

PROFESSIONAL DEVELOPMENT HANDBOOK

Hazelwood School District
15955 New Halls Ferry Road
Florissant, MO 63031-1298

Board of Education

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Table of Contents

Professional Development Guidelines

MSIP Standards Related to Professional Development	3
Hazelwood School District Board of Education Policy	4-5
Hazelwood School District Vision and Mission	6
Hazelwood School District Board of Education Core Value Statements	7
Hazelwood School District Philosophy of Education	8
Responsibilities of Professional Development Committee	9
Hazelwood School District Professional Development Plan	10
Hazelwood School District PDC Mission and Representative Role	11
Hazelwood School District District Professional Development Committee Guidelines	12-16
PDC Steering Committee Ballot/PD Steering Committee Officer Ballot	17
What is the Building Professional Development Committee?	18
District Professional Development Committee Nomination Form	19
Professional Development Committee Election Cycle	20
PD Steering Committee Names/Administrator Names	21

Professional Development Budget

Allowable Expenses of State “One Percent” Funds	22-24
Developing a PD Budget and Educational Conference Leave	25
Procedures for Forms	26
Hazelwood School District Travel Procedures	27-31

Professional Development Guidelines

Missouri School Improvement Program Standards Related to Professional Development

INTRODUCTION

The Missouri School Improvement Program is designed to promote excellence in the public schools of the state. The state of Missouri has a dual responsibility for the quality of education provided to its citizens. First, it must ensure that all schools meet certain minimum standards. Second, it has a responsibility to see that the schools continue to strive for excellence in an increasingly competitive world. The Missouri School Improvement Program incorporates these two responsibilities.

The Process Standards address the instructional and administrative processes used in schools. They include standards on Instructional Design and Practices, Differentiated Instruction and Supplemental Programs, and School Services. Each of the Process Standards incorporates multiple criteria and cannot be easily quantified.

Performance Standards include multiple measures of student performance. The standards against which all school districts will be assessed include academic achievement, ACT achievement, career preparation, and educational persistence. DESE annually collects and analyzes data for those standards as part of the evaluation process.

An important component of the Missouri School Improvement Program is the district's Comprehensive School Improvement Plan (Accountability Plan). This plan will guide the district in decision making about the Resource and Process Standards that should lead to higher student performance.

Hazelwood School District Board Policy GCL: Professional Staff Development Opportunities

The Board of Education of the Hazelwood School District recognizes the relationship between high-quality professional development and student achievement and, therefore, commits to a high-quality professional staff development program. The program will be aligned with the current Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and district level.

In support of this commitment the Board will:

1. Establish a Professional Development Committee (PDC) that will create and implement a Professional Development Plan (PDP) based on the district's CSIP. The PDP must be approved by the Board prior to implementation.
2. Allocate adequate funding for high-quality professional development activities as defined by law.
3. Provide leave and dismissal time for approved professional growth activities and reimbursement for expenses related to conferences and visitations.
4. Provide opportunities for increased compensation or advancement on the salary schedule with additional education or training in accordance with Board policies and procedures.
5. Provide opportunities for collective participation by staff members in the same school community, subject area, grade level or department.

Professional Development for Teachers

The professional development program for teachers will:

1. Be sustained over time.
2. Focus on specific content areas or instructional practices.
3. Support the collective learning of teachers.
4. Align with district, school and teacher goals.
5. Be infused with active learning and provide teachers the opportunity to practice and apply new knowledge.

Professional development for teachers will include a beginning teacher assistance program and a mentoring program that meets or exceeds the standards established by the Department of Elementary and Secondary Education (DESE).

Professional Development for Administrators

Professional development activities will be provided for superintendents, principals and other district personnel charged with administrative functions. As with professional development for teachers, professional development for administrators will be available on an individual basis and as part of a collective group

Program Evaluation

The PDC will conduct an annual evaluation of the professional development program to determine whether professional development is aligned with the district's CSIP and identified instructional strategies. To the extent possible, the evaluation will determine the effect of the professional development program on student achievement as measured by assessments of student mastery of grade-level expectations.

Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

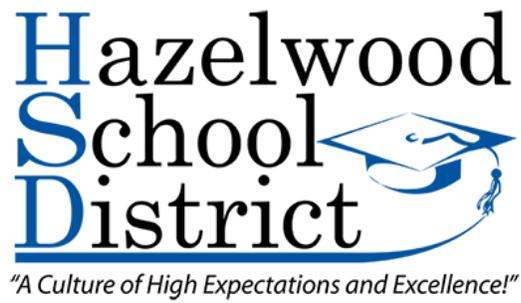
Adopted: 01/19/1993

Revised: 12/21/1993; 07/13/2004; 01/31/2006; 05/06/2008, 07/01/2020

MSIP Refs: 6.1.2, 6.2.2, 6.4.3, 6.7

Legal Refs: §§ 160.530, 163.021.4, 168.400, RSMo
5 C.S.R. 80-850-.045

Hazelwood School District, Florissant, Missouri



Vision

HSD develops culturally aware critical thinkers prepared to lead with 21st century skills in an ever evolving global society.

