

2025-2026 Handbook

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Introduction

In 1993, the Missouri Legislature passed Senate Bill 380, the Outstanding Schools Act. This bill required each school district to expend one percent of its revenue from the Foundation Program on professional development activities. The bill mandates that a committee be chosen from teaching staff, by teaching staff. The committee representatives will be voted on in the spring of the year for the following year. Committee representatives are elected to a three-year term.

Lebanon PDC Mission and Purpose

The mission of the Lebanon R-III School District Professional Development Committee is to support educators with focused professional development that is research-based and ensures that each student achieves high levels of performance.

The purpose of this plan is to carry out the mission, goals, and objectives of the Lebanon R-III School Improvement Plan, building improvement plans, individual PDP, or digital portfolio. Stimulating and encouraging the professional growth of both new and experienced teachers will achieve these goals in order to impact students' achievement.

Professional Learning Standards

The new *Standards for Professional Learning* take a holistic approach, with seven interconnected standards that support effective educator growth. While some foundational elements are not explicitly stated, they reflect the intersection of professional learning and ethics. When professional learning is well-organized and aligned to these standards, it enhances teacher effectiveness and leads to improved student outcomes.

Lebanon R-III PDC Functions

In planning and developing staff development activities, the Lebanon R-III Professional Development Committee establishes the following functions:

1. Support the goals of the Continuous School Improvement Plan and Building Improvement Plans.
2. Provide individual and collective staff development opportunities that promote student achievement.
3. Coordinate in-service activities for scheduled professional development dates.
4. Arrange on-site in-service activities throughout the year that address teachers' needs and concerns.
5. Provide an ongoing structured program for training Professional Learning Community facilitators.
6. Provide an ongoing structured program, including training, to assist the new teacher and mentor.
7. Assist teachers with the development and implementation of individual professional development plans.
8. Serve as a confidential consultant upon a teacher's request.
9. Provide guidelines, and procedures and manage the approval process for movement on the Lebanon R-III salary schedule using Professional Development Credits.
10. Develop and oversee the implementation of a budget for professional development activities.
11. Provide professional resources to enhance instructional practices.

12. Assess staff needs and develop methods to meet those needs.
13. Evaluate the effectiveness of the professional development program.

2025-2026 PDC Meetings

The Lebanon PDC will meet monthly during the school year at the Central Office. If school is canceled due to inclement weather, our meeting is canceled as well. Meetings will be called to order at 3:45 PM.

- September 4, 2025
- November 6, 2025
- January 8,, 2026
- February 5, 2026
- March 5, 2026
- April 17, 2026

District-Wide Professional Learning

Professional Learning and Teacher Workdays

Contracted Teacher Workdays may include professional learning, collaboration, or preparation time. All PD activities are coordinated by the PDC in collaboration with district leaders to support CSIP, BSIP, assessment data, and staff feedback. Early-release time is reserved for PLCs to meet regularly by grade level, content, or vertically.

In-District PD Opportunities

The PDC schedules in-district learning throughout the year based on data and teacher needs. These sessions are aligned to district goals, cost-effective, and promote collaboration. Whenever possible, in-district presenters are used to share learning from outside training. Certificates of completion are provided for documentation toward salary movement.

- Preparation for building/district professional learning activity **(Certified staff will be paid $50 per hour, with a maximum of $100.)**
- Participation in professional development, non-contract time **(Certified staff will be paid $25 per hour, with a maximum of $100 for a full day.)**

Beginning Teacher Assistance: In order to enhance the success of beginning teachers and encourage them to stay in the profession, the Professional Development Committee assists in developing an Individual Professional Development Plan for each faculty member with less than two years of teaching experience. The plan addresses the teacher's first two years in the classroom, and the goals identified in the plan are related to the Network for Educator Effectiveness (NEE).

Beginning teachers participate in a two-year mentor program and are assigned a mentor who offers collegial support, practical assistance, peer coaching, and assistance with the Individual Professional Development Plan. The Professional Development Committee sponsors and funds a New Teacher Institute scheduled for August and facilitated by the Academic Services Department.

The Professional Development Committee provides a mentoring program and opportunities for second-year teachers. Release time is provided for the continuation of observation and peer coaching opportunities. Mentee teachers will receive a stipend in May for work completed throughout the year.

