

VAN BUREN SCHOOL DISTRICT PROFESSIONAL LEARNING OPPORTUNITIES



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The Van Buren School Board of Education recognizes that staff learning is necessary for the continuous growth of teachers. In accordance with The Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP) Rules and Act 83 of the Second Extraordinary Session of 2003 Session of the Arkansas Legislature, a program of professional learning will be available for school board members, school and district administrators, teachers, support staff and parents.

Van Buren School District
Curriculum and Instruction

479-474-7942
Extension # 28

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PROFESSIONAL LEARNING MASTER PLAN

“A mind stretched to a new idea never goes back to its original dimension.”

--- Oliver Wendell Holmes

Using the **Rules Governing Professional Development for Arkansas** and the **National Staff Learning Council Standards for Staff Development**, context, process, content, delivery, and evaluation standards for professional learning were reviewed. The **thirteen focus areas of professional learning** activities approved by the Arkansas State Board of Education are:

Section 5.0 – Professional Development Criteria

- 5.02.01 Content (K-12);
- 5.02.02 Instructional strategies;
- 5.02.03 Assessment;
- 5.02.04 Advocacy/leadership;
- 5.02.05 Systemic change process;
- 5.02.06 Standards, frameworks, and curriculum alignment;
- 5.02.07 Supervision;
- 5.02.08 Mentoring/coaching;
- 5.02.09 Education technology;
- 5.02.10 Principles of learning;
- 5.02.11 Cognitive research;
- 5.02.12 Parent involvement; and
- 5.02.13 Building a collaborative learning community.

Vision

All Van Buren students will receive instruction from teachers who have the support and training necessary to accomplish the goals of a rich, differentiated curriculum.

Mission

The professional learning activities of the Van Buren Public Schools will represent a coordinated set of planned learning activities for teachers and administrators that are standards-based and continuous. The purpose of professional learning is to improve teaching and learning in order to facilitate individual, school-wide, and system-wide improvements designed to ensure that all students demonstrate proficiency on state academic standards.

We believe effective professional learning is:

- Directly focused on achieving student learning goals and supporting student learning needs.
- A collaborative endeavor – teachers and administrators working together in planning and implementation.
- School-based and job-embedded.
- A long-term commitment.
- Differentiated.
- Tied to the district goals.
- Reflective

After reviewing interventions listed in school improvement plans from all eleven schools and generating the action report for professional learning from those ACSIP plans, the district technology plan, special education staff learning history, information generated by the Superintendent's Leadership Group for strategic planning and alignment, Co-op staff learning needs surveys, and brainstorming with key personnel, professional learning needs in each of the categories have been identified. Student achievement data from benchmark, end-of-course, norm-referenced tests, and other assessments will be analyzed and improvement goals will be identified. Ongoing revisions to building and district ACSIP plans will be reflected in revisions to the professional learning plan.

This master plan is not static, but is an ever-changing, on-going document of professional learning.

TERMS TO KNOW

Required Professional Learning Opportunities:

- Professional learning days that are included in your contract (60 hours required by Arkansas law)

Required District Days:

- Dates that all certified employees must attend

Special:

- Required professional learning sessions for target groups

District Events:

- Required professional learning sessions for whole groups or target groups supporting district learning priorities

Building Events:

- Required professional learning sessions for whole or target groups supporting building learning priorities

Community Events:

- Approved professional learning sessions sponsored by ADE, Coop, colleges, conferences, or other professional learning providers supporting student learning priorities.
-

Recognition Award:

- Professional learning award for a minimum of 30 approved hours above the 60 hours required. (90+)

DOCUMENTATION AND RECORD KEEPING PROCEDURES

District and building professional learning events will be documented with attendance sign in sheets. Attendance for the ***Individual Professional Record*** will be entered onto the district on-line portal ALLOFE (located on the Van Buren School District homepage at www.vbsd.us).

