

Dear School Board Members,

The Professional Development Committee met earlier this month to review our handbook for the 2024-2025 school year. We had a couple changes that are explained below. I am representing the committee as the chair and am proposing the 2024-2025 Professional Development Handbook for approval at the September board meeting.

Thank you,
Laura Sammon

2024-2025 PD Handbook Changes

Front Cover

- Changed school year date to reflect current year.

P. 8 School Board Strategic Plan

- An updated draft has been added to the link.

P. 14 Curriculum Writing

- In the first paragraph, it read *“If changing grade levels or teaching a new course a maximum of 32 hours can be available.”*
 - We took this out to add different language that was put in the 5th paragraph.
 - It now reads “An Involuntary Administration Required Move for preK-4th grade can request up to 24 hours at \$27 per hour. An Involuntary Administration Required Move for grades 5th-12th can request up to 12 hours for each new course that the teacher has not taught in the past 5 years at \$27 per hour. For grades 5-12 a maximum of 24 hours can be requested if teaching 2 or more new courses.”
 - This change was made to help clarify the difference between elementary and secondary levels along with adjusting the amount of hours that can be requested to balance the use of money between involuntary moves for teachers and being able to spend money on offering high quality professional development for the whole district.
- In the last paragraph, it read “Teachers that are required from administration to move rooms will be compensated for 8 hours at the \$27 per hour rate.”
 - We took this out and changed the language to read “Involuntary room change directed by administration can request up to 8 hours at \$27 per hour unless a designated time is provided by the district during contract hours.
 - This change was made to clarify that an involuntary room change is up to 8 hours of time and if the district designates time to move your room, you cannot request for the 8 hours to move.

Continue on next page

P. 16 Mentoring Program

- The Mentoring Program Co-Coordinator's have made minor language changes to better clarify the roles of the mentors, and what makes a quality mentor in our district. The Professional Development Committee has reviewed and approved the changes.

P. 18 Professional Development Stipends

- Mentors
 - It read "\$400"
 - We have changed it to match the new Mentoring Program tiered systems of 1st year \$300, 2nd year \$200, and 3rd year \$100.
- Asterisks
 - We add *The Chair for both the Continuing Education and Professional Development Committee can receive a maximum of \$250 for meetings and an additional \$250 for prep at \$27 per hour.
 - This was done as both of the chairs put in more hours for their prep and paperwork completion that cannot be compensated under their hours for meetings along with the other committee members.