Mentor Teacher Selection and Training: Experienced teachers who have mastered their craft and are dedicated to promoting excellence in the teaching profession are sought as mentors for first and second-year teachers. The building principals in collaboration with the Professional Development Committee building reps are responsible for selecting and placing mentors. Mentors should have five years of teaching experience and are identified as having sufficient time to allow for training. Exceptions are made at the discretion of the building principal in consultation with the Professional Development Committee. The mentor teacher is expected to attend training that addresses the following functions:

- Informal contact with protégé/mentee
- Role modeling
- Direct Assistance
- Demonstration
- Observation and feedback cycle (to include Peer Coaching)
- Assistance with professional growth

Additional information about the mentoring program can be located in the Lebanon R-III Mentor Handbook. Mentor teachers will be paid a stipend in May for the work that has been completed through the year. The instructional coaches will check in with the mentee by October 31st to check how the year is going.

Assistance for Experienced Hires: Teachers new to the Lebanon R-III district, but not new to teaching, are provided professional development to orient them to the school district's culture. Experienced hires will participate in the New Teacher Institute. The following topics are addressed: Curriculum, Instruction and Assessment (**CIA**), Professional Learning Communities (**PLC**), Network for Educator Effectiveness (**NEE**), Professional Development Plan (**PDP**), and Technology Training.

Building Professional Development Plans: The Professional Development Committee requests from each building in the district a Professional Development Plan that supports the mission of the district and the Building School Improvement Plan. Staff development activities needed to achieve the goals targeted by the building are included in the plan. This on-site approach is designed to develop organizational capacities that support data, results-oriented staff development, and focus on student achievement. The Building Professional Development Plans are developed by the Professional Development Committee members in collaboration with the building principal.

Individual Professional Development Plans: The Professional Development Committee is able to work with all teachers in the Lebanon R-III District to develop and document Individual Professional Development Plans (PDPs) or digital portfolios that meet state certification and district Network for Effective Educators (NEE) evaluation.

The Professional Development Committee is responsive to individual needs and makes every effort to support an individual teacher's professional growth in the following ways:

- Teachers may apply for funds to meet individual needs identified on an Individual Professional Development Plan.

- Mentors, PLC facilitators, and other colleagues are available and encouraged to collaborate to meet individual teacher needs.

PDC Structure and Responsibilities

- The PDC will consist of one ex-officio member from administration, an ex-officio Director of Curriculum and Instruction, an ex-officio Director of Technology, 2 PDC co-chairs and fifteen teachers who are elected representatives from each building according to this schedule: **2 representatives from each elementary school, 3 representatives from the middle school, 4 representatives from the high school, 1 representative from the career center, and 1 representative from Hillcrest Education Center.**

2025-2026 Lebanon R-3 PDC Members

Building	Member	Years Served in Term
Early Childhood Center	• Tammy McKimmey	3
Esther	• Kerri Cromer • JoLee Zimdars	2 3
Maplecrest	• Leslie Coryell • Kim Layman	2 1
Boswell	• Sarah Mather • Stefanie Riggs	1 1
Middle School	• Amanda Forbes • Angie Dickerson • Karen McDermott	3 2 1
High School	• Ryne Emerick • Jordan Campbell • Justin Slye • Tanya Turner	2(will serve 4 years-due to new members being added) 1 2 2
LTCC	• Hayley Miller	1
Hillcrest	• Janet Branch	1
Co-Chairs	• Deanna Allen • Leslie Uder	3 2
Ex-Officio Members	• Tracy Evans • Stephanie Embry • Holly Schrage • Jeremy Brownfield	

- Members shall be **certified staff member**s with **at least three years of teaching experience** and **at least two years in the Lebanon R-III School District**. Member terms will be three years in length and are staggered so that approximately one-third of the committee will be new each year. New members shall be elected in March. Service will begin in May.
- Each building will hold an election in the event that a member must be replaced. The PDC co-chairs will send out a request for volunteers for the vacancy. An election will be held if there are more volunteers than available seats. The ballot will come from the co-chairs for the election.
- The success of the committee is dependent on the consistent representation of each building (including building administration and instructional coaches). All members are responsible for attending meetings. The PDC highly values regular attendance. For this reason, being present at

our monthly meetings is one of the basic obligations a member accepts upon joining PDC. Chronic absences may be a reason for removal from the committee.

