



Oakes Professional Development Plan 2017-2018

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1. 2017-2018 Oakes Public School District would keep 7 days on the calendar for PD and the days would be divided as following:
 - 2 days of In-Service (August)
 - 2 days of Staff work time in the classroom (Last day which can used as PD)
 - 1 day of Individualized PD (7 hours)
 - (4) 12:30pm dismissal days (Sept., Dec., Mar., April)(Represents 2 PD day)
2. The district establishes a Leadership committee that will oversee PD offerings. (PD can be attended in the district or out of the district)
3. Individuals or committees may recommend potential local PD offerings to the professional development committee for consideration.
4. The district will distribute a tentative list of PD offerings for certified staff members at the beginning of the school year and will update the PD calendar throughout the school year. Credit may be available with the in-district PD offerings.
5. PD hours must be approved, in advance, by the building administrator.
6. All approved PD must be directly related to teacher's area of assignment.
7. Only time outside of the instructional day will count toward PD hours.
8. A PD calendar for the coming month will be maintained on the Oakes PS website. The registration form will be available on the PD calendar site. Staff have until the 2nd Friday, or last school day of the week, to register for PD offerings. If less than five staff members sign up for a PD offering, it may be cancelled.
9. Documentation of attendance at PD must be submitted each semester to the building principal; running record of PD hours will be kept by the building secretary. For purposes of documentation, staff members are encouraged to record all PD attended, even hours beyond the required.
10. Each teacher is responsible for ensuring that he or she fulfills 7 hours of approved professional development between the last day of the preceding school year and the last day of the school in the current year. PD hours that have not been fulfilled by the last day of school will be deducted from the staff member's last paycheck of the school year based upon the individual teacher's rate of daily pay.
11. The district will cover the entire cost of registration, meals, travel and lodging if an administrator requires the teacher to attend the professional development day(s).
12. Teachers may request to their building administrator to have the district cover costs of registration, meals, travel and lodging (may include cover any combination of aforementioned) if they are attending a professional development opportunity that is relevant to their teaching responsibilities. The building administrator will bring such requests to the superintendent and/or professional development committee for approval. Approval will also depend upon the district budget for professional development.
13. Teachers that accumulate 13 or more hours of professional development will not be required to be in attendance the last staff work day of the current school year.