Mission

In a culture of high expectations and excellence, our students will become lifelong learners equipped with 21st century skills for success as global citizens.

Hazelwood Board of Education Core Value Statements

- High student achievement based on multiple measures as we prepare students to become global citizens.
- A diverse staff that is caring, culturally competent, well trained, and highly effective in their roles.
- Holding ourselves accountable for a culture of excellence with high standards in both academics and behavior.
- Maintaining fiscal responsibility of the district's assets and resources while utilizing the best financial practices.
- A supportive learning environment that fosters healthy socio-emotional development for all students.
- Preparing students with global thinking and skills to make them productive in college, career, and life in the 21st century.
- Community involvement that drives high parental and community/stakeholder engagement, effective partnerships, and positive relationships with informative communication.

PHILOSOPHY OF EDUCATION

Adopted March 3, 1981

Reviewed June, 2014

Hazelwood School District

Education is a lifelong process shared by school, home, church, and community. The responsibility of the Hazelwood School District lies in providing an educational program that will give each student an opportunity to achieve academic success and develop individual potentials in both curricular and non-curricular activities. It is essential that the school environment develop the highest democratic ideals, and appreciation of our heritage and American way of life, an understanding of rights and responsibilities, self-discipline, and respect for self and others. The complexities of today's society require that the school program provide a basic education adaptable to change in preparing students for life as informed and contributing citizens.

The educational program shall include the opportunity for:

- *Self-Realization* through the development of character, critical thinking, competencies in tools of learning, career awareness, and leisure time activities.
- *Human Relationships* through understanding the dignity, moral, and ethical standards of each person, and an appreciation for the freedoms and the responsibilities which characterize the democratic way of life.
- *Economic Literacy* through awareness of and respect for the free enterprise system; knowledge of intelligent consumer habits, conservation of resources, and acquisition of skills essential to earning a living.
- *Civic Responsibility* through knowledge and involvement in democratic processes.

Democracy as a way of life promotes the dignity, worth, and fulfillment of the needs of each individual. The school has the responsibility to provide opportunities for understanding and appreciating our American heritage and opportunities for democracy to be learned and lived.

Formal education is the major responsibility of the school -- yet the home, the church, and the community must share the responsibility for total education.

* * * * *

We propose to provide the educational opportunities necessary in today's complex society for each person to realize success and to develop individual potentialities to the fullest extent. Further, we propose to provide these opportunities in a school environment which fosters the highest democratic ideals, respect for self and others, self-discipline, an understanding of rights and responsibilities, and a desire to learn and achieve success.

Responsibilities of Professional Development Committee Responsibilities Mandated by Missouri Department of Elementary and Secondary Education (DESE)

The roles and responsibilities of committee members concerning the assistance of both beginning and practicing teachers have evolved over time in district policy, but some forms of assistance are defined by state statute. PDCs were first created through the Excellence in Education Act of 1985 (Sections 168.400.4(1) (2) & f, RSMo.). School districts' PDCs were charged with four major responsibilities in this law:

- Identify instructional concerns and remedies for beginning and experienced teachers.
- Serve as a confidential consultant upon a teacher's request.
- Assess faculty needs and develop in-service opportunities for certified school staff.
- Present to the proper authority, faculty suggestions, ideas, and recommendations pertaining to classroom instruction within the school district.

The "proper authority" to approach with suggestions, ideas, and recommendations on instruction varies from district to district depending on who coordinates curriculum. With the passage of the Outstanding Schools Act of 1993 (SB380), PDC responsibilities changed from an emphasis on meeting individual teacher needs to meeting districts' needs as identified in the district's Comprehensive School Improvement Plan. Also, rather than presenting suggestions, ideas and recommendations to the proper authority, this bill specifically directs the PDC to consult with the administrator(s) and then obtain board approval.

The PDC has significant financial responsibility in Missouri schools as mandated by law. According to the Outstanding Schools Act of 1993 some of the responsibilities of PDCs regarding the expenditure of 1 percent of designated state aide received by the district include:

- Consulting with administrators.
- Determining purposes for expending professional development monies.
- Securing school board approval for expenditures that meet the district's Comprehensive School Improvement Plan objectives.
- Expending at least 75 percent of the annually allotted money for professional development no later than June 30 of the current fiscal year.

