

**STAFF DEVELOPMENT (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern instructional staff "Professional Development:".

Non GTA instructional staff shall adhere to all GTA scheduled Professional Development days/presentations for annual staff development and the instructional calendar. Non GTA Members' Professional Development request shall go directly through the superintendent or designee.

GTA shall not be responsible for funding any non GTA approved PD.

1. At the beginning of each school year, (August 1) a Professional Development Committee will be appointed from GTA membership, annually by the GTA president. One past PD committee member shall be appointed to the committee to maintain continuity year to year. One certified person from each district school site shall be appointed. The role of the committee is to make all financial decision involving P.D. allocated funds and to plan needed professional development for the district through the year after first of year in-service. The committee shall make recommendations for PD activities to the site principals for district needs during in-service. The PD committee shall make the agenda offerings for every PD calendar day scheduling during the regular instructional year. The committee shall have complete control over all state allocated P.D. funds including the approval of any individual certified GTA member requests. Committee shall elect a President or first officer to serve as liaison to the administration and board, call for and conduct PD committee meetings and preside over PD requests considerations. The committee shall include a counselor or other mental health providers. The president shall report the final committee decision to the site principal upon determination of PD offerings so as to arrange for leave, if needed. PD committee chair will designate a interm PD chair to serve in the absene of the chair and to serve as PD chair the following school year. Approved off site PD transportation request shall be made to the transportation director by the staff member who is requesting the vehicle. Milage reimbursement for personal vehicle use shall be the responsibility of the PD committee if, approved with the PD request.
2. Certified staff who wish to use state or local funds for P.D. shall make a request to the respective site principal first, if P.D. event will require absence from assigned duties. If no absence is needed or after principal approval is received, certified staff shall present the request for funding to the local P.D. committee for consideration. If no district, state, or federal, funds are needed (school transportation, leave, or substitute), the site principal shall make final decision on individual staff member PD requests. Requests should be made five school/ business days in advance of the event for consideration.
3. All decisions requiring school resources shall be made by the staff development committee and paid for out of PD allocated funds. The decision of the PD committee is final. Approved funding shall require a P.O. for all expenses made to encumberance clerk by the requesting staff member. Itemized receipts shall accompany all P.O.'s upon completion of activity. Failure of staff to submit itemized receipts upon completion-staff members may not be reimbursed or have the activigy paid for out of district funds. Staff shall report all expesens to PD committee within 7 buisness days after PD event concludes, if possible.
  1. Any person who uses PD committee funds or district resources such as transportation, shall be responsible for presenting a report on the PD event attended upon completion/ return at the next local PD event-scheduled PD day.
  2. Persons who wish to be placed on the PD Committee are requested to contact the GTA President for consideration.

The alternatives for acquiring staff development points at Gore Public Schools shall include the following at the rate of one hour in workshop to equal one point and one hour of college credit to equal 15 points:

Five points maximum for serving on Staff Development Committee  
Five points maximum for working after-school hours on Five-Year Plan.

- Each certified employee will earn at least five points per year and will have accumulated at least 75 points at the end of the five-year period, OR AS REQUIRED BY OSDE.
- Each certified employee is notified in March of each year by the employee's principal of the total points
- A written evaluation should be taken from all attending personnel at the end of each locally sponsored in-service activity.
- A written survey is distributed to all certified personnel. Evaluations of the Staff Development Program are made by the Staff Development Committee from this survey.

**Professional Committee Responsibilities:**

1. Make all financial decisions concerning district PD allocated funds. Request allocation from encumbrance clerk annually for planning and budgeting.
2. Maintain a current list of all staff PD points to be presented to building principals by March 1 Annually and current budget detailing approved expenditures.
3. Develop (update annually) a five year plan for PD that outlines expectations of staff PD and make recommendations to superintendent for any PD policy changes. This plan should list annual in-service requirements for certified staff and any OSDE requirements.
4. Consider for approve all certified staff PD timely requests during the school year and summer, if needed. Summer requests should be made before the last instructional school day for summer break begins.
5. Consult with GTA annually for PD recommendations on school year PD days.
6. Elect a PD chair after the committee is formed during in-service annually.
7. Make any clarification decisions on PD Polciy.
8. Consult with building principals, parents, and patrons on any request they might have on site specific or district PD needs.
9. Keep and maintain PD committee meeting minutes and provide principals, GTA, and superintendent with a copy after each meeting.
10. Provide certified staff with a written decision on all PD requests.