Staff wishing to add community-based professional learning events to their records may submit a **Request for Professional Learning** form to building principals for approval and addition to the on-line record.

It is each staff member's responsibility to verify that attendance records are accurate.

Quarterly professional learning reports will be distributed for verification.

Teachers and principals will review the **Individual Cumulative Report** in the spring of the year, verifying that all professional learning requirements have been met.

Principals will send a **Building Cumulative Report** to the human resource office each June.

EVALUATION PROCEDURES

Each spring staff members will complete an annual on-line professional learning **Needs Assessment Survey and Evaluation**. Results will be utilized in planning future professional learning activities.

2009-2010
VBSD CONTRACT DAYS
FOR PROFESSIONAL LEARNING

10 days of professional learning

ADE Rules Governing Professional Development
Section 4.0 – Time Requirements

- 4.01** Beginning with the 2005-2006 school year and each school year thereafter, all certified employees of Arkansas public schools shall complete **sixty (60) hours of approved professional development** each year.
- 4.10** Beginning in the 2005-2006 school year, sixty (60) approved professional development hours annually will be required to renew a teacher or administrator license in order to maintain a valid teaching license.

Section 5.0 – Professional Development Criteria

- 5.03** All approved professional development, whether designed for the individual, school or district, shall be based on the improvement of student achievement on state assessments and increasing student achievement and academic performance.

Approval of professional development hours shall be based on the requirements within these Rules, Board priorities, student achievement data, and the ACSIP plan. Improvement of student achievement shall be the prerequisite goal of all professional development.

Required Days 2009-2010

Ten (10) REQUIRED days for all certified staff members)

Monday, August 10, 2009	Professional Learning Day (#1)
Tuesday, August 11, 2009	Professional Learning Day (#2)
Wednesday, August 12, 2009	Professional Learning Day (#3)
Thursday, August 13, 2009	Professional Learning Day (#4)
Friday, August 14, 2009	Professional Learning Day (#5)
Monday, November 23, 2009	Professional Learning Day (#6)
Tuesday, November 24, 2009	Professional Learning Day (#7)

2010

Monday, January 18, 2010	Professional Learning Day (#8)
Monday, February 15, 2010	Professional Learning Day (#9)
Friday, May 28, 2010	Professional Learning Day (#10)

SPECIAL PROFESSIONAL LEARNING DAYS

Required for certain staff members,
may be counted toward recognition days by those staff members

Three days for VBSD New Teacher Orientation

Wednesday, August 6, 2009	VBSD New Teacher Orientation (Day 1) (<u>Teachers new to VBSD attend.</u>) 8:00 to 3:00 p.m. @ VBSD Administration Building Boardroom
Thursday, August 7, 2009	VBSD New Teacher Orientation (Day 2) (<u>Teachers new to VBSD attend.</u>) 8:00 to 3:00 p.m. @ VBSD Administration Building Boardroom
Friday, August 8, 2009	VBSD New Teacher Orientation (Day 3) (<u>Teachers new to VBSD attend.</u>) 8:00 to 3:00 p.m. @ VBSD Administration Building Boardroom

From ADE Rules Governing Professional Development

Section 4.0 – Time Requirements

4.03 The sixty (60) hours of required professional development shall include:

4.03.1 Technology

At least six (6) hours shall be in the area of educational technology.

4.03.2 Arkansas History

Pursuant to Act 2095 of 2005 each teacher who provides instruction in Arkansas history, the sixty (60) hour professional development requirement shall include two (2) hours of training in Arkansas history. It is the responsibility of the school district to provide this training or make it available through other providers.

4.03.3 Parent Involvement

Pursuant to Ark. Code Ann. §6-15-1703 each teacher shall be required to have no less than two (2) hours of professional development designed to enhance understanding of effective parental involvement strategies.

4.03.4 Administrator

For each administrator, the sixty (60) hour professional development requirement shall include training in data desegregation, instructional leadership, fiscal management, and parent involvement.

