person Initiating Request: _____

Name of Activity/Conference: _____

Location of Conference: _____

Date(s) of Conference: _____

Departure Time: _____ Departure Date: _____

Return Time: _____ Return Date: _____

Purpose for Attending: _____

PART III: FUNDING INFORMATION

How are expenses to be paid? Site Based Professional Development: _____

Coordinator Professional Development Budget: _____

District Professional Development: _____

Subs to be paid? Yes _____ No _____ If Yes, Amount: _____ # of Days: _____

PART IV: BREAKDOWN OF ESTIMATED EXPENSES

Is presenter(s) employed by Moore Public Schools? Yes _____ No _____

Presenter Fee: \$ _____ Registration Fee: \$ _____

Travel: \$ _____ Lodging: \$ _____

Per Diem: \$ _____ Subs required for participants? Yes _____ No _____

TOTAL COST _____

PART V: PURCHASE ORDER INFORMATION

Name of Vendor/Payee: _____

Address of Vendor/Payee: _____

Vendor # or Employee ID # _____

Do NOT Use See New Form

Do NOT Use See New Form

**In-District Employee
Professional Development Presenter Fee and Stipend Schedule**

In-District employees will be compensated for presenting at a professional development workshop using one of the following schedules.

SCHEDULE A: Certified employees who present in-service workshops will be compensated at a rate of \$54 per hour presentation or preparation fee (either/or – not both). Any fee paid for preparation shall not exceed the length of the presentation.

Multiple presenters will SHARE the hourly presenter or preparation fee.

(Revised 02-22-05)

1 Hour Workshop @ \$54 per hour	1 Presenter \$54.00	2 Presenters \$27.00 each	3 Presenters \$18.00 each	4 or More Presenters Divide fee by number of Presenters
2 Hour Workshop @ \$54 per hour	1 Presenter \$108.00	2 Presenters \$54.00 each	3 Presenters \$36.00 each	4 or More Presenters Divide fee by number of Presenters

SCHEDULE B: Certified employees who belong to a registry of trainers/presenters must present such certification to the committee and upon approval will be compensated at a rate of \$75.00 per hour presentation or preparation fee when presenting a workshop in their credentialed field. Any fees for preparation shall not exceed the length of the presentation. A synopsis of presentations available from these presenters and a profile of credentials will be published by the committee and updated annually. The committee will have sole authority to approve credentials for Schedule B compensations.

Multiple presenters will SHARE the hourly presenter or preparation fee.

1 Hour Workshop @ \$75 per hour	1 Presenter \$75.00	2 Presenters \$37.50 each	3 Presenters \$25.00 each	4 or More Presenters Divide fee by number of Presenters
2 Hour Workshop @ \$75 per hour	1 Presenter \$150.00	2 Presenters \$75.00 each	3 Presenters \$50.00 each	4 or More Presenters Divide fee by number of Presenters

SCHEDULE C: Presenter Fees for out-of-district presenters are usually predetermined by the speaker or can be negotiated by the site or the district committee (depending on the source of funding). **If a workshop is not a District Initiative or is specific to site-based needs, then site-based monies will be used for compensation to presenters.**

STIPENDS: Stipends for workshops will be paid using the following schedule:

(Revised 09-20-2004)

1 Hour Workshop \$18.00	2 Hour Workshop \$36.00	3 Hour Workshop \$54.00	4 Hour Workshop \$72.00	5 Hour Workshop \$90.00	6 Hour Workshop \$108.00
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Application to Present Professional Development Workshop Using Schedule B Rate

SCHEDULE B: Certified employees who belong to a registry of trainers/presenters must present such certification to the committee and upon approval will be compensated at a rate of \$75.00 per hour presentation or preparation fee when presenting a workshop in their credentialed field. Any fees for preparation shall not exceed the length of the presentation. A synopsis of presentations available from these presenters and a profile of credentials will be published by the committee and routinely updated and published online. The committee will have sole authority to approve credentials for Schedule B compensations.

Multiple presenters will SHARE the hourly presenter or preparation fee.

Please complete this form for each workshop title.

School/Site _____ Date _____ Name _____

Home Phone _____ Work Phone _____

Mailing Address _____

Type of Certification: Explain the type of Advanced Training Certification, Credentials, or Registry of Trainers/Presenters to which you belong:

Attach a copy of your Certificate, Credential or Proof of Registry.

