

# **Gentry School District**

## **Professional Development Handbook**



**2022-23**

**Gentry School District**

201 S. Giles St.

Gentry, AR 72734

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### **Professional Development Office**

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***Improvement of student achievement shall be the prerequisite goal of all professional development.***

**Definition**

Professional development means a coordinated set of planned learning activities for teachers and administrators which are standards-based and continuous. Professional development will result in individual, school-wide, and system-wide improvement designed to ensure that all students demonstrate proficiency on the state academic standards. Approved professional development will be linked to the school's improvement plan, demonstrate research-based best practice, and be subject-specific and site-specific as often as possible.

**Purpose**

The purpose of professional development is to improve teaching and learning so that all students demonstrate proficiency on the state academic standards. Improvement of student achievement will be the prerequisite goal of all professional development.

**Rules**

Rules governing professional development can be found under the Professional Development Department on the Arkansas Department website [www.arkansased.org](http://www.arkansased.org)

**Committee**

A Professional Development Committee made up of individuals from each school will meet quarterly to discuss new, upcoming events and information regarding professional development.

# Professional Development Standards

## Context Standards

- **Learning Communities**-goals are always aligned with those of the school and district
- **Leadership**-skilled leaders who guide continuous instructional improvement
- **Resources**-support for adult learning and collaboration

## Process Standards

- **Data Driven**-uses disaggregated student data
- **Evaluation**-uses multiple sources to guide improvement
- **Research Based**-applied research to decision making
- **Design**- uses learning strategies appropriate to extended goal
- **Learning**-knowledge about human learning and change
- **Collaboration**-knowledge and skills work professionally in teams with colleagues

# Gentry Public School District Professional Development

## \*District Required PD Days

**2022-23**

Sixty (60) hours of professional development are required to satisfy a teaching contract with Gentry Public School District. Thirty-six (36) hours are required yearly for teacher licensure with the State of Arkansas. These days must be outside student contact days to complete your contract.

***Any professional development that is paid for with Federal or Perkins funds cannot be counted toward the required 60 hours.***

**190 Day Teacher Contract = 178 student contact days + 10 PD days + 2 parent conference days**

**Ten (10) Professional Development Days (60 hours)**

- Professional development is scheduled on the following dates below:
  1. \*6 hours job embedded (1 day)
  2. August 1-3, 2022 (3 days)
  3. August 16-17, 2022 (2 days)
  4. October 10, 2022
  5. February 17, 2023
  6. April 7, 2023
  7. May 30 , 2023

Four days of professional development attended prior to the first contract day for teachers can be traded for "Flex Days" designated in the school calendar. These days must be pre-approved by the school principal and the Assistant Superintendent and documented on the Individual Professional Development Plan collaboratively developed by each teacher.

### **Special Requirements:**

- Ethics
- School Safety and Discipline
- Family and Community Engagement (rotation topic)
- 12 hours of Curriculum and Instruction work
- ESL, Special Education, Gifted/Talented, Dyslexia Instructional Strategies
- Human Trafficking (30 minutes if you have not completed this in the past)

### **Administrators**

- Data, Fiscal Management (Tier I or Tier II), Instructional Leadership

# escWorks Step Sheet

## **If you need to make changes to your Profile, do the following**

1. Log in to escWorks
2. Go to **My Account** then **User Account**
3. Make changes
4. Save

Follow the directions below to create your personal account and to register for the sessions you have selected. In the event a session is full, the system will not allow you to register and you will be placed on a waiting list. If openings come up or the session is expanded, you will receive an email notifying you of the opening and allowing you to register. It is important to set up your account using the email address that you will check regularly because there may be changes in location, dates, cancellations, etc. You will need to check your email the night before the professional development session to confirm that there haven't been any changes.

## **Creating a NEW Account**

*(If you have an account in escWorks, to sign up for workshops, you do not need to complete this step.)*

1. Open your web browser.
2. Type in [www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc) and press **Go** or **enter**.
3. Click on the **Sign up for free account today**.
4. Fill out the information that is displayed on the screen. The email address should be one that you check regularly.
5. Fill out the **Tell us a little about yourself**.
6. Under **Which district do you represent?** you will select the following:
  - Region: Northwest Arkansas Education Service Co-op
  - District: Gentry Public Schools
  - Campus: Select your campus
  - Position: Select the position that is closest to your position
7. Enter your password two times.
8. Click **submit**.
9. If everything is OK, you will see a screen indicating you have successfully enrolled.

## **Signing In**

1. Enter your email address that you entered on the **create a new account** and enter your **password** and click **continue**.
2. You will see a screen that is headed with the title *Arkansas Education Service Cooperative*
3. This represents your homepage.
4. On the left side of the screen, you will see a menu including Home, Catalog, and Shoebox.