- The committee will elect two Co-Chairs from the voting members. The co-chairs will be current members. The co-chairs will be elected in February. The Co-Chairs will call meetings as needed, create agendas and conduct meetings, and take minutes of the meetings. The Co-Chairs will share the PDC year-in-review with the school board each year.
- PDC meetings will be held monthly. The date will be determined by the committee.
- All members will be responsible for the communication of PDC information to building administration and staff members, including
    - Collaborating in making PD plans with the building administrator
    - Posting professional development opportunities
    - PDC budget update
    - Evaluation results
- All PDC members will assist with the Mentor/Mentee program by being available to answer questions, explaining PD funds and the application process.
- The entire PDC will plan professional development opportunities for the certified staff to help accomplish the PDC goals.
- The PDC will develop a district focus based on data to be addressed through professional development for each year.
- Each member will stay abreast and incorporate best practices into teaching by attending conferences that promote staff development. Whenever possible, members will attend the Learning Forward Missouri spring conference.
- Assist and coordinate necessary resources for Individual Professional Development Plans.

PDC Member Responsibilities

PD Plan:

- Assist in the development of the district-wide Professional Development Goals and Plan
- Meet with the Guiding Coalition and the building principal to develop the professional learning day schedule.
- Meet with the Guiding Coalition and the building principal to monitor the work of PLCs and the Building Professional Development Plan.
- Assist in the evaluation of the district-wide Professional Development Plan.

Budget:

- Assist in the development of the district-wide Professional Development budget to support the Professional Development Goals and Plan
- Inform Buildings' staff about Professional Development Budget Issues:
    - Professional Development Committee Website
    - Professional Development requests
    - Procedures and forms
    - Money available
    - Present PD request slideshow at the beginning of each year
- Develop the Building Professional Development Budget with the Building Principal using:
    - Most current data and building goals

- Professional Development Requests for funds,

Hosting PD Meetings in Your Building:

- Greet presenter/facilitator, assist in arranging room and/or providing equipment, make introductions
- Secure sign-in sheets and evaluation forms
- Forward sign-in sheet to Administrative Assistant at Central Office
- Arrange refreshments if desired

Other Responsibilities:

- Attend monthly Professional Development Committee meetings.
- Will serve a 3-year term
- Help identify needs and resources for buildings and the district
- Assist colleagues in your building with PD forms
- Inform the building of upcoming PD events, changes in procedures, and other professional development issues
- Assist building teachers in tracking their PD hours
- As funds allow, attend the Learning Forward Missouri's annual Show-Me Conference at least one time during your tenure on Professional Development Committee
- Other duties as determined by the Professional Development Committee

Co-Chair Responsibilities

Professional Development Plan and Program:

- Work directly with the superintendent, assistant superintendents, Director of Curriculum, Instruction, and Assessment, and administrative assistant to provide a comprehensive professional development program that links professional development with student success.
- Confer with the district coordinators of federal programs and special education to develop a comprehensive professional development program based in compliance with the *Missouri Professional Development Guidelines for Student Success* (March 2020).
- Update the *Lebanon R-III Professional Development Plan* yearly to ensure that it reflects the changing needs of the school district and is meeting the best practice standards of the *Missouri Professional Development Guidelines for Student Success*. Present this plan to the Lebanon Board of Education yearly.
- Oversee the coordination of all professional development activities funded with one percent monies.
- Coordinate with Ex-Officio officers on the district-wide professional development days.
- Confer with the building principals to provide professional development activities specific to each building's school improvement plan.
- Coordinate district professional learning activities.
- Attend conferences to ensure that the *Lebanon R-III Professional Development Plan* meets or exceeds best practices.
- Evaluate the overall effectiveness of Professional Development activities and the overall Professional Development program. The evaluation will be presented to the Board of Education at the conclusion of each school year.

- Have regular attendance at PDC meetings.