Describe the workshop you would like to present:

Title: _____

Description: _____

For Professional Development Committee Use Only		
Approved _____	Disapproved _____	Date _____

PROFESSIONAL DEVELOPMENT PLAN			
This plan consists of five (5) major categories and the following in-service activities:			
General	001	College Credit: To enable educators to earn college credit related to a current job assignment or future certification. Any educator may earn in-service points by completing college courses at an accredited college or university. Evaluation: 1) Forward a transcript or grade report, along with the Out-of-District Activity Receipt for In-service Education form, to the Professional Development Office. Put a beginning and ending date of the course on the form. 2) Submit an Out-of-District Activity Receipt for In-service Education form by June 30. Remember that ONLY courses completed AFTER July 1 will earn professional development points for the following school year.	Out-of-District activity. 15 points per college credit hour.
General	002	Legal Issues: To provide educators with information and/or training concerning legal issues concerning activities. Educators may participate in lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
General	003	Publication of Professional Article: To encourage educators to contribute professional articles to state and national publications. Any educator may earn points by contributing professional articles to state and national publications. 1) To receive points you must submit a copy of the final typewritten draft, the published article and Out-of-District Activity Receipt for In-service Education form to the Professional Development Office. 2) Submit a superintendent's clearance statement when the professional article mentions Moore School District No. 1-2 or any of its separate departments.	1 point per two submitted pages.
General	005	Local Faculty Study: To assist the local faculty in identifying its educational needs. A local faculty will develop a plan for in-service education based on the faculty's needs as identified in the building plan of educational improvement. Some examples of a local faculty study include: North Central Study, Site Improvement Plan, School Climate, and Team Building.	Out-of-District and In-District activities. 1 point per hour
General	006	Health/Safety Issues: To provide educators with up-to-date knowledge related to student's health and safety issues. Educators may participate in lectures, demonstrations, seminars and workshops.	1 point per hour.
General	007	Hazardous Material Safety Education: To provide training in classroom safety, chemical safety, chemical hygiene plans, chemical inventory and storage, Material Safety Data Sheets (MSDS), legal issues, and chemical crisis management. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour. All certified secondary science teachers are required to earn one point in hazardous material safety education annually.

Enrichment	101	Non-Credit College Courses: To enable educators to expand their knowledge on topics that will contribute to their professional growth and help them to enrich their instructional programs. An educator may take short courses offered by universities, community colleges, or other institutions authorized to offer college credit. A signature of the instructor will not be accepted as evidence of completion.	Out-of-District activity. 1 point per hour.
Enrichment	102	Adult Community Courses: Educators may attend a course to increase their knowledge in their profession. These courses may be obtained at institutions that do not offer college credit, such as Vo-Tech. A signature of the instructor will not be accepted as evidence of completion.	Out-of-District activity. 1 point per hour.
Enrichment	103	Educational Conference: To explore the current curriculum trends in a subject or service area. An educator may attend a local, state, regional, national, or international educational conference designed to explore current curriculum trends.	Out-of-District and In-District activities. 1 point per hour. Limited to 6 points per day unless specific documentation is provided.
Enrichment	104	Industry Visitation: To provide vocational and technical education teachers, as well as other educators, with up-to-date knowledge and skills in the area of their teaching assignment. Educators may consult with specialists from business and industry in the area of their teaching assignments. These consultations may be "inter-shop" visitations to observe operations or to learn the operation and use of equipment. (Field trips with students may not be counted.) Attach a completed Industry/Classroom Observation Record (see page 22).	Out-of-District and In-District activities. 1 point per hour. Limited to 6 points per year.
Enrichment	105	Classroom Observation: To assist educators in identifying and observing the application of basic teaching skills. Educators will use the Industry/Classroom Observation Record (see page 22) to complete the following: 1) Secure permission from local school principal for the visit. 2) Identify the specific objectives for the observation. 3) Identify the classroom that will be observed. 4) Set a date for the observation. 5) Seek permission from the principal and teacher responsible for the classroom to be observed. 6) Complete the observation. 7) Evaluate the extent to which the specific objectives were achieved. Attach completed Industry/Classroom Observation Record signed by both principals to an Out-of-District Activity Receipt for In-service Education form.	Out-of-District and In-District activities. 1 point per hour. Limited to 6 points per year.
Enrichment	106	School Evaluator for North Central Association: To provide an opportunity for a school faculty member to observe the educational programs of other school systems. Educators may observe classes, critique the self-study, and make recommendations to the systems being evaluated.	Out-of-District activities only. 1 point per hour.