DISTRICT PROFESSIONAL DEVELOPMENT PLAN

The Board of Education believes that quality education is dependent upon an instructional staff which is well-trained in subject matter areas with up-to-date teaching techniques, and an administrative/ leadership staff knowledgeable about and engaged in activities which provide the best educational experiences for Hazelwood youth. The Board realizes that instructional skills require revitalization in the form of in-service education for practicing teachers, and that first and second year teachers need assistance as they begin careers. Further, the updating and refreshing of skills of administrators and supervisors is necessary to ensure excellence in education. Therefore, the Superintendent shall establish the Hazelwood Professional Development Plan, which shall address the following goal: Hazelwood staff will acquire and apply the skills necessary for improving student achievement.

Goal 1: Improve Student Achievement:

Goal 2: Differentiate and Expand Resources and Services for Students

Goal 3A: Enhance Professional Development: Staff Support Services

Goal 3B: Enhance Professional Development: Technology

Goal 4: Maintain Fiscal Responsibility

Goal 5A: Increase Parent and Community Involvement: Parent Involvement and Community Partnerships

Goal 5B: Increase Parent and Community Involvement: Climate and Culture

PDC Mission

The mission of professional development is to support teachers in their continual efforts to improve instruction so that each student may achieve at higher levels in the Hazelwood School District.

PDC Representative Role

The role of the Professional Development Committee member is to facilitate the growth of staff through best practices in accordance with Board goals, district and school accountability plans, and Missouri School Improvement Plan guidelines to improve student achievement. This role requires serving as a spokesperson and a liaison for professional development within and between schools in the district.

District Professional Development Committee Guidelines

A. Full Committee

The full committee will consist of the Building Professional Development Committee (BPDC) chair from each building, the appropriate assistant superintendent, and 3 building principals/assistant principals (one from each level), director of curriculum, professional development coordinator, administrator representatives and subject area coordinators will serve in a consultative capacity. Teachers will be elected to serve staggered terms. **Full committee elections shall be completed by April 1 of each year.**

B. Steering Committee

A steering committee derived from the full committee shall be composed of a maximum of two elementary/early childhood teachers, two middle school teachers, one senior high school teacher, and one additional middle or high school teacher. The Appropriate Assistant Superintendent, Director of Curriculum and or designated coordinator will meet with the committee in a consultative capacity. The teacher members of the steering committee shall be elected by the full committee. The positions will be chairperson, vice-chairperson, recorder, and three members. These people who comprise the steering committee will also serve in these capacities on the full committee. The election of the steering committee shall be by secret ballot conducted by April 30 of each year. The purpose of the steering committee shall be to set the agenda for the full committee and to recommend directions and procedures for implementing other professional development functions. A DPDC member, who is a current member of the steering committee, shall be elected chairperson and will serve a two-year term.

1. Duties of Officers

- a. Chairperson shall
 - preside at all meetings of both the steering committee and the district PD committee
 - formalize the agenda for the PDC meetings.
 - review and collaborate on all guidelines and plans for Professional Development
- b. The Chairperson shall serve a two-year term, and may be re-elected. All other officers shall serve a one-year term, and may also be re-elected.
- c. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson.
- d. The Recorder shall
 - take minutes at all PDC meetings.
 - send highlights of district meetings to the DPDC members to distribute to building staff.
 - submit all communications for approval by steering committee
- e. If a steering committee member is unable to complete his/her full term, a replacement will be elected at the next full committee meeting. The replacement member shall serve out the term of the member he or she replaced, except for the office of Chair, who will be elected for a two-year term.

2. Election Procedures for steering committee members
 - a. A nomination form shall be used to nominate DPDC members. Members can nominate themselves or another member. Elementary and secondary names will be posted and nominees will accept or decline.
 - b. A ballot shall be used to elect the six members of the steering committee.

C. Qualifications of DPDC Representatives

Because the teacher selected from each building may be called upon to assist other teachers with instructional concerns, that teacher shall ideally have at least three years of experience as a certified Hazelwood School District staff member.

D. Election Procedures for Building Professional Development Committee (BPDC)

1. Building PDC Committees shall be formed as follows:
 - a. Elementary: 1 member per grade level, 1 special area member, 1 non-classroom teacher
 - b. Middle School: 8-10 members who represent all grade levels, all content areas, and the instructional coach.
 - c. High School: All Instructional Coaches, 1 member from each department, and 1 counselor
 - d. Early Childhood, EL and Galactic will have at least 3 member on the committee
2. If more than one person wants to participate on the committee from any of the above grade levels, departments, etc., an election shall take place.
 3. A secret ballot election of teachers eligible to serve shall be held in the following manner:

a. Nomination

A nomination form shall be available in the school office. Teachers may nominate themselves or be placed in nomination by another teacher. Nominees are to sign nomination forms indicating a willingness to serve on the BPDC. The principal or current BPDC representative will place those names nominated on the ballot and announce the names at a staff meeting. There should be at least one week between nomination and election.

b. Election

The election of the BPDC members is in March and shall be by secret ballot within each school. Each certificated teacher who is a Hazelwood School District employee is eligible to vote. Following the election, the ballots will be counted by two teachers who are not nominees for the BPDC. The successful candidate will be announced by the principal.

c. Reelections/Replacements

Any member of the BPDC should be able to serve for one complete school year. If for any reason, the teacher is unable to complete that term, a replacement should be elected. If at any time a member is unable to complete his or her full term, a new election will be held within two weeks of the vacancy.

