



Lewistown Public Schools

School District Number One
215 7th Avenue South • Lewistown, Montana 59457
Phone: (406) 535-8777 • Fax: (406) 535-7292

Lewistown Public Schools **Professional Staff Development Procedures**

Lewistown Public Schools are dedicated to the growth and development of its professional staff members. This framework is intended to help guide staff and provide quality development opportunities, while also maintaining the School District's public commitment to excellence. In addition, this framework should provide the structure to insure appropriate levels of professional staff participation, growth and accountability.

A. PIR and PIR Option Days

By definition Professional Instruction Related (PIR) days are days that are included in certified staff contracts and days that are included in the state paid 187 school days. Of the 187 paid days, 8 days are specifically designated PIR days in Lewistown; of which:

1. Six PIR days are managed by the District for designated trainings, parent teacher conferences and other needs.
2. Two PIR days are reserved for teacher state association meetings which are annually scheduled the third week of October. Teachers choosing to not attend the state association meetings as scheduled may use Optional Teachers' Convention Days (also referred to as PIR Option Days) as approved in advance by the School District.
3. Professional staff will be allowed to choose either the two PIR Days, Optional Teachers' Convention Days, other pre-approved professional trainings, or a combination thereof. These two days of training may include:
 - a. The regular teacher state association meetings which are scheduled the third week each October; i.e. Fall conferences for MFPE Teachers Conference or other administrator approved professional conferences
 - b. Other pre-approved PIR options or Institutes as listed in the previous spring by the School District. Some options may require longer time commitments than the minimum 12 hours required for typical District trainings. Possible examples of these options include:
 - Summer Institute - 2 days for each Optional Teachers' Convention Day.
 - Summer Curriculum & Assessment Work – up to 1 day of teamwork allowed when scheduled by an administrator.
 - Montana Coaches Clinic (MCA)
 - c. Other professional trainings that are District goal-related, assuming they meet the following guidelines:
 - The staff member determines the professional goal(s) the training impacts and how attendance at the training impacts their classroom instruction.
 - The staff member provides a full agenda of the training with descriptions of the training and the scheduled times.



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- The training specifically meets a building or District wide improvement goal.
 - The training occurs after the last day of the previous school year and must be completed prior to May 15th of the current school year to avoid payroll deduction.
 - The training must be pre-approved by the building Principal and/or the Superintendent. This includes any summer workshop, webinar, online learning opportunities or coursework that the certified staff member would like to use as their optional PIR days.
 - The training does not violate restrictions listed in the PIR Option restriction section below.
4. In addition to the previous expectations, the School District expects each professional staff member's Teachers' Convention Day(s) or PIR Option Day(s) to:
 - a. Include a minimum of 12 hours of teacher training credit; all of which must occur outside of the regular PIR school days and outside of the regular bargained work day.
 - b. Include a minimum of 2 hour training per day (does not include Learning Hub)
 - c. Meet all prior approval requirements of the District.
 - d. Meet all other District PIR expectations.
 5. Restrictions to Teachers' Convention Day(s) or PIR Option Day(s) - Professional staff will not be allowed to use an option for Optional Teachers' Convention Day credit:
 - a. When the District is paying for all or part of the registration and/or expenses. The one exception here is the Summer Institute which requires a week-long commitment from the teacher, may not be available to all, and is a long-term focus within the Lewistown Schools.
 - b. If the staff member will ask for staff development training payment, as per the District's staff development program.
 - c. When the training will also provide college credit that is, or will be, used for movement on the salary schedule.
 6. Certified staff members must turn in a certificate of completion or certificate of renewal units as verification for the minimum 12 hours of required professional development.
 7. The Lewistown Public School's professional staff development procedures will be reviewed by the PIR committee on a yearly basis to ensure the guidelines are meeting the needs of the school district and staff members.

B. Staff Development Training Opportunities

Staff development training opportunities are activities that have been arranged by the District to address specific needs as determined by the school staff to meet District and building level goals. While these opportunities work along-side PIR Day trainings they will be considered separately from PIR training, therefore may not be used for PIR credit. Staff development training opportunity examples may include but are not limited to:



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- Curriculum or assessment work as developed by the District. (except as pre-scheduled by building administrator in summer)
- Mandated state/district training (Cyberbullying, bloodborne pathogens, Bullying, Suicide Awareness, etc)
- Other opportunities available when funding allows and are developed and approved by the District. Possible examples include:
 - Learning teams
 - Evening or weekend workshops
 - Summer institutes or workshops
 - Grant expected trainings

Some professional development opportunities may use staff payments as an incentive to participate. The District's rate of pay will be \$22.50 per hour assuming payments fall within the District's financial and/or time restrictions.

New Staff Induction & Training

It is the goal of the School District that certified staff will have vital trainings provided as a part of employment for the schools. In many cases new staff will be expected to participate in specific trainings as designated specifically by the District. In addition, it is the goal of the District that new teacher induction would include a mentoring component that would be run in partnership with the Lewistown Education Association.

1. New Teacher Training – Where appropriate, non-tenured teachers are expected to receive support from the staff in the following areas:
 - Curriculum & Assessment
 - Essential Learnings
 - Common Core & State Content Area Standards
 - Classroom Management
 - Differentiated Instruction
 - Indian Education for All
 - Instructional Pedagogy
 - Summer Institute
 - Response to Intervention
 - Technology
 - Infinite Campus
 - AIMSweb & MAP Assessment Software
 - Google Apps
 - File Management
 - Writing Across the Curriculum
2. Teacher Mentoring - Ongoing trainings will be scheduled throughout the year to be facilitated by mentor teachers, superintendent and building principals

References

Administrative Rules of Montana (ARM) 10.55.602 – Definitions



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Administrative Rules of Montana (ARM) 10.55.714 – Professional Development
Administrative Rules of Montana (ARM) 10.65.103 – Policy for Funding PIR Days
Montana Code Annotated (MCA) 20.1.304 – Pupil Instruction Related Day
Montana Code Annotated (MCA) 20.4.304 - Attendance PIR Days

****reviewed and revised 2/4/25 by committee - Jeff Friesen, Danny Wirtzberger, Paul Bartos, Mike Mangold, Megan Hicks, Erik Vanderbeek (board member), Rob Odermann, Sarah Cloud, Chuck Cloud, Brett Shelagowski**

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