Section 5.0 – Professional Development Criteria

- 5.04** Approved professional development takes on many forms and may be earned in the following ways:
- 5.04.01** Conferences/workshops/institutes
 - 5.04.02** Mentoring/peer coaching;
 - 5.04.03** Study groups/learning teams;
 - 5.04.04** National Board for Professional Teaching Standards Certification;
 - 5.04.05** Distance learning/on-line opportunities;
 - 5.04.06** Internships;
 - 5.04.07** State/district/school programs;
 - 5.04.08** College/university course work;
 - 5.04.09** Action research; or
 - 5.04.10** Individually-guided as noted in the individual professional development plan

Working with your building administrator, you should use the *professional learning planning form* (p.21) to plan your **2009-2010 professional learning**. This form is an organizer to assist you in your planning and may be changed as you so desire. The organizer is not a documentation form.

It is the responsibility of the employee to register for, attend, and document a minimum of 60 professional learning hours so that all contract requirements are met.

Recognizing that quality professional learning should be differentiated and job-embedded, the VBSD district encourages staff members, along with their building administrators, to develop meaningful, long-range plans for professional learning.

Professional learning activities must be included in the ACSIP plan and meet all federal, state, and district criteria for professional learning.

The professional growth goal should document the professional learning selections made by the individual. All professional learning should receive prior approval.

**Events that may be used to complete additional
professional learning hours**

(These may be used toward the VBSD Board Recognition Award)

See sample below:

July, 5, 6, 7	Leadership Seminar
July 10, 11, 12	Writing Workshop
July 13, 14	Learning Institute
July 17, 18, 19	Literacy Lab
July 19-21	Reading First
July 24, 25	Technology Institute
July 31	ESL Academy
August 2, 3, 4	AAEA Conference
August 3, 4	Math Investigation
August 9, 10, 11	Pre-AP Training
July—August	AP Summer Institutes

Section 5.0 – Professional Development Criteria

- 5.05** Pursuant to Act 1185 of 2005 an individual may be entitled to up to twelve (12) hours of professional development credit approved by the district/school which may be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:
- 5.05.01** The time is spent in his/her instructional classroom, office or media center at the public school;
 - 5.05.02** The time is prior to the first student teacher interaction day of the school year; and
 - 5.05.03** The time is spent in the focus areas listed in Section 5.02 of these Rules, and may include but are not limited to the following:
 - 5.05.03.1** Grade level and/or vertical team planning to integrate subject areas;
 - 5.05.03.2** Team work to analyze student data;
 - 5.05.03.3** Team work to develop academic improvement plans (AIP) or individual educational programs (IEP);
 - 5.05.03.4** Developing assessments for learning (formative assessments);
 - 5.05.03.5** Professional book studies;
 - 5.05.03.6** Developing student-centered units tied to the State academic standards and student learning expectations
 - 5.05.03.7** Developing intervention strategies to support remediation;
 - 5.05.03.8** Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP); and
 - 5.05.03.9** Developing and/or revising curricula maps and/or pacing guides.
 - 5.05.03.10** Pursuing study as noted in individual professional development plan
 - 5.05.04** No professional development credit shall be given for activities under Section 5.05 of these Rules unless those activities meet the criteria and standard requirements set out in Sections 5.02 of these Rules. Specific activities which do not qualify include but are not limited to:
 - 5.05.04.1** Making and putting up bulletin boards;
 - 5.05.04.2** Clerical work associated with documents such as ACSIP, AIP and IEPs; and
 - 5.05.04.3** Administrative faculty or team administrative meetings.
 - 5.05.05** Certified public school personnel who meet the requirements of Sections 5.02 and 5.05 of these Rules shall be entitled to earn one (1) hour of professional development for each hour of approved preparation, not to exceed twelve (12) hours.