F. Election Procedures for District Professional Development Committee (DPDC)

1. Establish Procedures

- Each BPDC should establish procedures for electing the District Professional Development Committee (DPDC) member to represent the school. A copy of the procedure, nomination forms, ballots, and the DPDC member name should be forwarded to the administration building by May 1. The DPDC member will be elected to serve a full term of 3 years.

2. Reelections/Replacements

- If for any reason, the DPDC representative is unable to complete his/her full term, the replacement representative must fulfill the duration of the 3 year term.

G. Duties

The purpose of the DPDC is to facilitate growth of staff through best practice in accordance with Board goals, the Comprehensive School Improvement Plan, and Missouri School Improvement guidelines to improve student achievement. The major role of the DPDC is to assess needs and plan and evaluate effective staff development.

Duties of the DPDC representative should include:

1. Representing the BPDC team on the District Professional Development Committee.
2. Ensuring that the district and building PDC plans comply with state law and district policy.
3. Establishing an annual focus for professional development in the Hazelwood School District. Planning building and professional development activities and allocating funds for those activities which must that align with Board of Education goals, is a major task of the DPDC.
4. Monitoring district and building professional development plans and activities for alignment with district focus and building goals.
5. Providing professional development for DPDC representatives.
6. Distributing funds to the BPDC to support the building plans.
7. Serving on building Accountability Plan Team
8. Working collaboratively with the Building Professional Development Committee (including administrators) to develop, implement, and evaluate a building professional development plan and budget.
 - a. Conducting needs assessment and communicating results with total staff.

- b. Reading, studying, and discussing research on instructional practices and quality professional development.
 - c. Determining instructional needs.
 - d. Aligning the building professional development budget with the District Accountability Plan.
 - e. Communicating with total staff (teachers and administrators) regarding this plan.
 - f. Facilitating staff development programs.
 - g. Evaluating effectiveness of programs.
9. Serving as confidential consultant to teachers upon request.
 10. Conducting annual survey of High Quality Professional Development.
 11. Facilitating selection of awards, including Emerson Excellence in Teaching Award and Teacher of the Year Award.
 12. Submitting an end of year report to the appropriate assistant superintendent. This report should outline district and building activities, expenditures (both BPDC and Educational Conference leave), and results.

Duties of the BPDC representatives should include

1. Serving on building Accountability Plan Team
 - a. Working collaboratively with other members of the Building Professional Development Committee to develop, implement, and evaluate a building professional development plan and budget.
 - a. Conducting needs assessment, and communicating results with all staff.
 - b. Reading, studying, and discussing research on instructional practices and quality professional development.
 - c. Determining instructional needs. Based on this information and in consultation with administrators, designing opportunities to meet those needs.
 - d. Aligning building professional development budget with the Building Accountability Plan.
 - e. Monitoring building professional development plans and activities for alignment with district focus and building goals.
 - f. Communicating with total staff (teachers and administrators) regarding this plan.
 - g. Facilitating staff development programs.
 - h. Tabulating staff evaluations of BPDC days.
 - i. Evaluating effectiveness of programs.
 - j. Review staff request for professional development, conduct approval process at building level, and if approved, forward to District Professional Development Team. After April 30th and prior to the start of the next academic year, BPDC will evaluate and review the validity of staff professional development requests prior to forwarding the request to the district professional development team for approval by the DPDC.

H. Meetings

1. Members of the DPDC will receive in-service training to help them fulfill their responsibilities. Following the training, the committee members will serve as a resource on matters of instructional concern to teachers within the building they represent.
2. The steering committee will meet a minimum of four times per year to recommend procedures for assessing faculty in-service needs, develop meeting agendas, and present faculty suggestions pertaining to classroom instruction.
3. **Quorum:** A quorum consists of a majority of the elected members.
4. **Schedule of Meetings:** The full committee will meet.
5. The following activities shall take place during the year:
 - establish PDC goals and focus for the year
 - approve a budget that supports the PDC goals
 - monitor building and district PDC plans for compliance with state law and district policy and for alignment with district focus and building goals
 - participate in DPDC professional development
 - share professional development resources
 - plan for building professional development activities
 - evaluate building professional development activities
 - become informed about state and national issues
 - elect new members and steering committee members
 - provide orientation for newly elected DPDC members
6. Members will be expected to vote on all motions and to state their names when proposing a motion.