Budget:

- Develop a budget to provide a comprehensive professional program for the certificated staff in compliance with the *Missouri Professional Development Guidelines for Student Success*. The budget will be developed in collaboration with the superintendents, building principals, and Professional Development building representatives for approval by the Professional Development Committee and the Board of Education yearly.
- Implement the approved budget by administering the application, expenditure, and accounting procedures for professional development funds.
- Confer with the district secretary monthly to ensure the budget is properly implemented.
- Confer with the district administration related to professional learning (Federal Programs and Special Education) to ensure all professional development monies disbursed by the Lebanon R-III School District are included in the *Lebanon R-III Professional Development Plan*.

Professional Development Credit:

- Review teacher requests for Professional Development Credit and share this record to ensure that proper guidelines are followed and the required documentation is provided.
- Maintain a current record of each teacher's Professional Development Credit and provide this record to Human Resources Administrative Assistant for advancement on the salary schedule.

Administrative:

- Co-chairs will serve a term of 3 years.
- Preside over all Professional Development Committee meetings.
- The Assistant Superintendent of Curriculum and Instruction and the Curriculum Director will provide the results of the needs assessment results to provide data in planning professional development programs for the district.
- Maintain all records for the Professional Development Committee in accordance with the *Missouri Professional Development Guidelines for Student Success* and provide the required information for the *Missouri School Improvement Program*.
- Update the *Lebanon R-III Professional Development Handbook* yearly.
- Take minutes at all Professional Development Committee meetings.
- Provide the minutes of monthly meetings to the Professional Development Committee members, superintendent, and assistant superintendents.
- Provide sign-in sheets and evaluations for Professional Development Committee activities.
- Provide information to the Director of Communication to be distributed to district staff through the Lebanon R-III Insider in the fall and spring.
- Other duties as directed by the Lebanon Professional Development Committee.

Beginning Teacher and Mentor Program:

- Work collaboratively with the Director of Curriculum and Instruction to develop the Mentor/Mentee handbook and New Teacher Institute.

Application of PD Funds

In order to request PD funds you MUST follow these steps

1. Submit a PD request application for your building, which is located on the PDC website. All requests will need to be submitted to the PD representatives for the building first.
2. You will receive confirmation of approval/denial of your request from your building representative.
3. The request of funds needs to be accurate. If there is an approved amount and there is a significant change (over $100) it comes to the CO admin. The original request will be denied. A new request is required to be submitted for approval. Amy will also CC PD co-chairs on the email to share this information.
4. All spending requests will be sent to Tricia Steffan at the Central Office.
5. All requests must be submitted 5 business days prior to the activity. Considerations may be made on an individual basis with approval from the building PD reps and authorization from Central Office and building administration.
6. The applicant(s) has the option to request Appeals Requests if their building denies the request.

Allowable PDC Expenditures

1. Activities for staff with teaching certificates
2. Consultant/presenter fees and expenses – both external and internal
3. Stipends for:
    - Preparation for building/district professional learning activity, non-contact time **(Certified staff will be paid $50 per hour, with a maximum of $100.)**
    - Participation in professional development, non-contract time **(Certified staff will be paid $25 per hour, with a maximum of $100 for a full day.)**
4. Substitute teachers for professional development activities
5. Resources to support professional development, non-instructional materials
6. District fees to belong to a professional development co-op and professional organizations
7. Reimbursement for mileage will be reimbursed at the rate set by the IRS each year.
8. Recommendations on meal reimbursement are as follows:
    a. Per day amount is $50 for example, breakfast-$12, lunch-$13 , dinner $25 (including all tips)
    b. Tipping-20% included in the per diem amount
    c. Alcohol- is not reimbursed, needs to be on a separate personal ticket
9. Procedures for reimbursement (must turn in itemized receipts for reimbursement)
10. All reimbursements will be submitted within 30 calendar days of the event attended by the PD representative in your building.
11. All building expenditures must be submitted and approved by **April 30**.