Enrichment	107	Committee Work: To increase awareness of ongoing committee work in the school system. To undertake this component, the educator must serve as a working member of a district or school committee elected or appointed for the purpose of improving the educational program in the classroom (curriculum, in-service, textbook evaluation, SDE, etc.)	In-District activities and State Department of Education committees. 1 point per hour. Limited to 8 points per year.
Enrichment	108	Committee Work: To increase awareness of ongoing committee work in the school system. To undertake this component, the educator must serve as a working member of a district or school committee elected or appointed for the purpose of improving the educational program in the classroom (curriculum, in-service, textbook evaluation, SDE, etc.)	Out-of-District and In-District activities. 1 point per hour. Limited to 8 points per year.
Enrichment	109	Committee Work: To increase awareness of ongoing committee work in the school system. To undertake this component, the educator must serve as a working member of a district or school committee elected or appointed for the purpose of improving the educational program in the classroom (curriculum, in-service, textbook evaluation, SDE, etc.)	Out-of-District and In-District activities. 1 point per hour. Limited to 6 points per year.
Teaching Effectiveness	200	Motivating Strategies: To provide educators with practical ideas that they can use to improve student motivation and achievement. To provide educators with information on how to increase student time on task. To develop a local district cadre that is knowledgeable about motivation strategies. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
Teaching Effectiveness	201	Teaching Effectiveness: To provide educators with information and/or training which will help them establish and promote student time on task. To provide educators with information and/or training which will help them establish and promote student critical thinking skills. To continue professional growth that affects the minimum criteria for teaching. To provide training in cooperative learning techniques. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
Teaching Effectiveness	202	Classroom Management/Student Discipline: To provide educators with information and/or training concerning how to increase student time on task and achievement. To provide educators with information and/or training in providing consistent classroom discipline. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities.

Teaching Effectiveness	203	Stress Management: To provide educators with information and/or training concerning stress and its effects on the individual. To provide educators with information and/or training concerning techniques to improve performance during times of stress. Information and/or training concerning techniques for easing student stress. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
Teaching Effectiveness	204	Technology Education: To provide educators with information and/or training enabling them to integrate technology into the curriculum.	Out-of-District and In-District activities. 1 point per hour.
Teaching Techniques	300s see below	Subject area: To provide educators with information and/or training in an educational subject area. Information and/or training oriented toward increasing professional growth related to the minimum criteria for effective teaching. To provide educators with information and/or training related to increasing student time on task and achievement. To develop a district cadre that can provide leadership in subject area skills. Educators may participate in the following: lectures, demonstrations, seminars, and workshops. **Points can be awarded for attending concerts as a part of music conference.	Out-of-District and In-District activities. 1 point per hour.

300	Elementary Visual Art K-6	318	Secondary Social Studies 9-12	336	Intermediate Reading 4-6
301	K-6 All Subjects	319	ELL/ESL	337	Junior High Reading 7-8
302	Secondary Visual Art 7-12	320	Title I Reading	338	Intermediate Science 4-6
303	Elementary English K-3	321	7-12 All Subjects	339	Junior High Science 7-8
304	Secondary English 9-12	322	Business Education	340	Intermediate Social Studies 4-6
305	Elementary World Language K-6	323	Secondary Band**	341	Junior High Social Studies 7-8
306	Secondary World Language 7-12	324	Computer Education	350	Career Technology
307	Elementary Mathematics K-3	325	Transitional First	354	Family & Consumer Science
308	Secondary Mathematics 9-12	326	Journalism/Yearbook	357	Library/Media Services/AV
309	Elementary Music K-6**	327	Pre-Kindergarten	359	Counselors
310	Secondary Vocal Music 7-12**	328	Kindergarten	360	Nurses
311	Elementary Physical Education K-6	329	First Grade	361	Elementary Special Education
312	Secondary Physical Education 7-12	330	Second Grade	362	Secondary Special Education
313	Elementary Reading K-3	331	Third Grade	363	Special Education*
314	Secondary Reading 9-12	332	Intermediate English 4-6	366	Speech/Drama/Debate
315	Elementary Science K-3	333	Junior High English 7-8	367G	SEARCH
316	Secondary Science 9-12	334	Intermediate Mathematics 4-6	368	Drivers Education
317	Elementary Social Studies K-3	335	Junior High Mathematics 7-8	390	Administrative Education