I. Revision of Guidelines

An amendment of PDC guidelines requires a majority vote from a quorum of the elected PDC committee members at a regularly scheduled PDC meeting.

PDC Steering Committee Ballot

Write the names of the persons for whom you wish to vote. Select from those nominated.

Elementary members _____
(list 2)

Middle school member _____
(list 1)

Senior high member _____
(list 1)

Secondary member _____
(list 1)

PDC Steering Committee Officers Ballot

Write the names of the persons for whom you wish to vote in the appropriate blanks.

Chairperson _____

Vice Chair _____

Recorder _____

What is the Building Professional Development Committee (BPDC)?

As a part of an overall professional development plan for Hazelwood School District, teachers will elect a Building Professional Development Committee (BPDC) made up of 1 teacher from each grade level/core area dept./team, 2 teachers from special areas (art, music, P.E., practical arts, etc.), and 1 Special School District teacher. The principal will serve as consultant.

Who may be elected from the building?

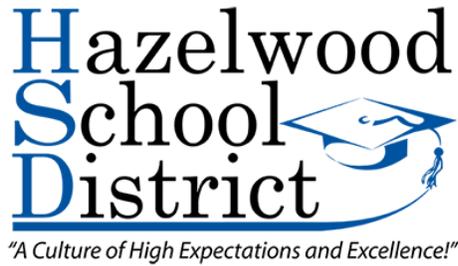
Only members of the teaching staff may be elected to the committee. Teaching staff includes counselors, librarians, instructional specialists, and other special teachers, such as art, music, and physical education teachers who may serve more than one building. Administrators may not be elected to the committee. The term of a BPDC representative shall be for at least three years.

How is the election conducted?

The District Professional Development Committee (DPDC) representative should get the election materials and nomination form out of the DPDC Handbook. Nominations and elections will take place between April 1 and 30. The principal or building representative will place all nominations on a ballot and announce the nominations at a staff meeting. There shall be one week between the staff meeting and the election. The elections shall be by secret ballot. Traveling teachers will vote in their designated school (the school where they report on Monday mornings).

Election of District Professional Development Committee Representative

The Building Professional Development Committee will develop procedures for electing the District Professional Development Committee Representative from the members of the Building Professional Development Committee. Any teacher nominated for the District Professional Development Committee must have completed a minimum of three years of teaching experience in the Hazelwood School District and must have participated positively in building and district PDC activities. **This position is a 3-year term. Incumbents may be reelected if they choose to run again.** All ballots and the name of the newly elected representative should be submitted by May 1.



District Professional Development Committee Nomination Form

_____ is nominated as a member of the Hazelwood Professional Development Committee from _____ School for a three-year term.
(Each middle and high school should elect two representatives.)

Qualifications:

Regular participation in building and district professional development activities

____ Minimum of three years teaching experience in the Hazelwood School District

____ Member of the Building Professional Development Committee

Nominated Teacher's Signature Required

(See guidelines on reverse side of this form.)

Following the election and the announcement of the successful candidate, all nominations and ballots are to be forwarded to the Assistant Superintendent of Professional Development no later than May 1.

PROFESSIONAL DEVELOPMENT COMMITTEE ELECTION CYCLE

<u>Election Cycle (2023, 2026, 2029)</u>	<u>Election Cycle (2024, 2027, 2030)</u>	<u>Election Cycle (2025, 2028, 3031)</u>
East High East Middle Central High Central Middle North Middle Barrington Cold Water Grannemann Jamestown Jury Keeven Twillman Early Childhood-East GALACTIC	West High Southeast Middle Northwest Middle Arrowpoint Armstrong Garrett Lawson McNair Russell Early Childhood West	Brown Lusher Walker Early Childhood Central ELL Larimore Townsend McCurdy West Middle Opportunity Center

Hazelwood School District
PDC Steering Committee

Tanna Reiter	Central Middle School	Chair
Jernae Craig	Hazelwood Connect Virtual Academy	Vice Chair
Amber Mitchell	Hazelwood East High School	Recorder
Melissa Fitzgerald	Jury Elementary School	Elementary Representative
Darnetta Wafford	Armstrong Elementary School	Elementary Representative
Open		Middle School Representative
Dr. Kelly Taylor	West High School	High School Representative

Administrative support provided by:

Dr. Lanetra Thomas, Assistant Superintendent for Professional Development

Kimberly McGee, Coordinator of Professional Development

District PDC Meetings

The district meetings are held once a month throughout the school year. All PD building representatives are expected to attend or send an alternate in case of absence.

Meeting Dates:

August 28, 2024

September 25, 2024

October 16, 2024

November 20, 2024

January 29, 2025

February 26, 2025

March 19, 2025

April 30, 2025 *steering committee elections

Professional Development Budget

Allowable Expenses of State “One Percent” Funds

One percent professional development monies should be committed to long term, job-embedded activities that impact student achievement as determined by measurable outcomes.