3.4.1F1 -- Request for Professional Development Credit for Planning & Preparation

Teacher Name:
Date of Activities:
Number of Hours requested:
Activities Performed:
Teacher Signature:
Principal Approval:

TEACHER WORK DAYS: Section 5.0 – Professional Development Criteria

- 5.05** Pursuant to Act 1185 of 2005 an individual may be entitled to up to twelve (12) hours of professional development credit approved by the district/school which may be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:
- 5.05.01** The time is spent in his/her instructional classroom, office or media center at the public school;
 - 5.05.02** The time is prior to the first student teacher interaction day of the school year; and
 - 5.05.03** The time is spent in the focus areas listed in Section 5.02 of these Rules, and may include but are not limited to the following:
 - 5.05.03.1** Grade level and/or vertical team planning to integrate subject areas;
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 - 5.05.03.3** Team work to develop academic improvement plans (AIP) or individual educational programs (IEP);
 - 5.05.03.4** Developing assessments for learning (formative assessments);
 - 5.05.03.5** Professional book studies;
 - 5.05.03.6** Developing student-centered units tied to the state academic standards and student learning expectations;
 - 5.05.03.7** Developing intervention strategies to support remediation;
 - 5.05.03.8** Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP); and
 - 5.05.03.9** Developing and/or revising curricula maps and/or pacing guides.
 - 5.05.03.10** Pursuing study as noted in individual professional development plan
 - 5.05.04** No professional development credit shall be given for activities under Section 5.05 of these Rules unless those activities meet the criteria and standard requirements set out in Sections 5.02 of these Rules. Specific activities which do not qualify include but are not limited to:
 - 5.05.04.1** Making and putting up bulletin boards;
 - 5.05.04.2** Clerical work associated with documents such as ACSIP, AIP and IEPs; and
 - 5.05.04.3** Administrative faculty or team administrative meetings.
 - 5.05.05** Certified public school personnel who meet the requirements of Sections 5.02 and 5.05 of these Rules shall be entitled to earn one (1) hour of professional development for each hour of approved preparation, not to exceed twelve (12) hours.

PROFESSIONAL LEARNING OPPORTUNITIES

As offered by national, state, district, co-op, or building level learning opportunities

As allowed by law—graduate classes approved by the Arkansas Dept. of Education

To sign up for professional learning opportunities you must understand the following:

Western Arkansas Educational Service Cooperative offers multiple training opportunities for all teachers within our co-op area, not just the Van Buren School District. In order to attend any co-op workshop, including those offered in the co-op summer workshop booklet, you must sign up directly with the co-op online at www.waesc.wsc.k12.ar.us

Professional development activities must be:

- Supported by a building or district level ACSIP plan
- Based upon scientifically based research that leads to improved student achievement
- Aligned with state standards
- Part of an on-going staff learning model
- In compliance with grant guidelines (if applicable)

2009-2010 PROFESSIONAL LEARNING TEAMS

Learning Teams are designed to be in-depth professional learning opportunities focusing on application of research-based practices for the classroom.

Teams will meet during the school day. Sessions will generally be 40 – 90 minutes in length periodically during the school year. Some teams will meet for additional time.

GRADUATE CLASS APPROVAL FOR PROFESSIONAL LEARNING

Section 4.0 – Time Requirements

4.04 College Courses

Pursuant to Act 1183 of 2005 a three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as fifteen (15) hours of professional learning, if the college credit:

4.04.1 is related to and enhances the teacher's knowledge of the subject area in which the teacher is currently teaching;

4.04.2 is part of the requirement for the teacher to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage of teachers; or

4.04.3 is otherwise approved by the ADE as a graduate level course eligible for professional learning credit. No more than half of the required 60-hours of professional learning time may be met through college credit hours.

Graduate level courses in educational leadership are eligible for professional learning credit based on approval by the ADE. The focus of the course must specifically relate to the job assignment as approved by the district.