Teaching Techniques	319	Beginning with the 2011-2012 School Year all certified personnel who are new to the district must complete a one hour new teacher ELL workshop presented by district ELL staff consisting of the following components: Influence of culture on learning and parent communication Placement process Interpretation of WIDA scores and Infinite Campus tab Can-Do Descriptors/classroom modifications/monitoring forms/grading guidelines District instructional resources Additionally, all certified staff must attend one hour of required ELL professional development provided online through the district professional development website.	Out-of-District and In-District activities. 1 point per hour.
HB1549	400	Racial & Ethnic Education: To provide an understanding of diverse environments and cultures. To provide strategies for integration of cultural and linguistic teaching tools and methods. To provide an awareness of contributions of diverse cultures. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
HB1549	401	Outreach to Parents: To provide training on methods for communication with parents. To provide an awareness of the needs and characteristics of the parent population. To provide an understanding of the value of parental participation. Awareness of resources to support and/or supplement the outreach program. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities. 1 point per hour.
HB1549	402	Gifted/Talented: To provide training in how to work with students in the area of gifted education. To provide an awareness of the needs and characteristics of the gifted/talented students. Educators may participate in the following: lectures, demonstrations, seminars, workshops and college training.	Out-of-District and In-District activities. 1 point per hour. A minimum of 1 point required per year for teachers assigned to gifted/honors/advanced placement/SEARCH.
HR1078	403	Bloodborne Pathogens/AIDS Update: To provide an annual update on handling Bloodborne Pathogens and AIDS prevention education. Educators may participate in the following: lectures, demonstrations, seminars, workshops. Online update required yearly @ www.moore.schools.com/OLT/BBP .	Out-of-District and In-District activities. No points shall be given. Required once per year.
SB 1493	404	Child Abuse/Neglect: To provide annual training which includes a component of teacher training on recognition and reporting of child abuse and neglect which all teachers shall be required to complete.	Out-of-District and In-District activities. 1 point per hour. A minimum of one point required per year.

SB 2071	405	Autism: To provide training in the area of autism. 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 their 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 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.	Out-of-District and In-District activities 1 point per hour A minimum of one point required of all resident teachers of students in early childhood programs through grade 3 during their resident year and at least one time every 3 years thereafter. A minimum of one point every three years for all teachers in early childhood through grade 3.
SB 1941	406	School Bullying Prevention: To provide training in awareness and prevention of student harassment, intimidation and bullying at school, including electronic communication (cyber bullying) and threatening behavior. To provide professional development needs of faculty and staff to implement methods to decrease this behavior, methods to encourage involvement of community and students, and the development of individual relationships between students and staff and the use of problem-solving teams. Educators may participate in the following: lectures, demonstrations, seminars, and workshops.	Out-of-District and In-District activities 1 point per hour
OCR	504	The district shall ensure that required and proper training by qualified medical personnel is provided to district staff and administrators who educate, serve, supervise, or transport students with life-threatening or serious allergies or disabilities for the provision of emergency medical services to students, if necessary. Training shall occur in advance of educating, serving, supervising, or transporting the students. One point annually will be required of all staff. Additional points may be required of staff who work directly with such students.	Out-of-District and In-District activities. 1 point per hour. A minimum of one point required per year.

OTHER		<p>Presentation on a Program at an Educational Conference or Workshop: To enable any educator to present a program at an educational conference or workshop. An educator may deliver a presentation at an educational conference on the local, state or national level or a workshop by making a speech or participating in a panel discussion. To earn in-service points for this activity the educator must submit a copy of the program/agenda which the educator's name appears along with an Out-of-District Activity Receipt for In-service Education form to the Professional Development Office. When presenting at an In-District workshop you will need to sign on the line provided on the Professional Development Sign-In Sheet.</p>	<p>Out-of-District and In-District activities.</p> <p>2 points per 1 hour of presentation in the category you presented. For example, if you presented an in-service in unit #201 you will receive two points in unit #201.</p> <p>In-District Employees Professional Development Presenter Fee and Stipend Schedule on page 14.</p> <p>Maximum of 10 points per conference.</p>
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INDUSTRY/CLASSROOM OBSERVATION RECORD

For Unit 104 or Unit 105 (Enrichment)

Professional Development

Moore School District No I-2

1500 S.E. 4th Street

Moore, Oklahoma 73160

Visitation Approval _____
Signature of Local Principal

Specific objectives for the Observation (use additional sheet if necessary)

Industry/Classroom to be observed (school and teacher)

Observation arrangements were made on _____ date.

Date(s) of Observation _____ Hours _____

Signature of Principal/Supervisor at Observation Site Date

Signature of Teacher Observed Date

Teacher's evaluation of the extent to which the specific objectives of the observation were achieved (Use additional sheets if necessary)

Signature of Teacher Observing Date

Attach this Industry/Classroom Observation Record to the completed Out-of-District Activity Receipt for In-service Education form and send both to the Professional Development Office.