Although there are certain activities that are allowable expenditures for professional development funds, PDCs may make a policy not to reimburse for those identified allowable items. (For example, under certain conditions, tuition reimbursement is allowable; however, the local PDC believes that there is a possibility that too great a percentage of their professional development monies could be spent in this direction with very little payback in measurable student achievement. As a result, unless otherwise dictated by local board policy, local PDCs may determine that there will be no tuition reimbursement or limited reimbursement for courses taken.) Local school boards are encouraged to establish a separate line item in the district budget for tuition reimbursement if continuing education is a priority.

Professional development funds should be dedicated to the learning needs of teachers and leaders identified in their Individual Professional Growth Plans (IPGP) or Individual Leadership Growth Plans (ILGP) and tied to identified student learning needs. Individual Growth Plans for teachers and leaders should inform the 67 Missouri Professional Learning Guidelines for Student Success development of the District Professional Development Plan. Individual Growth Plans should be in alignment with the building Professional Development Plan and the District Professional Development Plan. Likewise, the District Professional Development Plan should be aligned with, and support, the Comprehensive School Improvement Plan.

Allowable expenditures are as follows:

1. Activities for Hazelwood staff with teaching certificates: Professional development activities can be provided for all staff with teaching certification. Staff includes teachers, guidance counselors, librarians, administrators, and special teachers such as vocational teachers and special education teachers.
2. Consultant/presenter fees and expenses: Consultants/presenters may be paid fees and reimbursed for expenses. A Hazelwood staff presenter can be paid a fee or stipend for the professional development presentation if planning and presentation is done on his/her own time.
3. Stipends for:

- Teachers' participation in curriculum development and related work if the work is done after contracted school time such as evenings, weekends or during the summer (must be separate from district summer school commitments).
- Teachers' work as a member of the professional development committee. This includes any training received for being a PDC member if the work is done after contracted school time such as evenings, weekends or during the summer (must be separate from district summer school commitments).
- Teachers' participation in professional development/learning/in-service activities scheduled GOPREMIUM and held by the district outside contracted school hours.

4. Reimbursement for: Travel, food, lodging and registration fees to participate in professional learning/ training activities.

5. National Board Certification: Payment of all or a portion of the fee is allowable if consistent with the goals and activities of the PDC plan, the teacher's Individual Professional Growth Plan and has been adopted and approved by the board of education. Again, caution should be exercised by the PDC in using too large a percentage of its budget in support of a few candidates.

6. Professional library resources: Only those items used to support professional development goals as specifically identified in the professional development plan may be purchased for professional libraries. (Purchased items are property of Hazelwood School District)

7. District fee to belong to a professional development co-op and professional organizations: This fee is allowable if the professional development activities are consistent with the goals and activities of the PDC-developed and board-adopted professional development plan of the district. Example: If the district wishes to join a professional development consortium through their local RPDC, this is allowable since the RPDC will then work with the district to provide professional development in support of the district/building needs.

Expenditures for Which "One Percent" Fund May Not Be Used

1. Individual membership dues to associations or organizations.
2. Travel, food, lodging and registration fees to conferences and workshops of general interest which do not support Individual Professional Growth Plans, building/and or district professional development plan and Comprehensive School Improvement Plan.
3. Travel, food, lodging and registration fees to conferences, workshops, clinics, etc. that pertain to extracurricular activities and sponsorships. (sports, glee club, cheerleading, etc.) This does not exclude health education.
4. Instructional equipment or materials or administrative equipment or materials.
5. Salaries. Professional development funds may not be used to pay any part of any salary. Also professional development funds may not be used to pay for any student-related activities such as extracurricular activities, sponsorships, summer school or evening school activities.)

6. Travel as a form of professional development. (As traveling to Spain to become more informed about the country in order to teach Spanish.)
7. Any expenditure of funds for any state or federal program for which monies are already available for professional development. (Example: professional development funds cannot be used to pay the expenses for a Title I activity; however, professional development funds could be used to pay the expenses of a Title I teacher to attend a technology conference planned for the benefit of all teachers.)
8. School board member training.
9. Stipends for teachers working in areas other than curriculum, instruction and/or professional development in preparation for a local Missouri School Improvement Program (MSIP) review.
10. Professional development activities for non-certificated staff. (School districts are encouraged to provide opportunities for non-certified staff to learn and grow professionally.)
11. As a supplement for teacher health insurance premiums.
12. Certified staff CPR training.
13. Firearms safety training.

DEVELOPING A PDC BUDGET

Expenditures must directly relate to the PDC focus of Instructional Reform.