The Arkansas Department of Education has designated the following areas as critical academic teacher licensure/endorsement shortage areas for 2009-2010 school year: Licensure Areas: Drama/Speech (7-12), Secondary Mathematics (7-12), all Special Education (P-4) and (4-12), Middle Childhood Integrated Math/Science and English/Language Arts/Social Studies (4-8), Secondary Science Life/Earth Science and Physical/Earth Science (7-12), and Foreign Language both Spanish and French. Endorsement Areas: Library Media, School Counselor, Gifted and Talented, Drama (7-12), Speech (7-12), Algebra 1 Middle School, and Middle School (5-8).

How do I get the professional learning credit for a graduate class?

1. Fill out the course approval form. (*District website*)
2. Get the form signed by the administrator who reviews your professional learning.
3. Send it to the state department for their approval. (Make a copy before you send it in.)
4. When you receive the approval from the state department, send a copy to VBSD Human Resource Department. This will be your backup when it comes time to renew your licensure.

Put the approval form with your other professional learning documentation. You will need it when you review your folder with your administrator in the spring.

When do I fill out the form?

The form should be filled out and sent to the state department prior to taking the class or within the first week of attending. **DO NOT ASSUME** it will be approved. The state department may or may not approve a class for professional learning hours depending upon your graduate class, licensure, and area of certification.



VBSD Professional Learning

2009-2010

Frequently Asked Questions

- 1. What is “Recognition Award” for professional learning?**
A “Recognition Award” from the Van Buren School Board is given for professional learning hours above the 60 hours required by law. A minimum of 90 hours is required to receive the VBSD Board “Recognition Award.”
- 2. How am I supposed to get the 60 hours required by law?**
*These hours are built into your contract:
178 student days + 10 professional learning days
(6 hours per day) + 2 parent conference days = 190 days.*
- 3. What is the difference between the required 60 hours and the additional Recognition hours?**
The required 60 hours are hours planned and provided by the district on the 10 Professional Learning contract days.
- 4. What is the “calendar year” for documenting professional learning?**
Hours should be attained between July 1 and June 30 annually.
- 5. How do I document these hours?**
Hours should be documented on the Professional Learning Documentation Form.
- 6. Do college classes count toward recognition hours?**
A three-hour college graduate level course may count. See the section on graduate class approval on p. 13.
- 7. Do I have to have prior approval of the professional learning?**
Yes, you must have prior approval from your principal or supervisor and/or the PL team.
- 8. Will National Board Certification count toward recognition hours?**
Yes. NBC will follow the same guidelines as used for mentoring.
- 9. May supervising teachers count any hours toward professional learning?**
No. Student Teachers are the ones who are growing professionally during this time.

- 10. May mentors count the 30 professional learning hours, allowed by the state, towards the professional learning hours?**
Yes. Mentors may count 30 hours of PL for actively mentoring a novice teacher.
- 11. May mentees count any of their mentoring hours toward professional learning?**
No. This is part of their preparation according to state guidelines.
- 12. May we count activities from summer travel toward professional learning hours?**
No, not unless it was through some organization such as Harding University's Field Studies and those must be pre-approved.
- 13. May courses from other institutions such as Arkansas Children's Hospital, count toward professional learning?**
Yes, with prior approval and meeting professional learning guideline requirements.
- 14. May judging/working with student competitions (art show, quiz bowl, forensics tournaments, basketball camp, etc.) count as professional learning?**
No, stipends may be paid for this type of work, or it is done on a volunteer basis.
- 15. How do I get "prior approval" for professional learning?**
Professional learning opportunities offered by the district are considered "approved". All other professional learning requires written, prior approval. A Professional Learning Request form should be completed and signed by your administrator.
- 16. May I count open house or parent conferences as professional learning?**
No, this is not professional learning.
- 17. May I count travel time to and from conferences?**
No, only the time spent in actual sessions may be counted.
- 18. May presenting professional learning workshops count as professional hours?**
Yes, for each hour presented the individual receives 2 hours.