Town	Mileage from Lebanon (Central Office Location)	Total Miles for round trip
Rolla	58	116
Springfield	54	108
St. Louis	163	326
Kansas City	177	354
Jefferson City	82	164

Approved by the PDC on May 23, 2025 and the LR3 Board of Education on, 20 June 9, 2025

Columbia	113	226
Osage Beach	37	74
Joplin	122	244

Expenditures **NOT** Allowed with PDC Funds

1. Individual membership dues
2. Travel and registration expenses of general interest that do not support the Individual PDP, the district's PD Plan, BSIP, or CSIP
3. Travel and registration expenses for activities related to extracurricular sponsorships
4. Equipment and materials for administrative use or instruction of students
5. Salaries, including student-related activities such as extracurricular activities, sponsorships, summer or evening school
6. Travel as a form of PD
7. Expenditure on state or federal programs for which monies are already available for PD (i.e. Title I, Career Center, Special Ed)
8. Training of school board members
9. Training of Parents as First Teachers
10. Stipends for work on MSIP in areas other than curriculum, instruction, and/or professional development
11. Activities for non-certificated staff
12. CPR training
13. Firearms training

PD Credit Guidelines for Salary Advancement

The Lebanon R-III District is committed to continuous professional learning and supports teachers by allowing teachers to use professional development to move across the salary schedule. Teachers will use Google Classroom to submit professional development documentation that they wish to apply toward movement on the salary scale.

Sixteen **(16)** contact hours of workshop attendance are equivalent to one **(1)** college credit for salary advancement. For workshop hours to count as college credit, the Professional Development Credit Application Google Sheet must be filled out and documentation must be provided, and the hours must be approved by the PD Co-Chairs.

REQUIRED DOCUMENTATION

Attendance at workshops/in-services must be documented. Acceptable documentation **MUST** include:

- A certificate of attendance **(listing contact hours)** issued at the workshop
- An agenda from the workshop **(listing contact hours)**
- A list of specific sessions attended during the workshop/conference **(listing contact hours)**
- An email from the presenter/sponsor **(listing contact hours and date)**

PROFESSIONAL DEVELOPMENT CREDIT GUIDELINES

- Travel time, meals, free time, registration, viewing exhibits, and business meetings **DO NOT** count toward credit hours.
- Workshops/in-services/conferences must relate to the teacher's teaching area, or to professional development.
- The District-wide Professional Development release days **DO NOT** count toward credit hours.
- Webinars may be used if a certificate is issued that shows the date and length of the webinar.
- Workshops attended before the teacher was employed by Lebanon R-III **DO NOT** count. *Exception*: A workshop taken the summer before starting with Lebanon that was required by the Lebanon R-3 District for Lebanon teaching assignment or workshops offered by the Lebanon R-3 PDC.
- Workshops/in-services can be local or out-of-district.
- The **maximum** number of PD Credits for a Bachelor's degree and a Master's degree is **16**. ***Certified staff may use their 16 PD Credits for movement ONE time between Bachelor's and Master's columns, OR may use their 16 PD Credits for movement between Masters and Specialist columns. Teachers must let the Co-Chairs know when they would like to use their earned PD Credits for movement on the salary schedule.***
- Hours may be submitted at any time through Google Classroom. Digital copies of certificates will be submitted through Google Classroom.
- Due dates for submitting Professional Development Credit applications are **due by August 1st.**

Professional Development Credit Applications may be turned into their PD Co-Chairs at any time 16 workshop hours have accumulated. Lebanon R-III Board Policy states that Professional Development Credit Applications must be submitted to PDC Co-Chairs by **August 1st** for movement on the salary schedule (if the 1st falls on a Saturday or Sunday, applications will be accepted through the following Monday). Movement on the salary schedule occurs at the beginning of the contract year, in September. Because of the volume of work, PDC Co-Chairs examine the applications on August 1st. If contact hours are not documented properly, the PDC C0-Chairs will reject the application.

Certified Staff will use **Lebanon PDC Google Classroom** to submit professional development documentation that they wish to apply toward movement on the salary scale. (Prior to August 2020 this documentation was collected in Bridge).

Lebanon PDC Google Site

- Building PDC Applications
- Building Approval Instructions
- PDC Appeal Form
- Building Reimbursement for mileage and meals
- Building Exit Surveys **(Must be completed within 30 days of attending a conference and before you can receive reimbursement for mileage and/or meals.)**
- Out of State Conference Request Form
- Criteria for Receiving Individual Request Funds