Examples of PDC expenditures directly related to the PDC focus:

Books, videos, binders for study groups
Stipends for study groups or other professional development after-school
Stipends for teacher time spent preparing for presentation to the rest of the faculty
Registration/travel
Speakers

Examples of expenditures not allowable from PDC funds:

Textbooks, library books, materials for students, equipment & general supplies such as easels, cameras, projectors, furniture
Recreational travel or recreation while on a trip related to the PDC focus
Registration/travel/books not directly related to the PDC focus

Funds not encumbered by April 30 will return to the district budget; use special request forms for expenditures after that date, including summer work.

PROCEDURES FOR FORMS

The Building Professional Development Committee (BPDC) should meet, plan, and assess professional development activities. All planning should be done in connection with staff needs. The DPDC representative of each school will be the contact person with the Evaluation and PD Coordinator and Director of Curriculum for the purpose of budget. Expenditures may only be used for the stated District PDC goals i.e., staff needs related to improving student literacy, math, or reforming instruction. All PDC forms must be signed by the PDC Representative and principal.

Registrations

Funds may be allotted to pay registration for certified staff members to attend meetings and workshops that meet District Accountability Plan, Building and/or District Professional Development Plan, and Professional Growth Plans. Whenever PDC funds pay registration, the staff member **must** use **Educational Conference Leave** to attend the workshop if it occurs on a school day. The teacher should request Educational Conference Leave when using Frontline. Advance approval must be requested by submitting a Travel Approval Request form.

Summer Workshops

The Building PDC is strongly encouraged to spend at least 75% of the budget in that academic year. Building professional development funds that remain after April 30 of each academic year shall be reallocated to the district professional development funds to be used for conferences and summer institute. Requests after April 30th must be made through the regular building process and approved/disapproved by the Building PDC and then forwarded to the district professional development committee..

Professional Development Committee

PDC Proposed Budget Year: _____

School: _____

Budget Category	Account Code	Amount
Outside Presenters (include travel expenses if any)	1XXX221401-63120	
Materials & Supplies (No Food)	1XXX221401-64110	
Travel & Registration	1XXX221401-63430	
TOTAL		

Instructions: Please budget your total amount.

Expenditures must directly relate to the PDC focus of Instructional Reform.

PDC Representative Signature _____ Date _____

Principal Signature _____ Date _____

This form is due to the Professional Development Assistant Superintendent’s office at the discretion of the Assistant Superintendent.

Hazelwood School District Travel Procedures Effective September 15, 2016

These procedures apply to all overnight travel, regardless of the funding source.

All travel must be approved **in advance** by the building principal/program director (or supervising assistant superintendent if it is travel for an administrator). Travel for all others must be approved **in advance** by the immediate supervisor. If the travel is being funded by building PDC funds, the travel must also be approved **in advance** by the Building PD Committee (BPDC)/District PD Committee (DPDC) and documented on the “Professional Development Request” form. The “Travel Approval Request” form should be used to document this pre-approval. The Travel Approval Request form can also be used to request a cash advance for expenses.

All professional development, EdPlus, and time and effort forms can be found on the Hazelwood School District website under directory - [professional development - forms](#).

Hazelwood School District is exempt from sales tax from the State of Missouri. Be certain to obtain a copy of our sales tax exemption letter prior to traveling in the state of Missouri. If paying with a district Visa, the district's Missouri tax ID is printed on the top of the purchasing card. It is your responsibility to be certain that no Missouri sales tax is charged on any transaction and any Missouri sales tax included on your itemized receipts will **NOT** be reimbursed.

School District Board members and District staff who are approved to attend workshops, seminars, conventions, and meetings in the course of fulfilling the responsibilities connected with their positions shall be compensated for necessary expenses in accordance with the following provisions:

A. Approval

1. All staff requesting travel for district business must submit the Travel Approval Request form and receive approval in advance of travel. The Travel Approval Request form is attached to the end of this section. This form must be approved prior to registering for any conference.
2. Staff are required to attach the following items to the Travel Approval Request form:
 - a. Conference/Workshop agenda with registration cost information
 - b. Itemized Expense Proposal that includes:
 - i. Dates of Travel
 - ii. Dates of Conference
 - iii. Name of Conference
 - iv. Estimated daily expenses (food and beverages excluding alcohol)
 - v. Estimated transportation expenses
 - vi. Estimated lodging expenses
 - vii. Car rental information, when applicable
 - c. Copy of the signed and approved BPDC/DPDC Professional Development Request form, when applicable
3. Forms for final approval should be submitted to and will be granted by the:
 - a. Professional Development Assistant Superintendent for all travel paid from building and district professional development budgets, educational conference budgets and/or curriculum budgets
 - b. Director of Federal Programs for all travel paid from a federal awards except for Perkins
 - c. Special Area Curriculum Coordinator for all travel paid from Perkins Grant

- d. Supervising Assistant/Associate Superintendent for all travel paid from a department budget

B. Lodging

1. Lodging expenses: Actual reasonable lodging costs paid at a single room rate.
2. If accompanied by a traveling companion(s), lodging is reimbursed at the single room rate when a single/double rate structure is in effect.
3. Any expenses charged to the room should be paid at the time of checkout. Allowable food charges will be included in your daily maximum reimbursable expenses.