OUT-OF-STATE WORKSHOPS & CONFERENCES

How will we determine which conferences we attend?

How will we determine who will attend?

Philosophy

Professional learning activities must be an integral part of broad school-wide and district-wide educational improvement goals as outlined in building and district ACSIP plans.

No Child Left Behind requires that districts provide ongoing, sustained, and intensive high quality professional learning. Therefore, the VBSD will use the following criteria for selection to decide which conferences would most benefit our district and which individuals will best provide other teachers, principals and administrators with the knowledge and skills to provide students with the opportunity to meet challenging student academic content and achievement standards.

All conferences must have prior approval.

Criteria for selection:

1. Capacity building
2. Leadership
3. Grants/Special Projects
4. Follow-up/Action/Implementation
5. Cohesion building

Upon their return, individuals selected to attend out-of-state workshops and conferences will share their new knowledge and skills with other VBSD personnel to further improve student learning.

PROFESSIONAL LEARNING DOCUMENTATION

How do I go about documenting my professional learning so I can make sure I have the required sixty (60) hours each year when it comes time to renew my license?

It is the responsibility of the individual to sign up, attend, and document the hours.

Typically both the co-op and district will give participants a **Professional Learning Documentation Form** when you attend a training session. The co-op also sends a master list of participants to the district and we send copies of those to your building.

At the end of the year, you and your administrator will complete the **Professional Learning Verification Form**. This form certifies the required sixty 60 hours.

Administrators will compile the information for their staff on the **Professional Learning Staff Summary Form**. This form is submitted to the VBSD payroll/human resources office.

How do I document the recognition hours?

Continue doing what you have done for the required sixty (60). Your building administrator will verify that you have documented your required sixty (60) hours and any additional hours toward your recognition award.

PROFESSIONAL LEARNING PLANNING FORM

July 1 – June 30

Sixty (60) hours of professional learning are required by law. These hours are required to renew your Arkansas teaching license and to satisfy your contract with Van Buren Public Schools. As you plan, remember to include 6 technology hours, 2 Arkansas History hours, and 2 parental involvement hours. All professional learning must be linked to the building ACSIP plan. This form is an organizer to assist you in your planning and may be changed as you so desire. The organizer is not a documentation form.

It is the responsibility of the employee to register for, attend, and document a minimum of sixty (60) professional learning hours so that all contract requirements are met.

10 Required Days	
<input type="checkbox"/> Day 1	
<input type="checkbox"/> Day 2	
<input type="checkbox"/> Day 3	
<input type="checkbox"/> Day 4	
<input type="checkbox"/> Day 5	
<input type="checkbox"/> Day 6	
<input type="checkbox"/> Day 7	
<input type="checkbox"/> Day 8	
<input type="checkbox"/> Day 9	
<input type="checkbox"/> Day 10	

If you wish to earn the “Recognition Award” for professional learning, a minimum of thirty (30) additional hours (above the (60) sixty) are required.

Hours:

Day 11: _____

Day 12: _____

Day 13: _____

Day 14: _____

Day 15: _____

DOCUMENTATION AND RECORD KEEPING PROCEDURES

District and building professional learning events will be documented with attendance sign-in sheets. Attendance for the *Individual Professional Record* will be entered onto the district on-line portal.

Staff wishing to add community-based professional learning events to their records may submit a *Request for Professional Learning* for to building principals for approval and addition to the on-line record.

Teachers may check their individual records on-line. It is each staff member's responsibility to verify that attendance records are accurate.

Quarterly professional learning reports will be distributed for verification.

Teachers and principals will review the *Individual Cumulative Report* in the spring of the year, verifying that all professional learning requirements have been met.

Principals will send a *Building Cumulative Report* to the human resource office each June.

EVALUATION PROCEDURES

Each spring staff members will complete an annual on-line professional learning *Needs Assessment Survey and Evaluation*. Results will be utilized in planning future professional learning activities.