C. Transportation To and From Destination

1. Airline service including airline baggage fees: The most reasonable coach class for all personnel.
2. Private car, when specifically approved in advance – current district approved mileage reimbursement rate and actual costs of ferry, road, bridge, tunnel tolls and reasonable and necessary parking fees, if a District requests. If authorized for personal convenience, current district approved mileage reimbursement rate or appropriate airline fare, whichever is less, is allowed. Only the driver will be reimbursed in carpool situations.
3. Between residence and airline terminal: taxi, hotel shuttle or private car may be used. Reimbursement for use of a private car will be at the current district approved mileage reimbursement rate for actual round-trip mileage.
4. Between airline terminal and hotel: taxi fare, hotel shuttle or car rental (if authorized) is allowable. Car rental will only be reimbursed if approved in advance. If an employee is authorized at District request to utilize a private auto for this purpose, the current district approved mileage reimbursement rate will be allowed.

D. Local Transportation

1. Travel between hotel and conference: Taxi fare will only be reimbursed if there is not a hotel shuttle or a taxicab is more cost effective than a hotel shuttle.
2. Travel between hotel and eating establishments: Taxi fare will only be reimbursed if no eating establishment is located within one mile, the hotel does not contain an eating establishment, **and** there is not a hotel shuttle.
3. Parking: Parking will be reimbursed if use of personal vehicle or rental vehicle has been approved in advance of travel.

E. Registration Fee

1. Registration fees required for attendance are paid.

F. Conference Materials

1. Personnel shall be reimbursed for the cost of conference materials which are not included in the conference registration fee, if prior approval has been received.

G. Other Expenses

1. The maximum daily reimbursement for meals and other incidental expenses is \$75 per day. These expenses are limited to:
 - a. Meals will not be reimbursed if already included in the conference fee
 - b. Gratuities and tips – to be reimbursed, all gratuities and tips must be listed on an itemized receipt

H. Any additional expenses not covered above shall be paid by the individual. Personal items will not be reimbursed.

I. Expenses for traveling companion(s) accompanying the employee are the responsibility of the employee and not subject to any School District reimbursement.

J. Records and Receipts

1. Advances
 - a. Advances on daily travel expenses may be requested by submitting a Travel Approval Request form and marking the appropriate choice.
2. Travel Expense Report
 - a. A Travel Expense Report accompanied by appropriate itemized receipts and itemized expenses must be returned no later than ten (10) business days after the attendee returns. **Failure to do so will result in the funds advanced being withheld from the employee's paycheck.** The Travel Expense Report form is available from your dashboard in IFAS or on the finance page of the district's website. User name for non-IFAS users is *HSDteach* and the password is *travel*.
 - b. Any advance in excess of the approved expenses must be returned to the District at this time. **Should an employee not return the funds, the District will withhold the amount owed from the check on the next available pay period.**
3. Receipts
 - a. Lodging – Itemized hotel receipts must be submitted. Hotel receipts should be adjusted at check-out by payment for the difference between a single/double room when appropriate. Any expenses charged should be paid at the time of check-out.
 - b. All expense items must be substantiated by an itemized receipt.

Guidelines for Renting Cars for Travel

- Car rentals are discouraged.
- **Rental cars will be considered for the following situations only:**
 1. There are no shuttles from the airport to the conference destination.
 2. Price quotes from Uber and Lyft must be provided to show that the rental car rates would be more cost effective than Uber or Lyft.
 3. The hotel is not within walking distance of the conference and no shuttles are provided.
 4. Depending on the number of employees traveling together, the cost of shuttles/cabs would be higher than the total cost of a rental car, insurance, parking and fuel.
 5. Emergency situations
- Requests for rental cars must include at least three (3) company comparisons with the best rate selected. The rental car must be reserved in the name of Hazelwood School District in order for the District's insurance to apply. It can be paid from a District Visa card or a P-card.
- If the District is responsible for the insurance, a certificate of insurance must be requested from Arthur J Gallagher **in advance** to have while driving the rental car and a copy given to the rental company at the time of check-in. A \$500 deductible applies. Call 953-5016, the secretary of Finance/Facilities, to order the certificate of insurance.
- Insurance: The District insurance carries a \$500 deductible if damage occurs, for which the school/program will be responsible. Therefore, it is recommended you accept the insurance from the rental company if the rates are reasonable. Otherwise, follow the steps in the previous bullet.

All professional development, EdPlus, and time and effort forms can be found on the Hazelwood School District website under directory - [professional development - forms](#).