## **Catalog Search offerings**

1. If you already know the session ID, select **Search offerings** and put in the session ID. You may also use this option to view all offerings of the NWAESC by using the drop-down box of **Specify an Education Service Cooperative** and select NWAESC.

## **Browse Offerings**

1. You can use the **Browse Offerings** option by selecting either **audience**, **subject**, or **location**.
2. Select the sequence to view by using the drop-down box and choosing **ascending** or **descending**.

## **Calendar of Events**

1. View and select offerings from a standard calendar format.
2. This is the easiest form.

## **How to Register for a course on escWorks**

1. Go to escWorks and Sign in.
2. Go to Catalog and click on Calendar of Events.
3. Find NWAESC and click on the month you wish to search.....click on **GO**.
4. Find the event you wish to take.....click on **title**.
5. When you see the title and description of the event you wish to take, and add this to your **+CART**.
6. Another screen will appear. Click on **checkout**.
7. WAIT. Another screen will appear. Click on **Complete Checkout**.
8. You will see the **Thank you.....you are registered**. You will also receive an email confirming your registration.

## **User Account**

1. This option can be used to manage all your personal information including your email.

## **Registration History**

1. This option allows you to display upcoming events and past events.

## **Withdrawing from a Session**

1. If you will not be able to attend a session, go to registration/certificate and select upcoming sessions. You will use this option to cancel any registrations you cannot attend after you have already registered. NWAESC requires withdrawal 48 hours in advance to avoid a charge. If you do not withdraw in a timely manner, you may be held responsible for that charge.

## **Printing a Certificate from a Session**

1. If you need to print a certificate from a session you attended, go to **registration/certificate**, select **past sessions**. You can print from there for the particular session.

## **Printing a transcript**

1. Go to **My Account**
2. Click on **Professional Development Record**. The transcript feature allows you to track the professional development hours that you accrue.
3. To print your official transcript, enter the date range you wish to view under **Official Record**
4. Click **GO** to print.

If you have added hours to your transcript you will also need to print a transcript from your **Personal Record**.

## **Printing Your Personal Record**

1. Click **manage transcripts** and make sure you have clicked the **Include Official Credits box**.
2. Click **go** and then print. District hours and hours that you have added to transcripts will print.

All reports will be viewed as PDF files. Make sure you have installed Adobe Acrobat Reader on your computer.

## **Adding hours to your transcript**

1. Click **Manage Transcript**.
2. Add information from approved professional development. Use the date of the first session. Log credit as hours. You will see information pop up in the box below. The red x before the session is only there to delete in case you made a mistake entering the information.

## **AETN/IDEAS Portal**

**Arkansas IDEAS** is Internet Delivered Education for Arkansas Schools provided by the Arkansas On-line Professional Development Initiative through a committed partnership of the Arkansas Educational Television Network and the Arkansas Department of Education. It is free to all licensed educators and is an excellent source of information available anytime at [Ideas.aetn.org](http://Ideas.aetn.org)

### **After Login**

- Click on the Find Learning tab and then courses
- Find courses that match your teaching area
- You can filter your search by subject area, TESS Domain or use the search box.
- Complete each part of the course, including the survey, if any, at the end to receive full credit.
- You can stop a course at any time and come back later. IDEAS portal saves your lesson right where you stopped. You never have to start over.
- You can view your hours in the Record of Learning at the top.

The course catalog can be found on the main page before login under the Teacher Training Tab.

Teachers can use this anytime for information on improving their teaching areas.

The AETN/IDEAS portal cannot be used to obtain missing hours towards the required 60, unless there is prior approval from your building principal and Mrs. Toland.

**HOURS These hours must be done after school hours if approved to be used toward required 60.....The portal keeps track of the time you are online and records it in the system.** If you have a problem logging into this system please call the Arkansas IDEAS help staff at AETN during normal business hours between 8:00 AM and 4:30 PM Monday - Friday. You may dial 1-800-662-2386 or E-mail: [arideastech@aetn.org](mailto:arideastech@aetn.org)

## **Solution Tree Global PD**

An account for each teacher has been created in the Solution Tree Global PD portal to support ongoing professional development needs of administrators and teachers throughout the school year. Please contact Mrs. Toland for login information.

## **Bloomboard/High Reliability Teacher Credentials**

One Bloomboard micro-credential or one HRT Level completed in the Gentry Leads Program while working toward a Lead or Master Professional Teacher Designation can count as 15 hours of professional development. Fifteen hours can be traded as flex time for Board approved flex days in the calendar year.

# Steps for Pre-Approval for Professional Development

*Nothing will be processed until all appropriate paperwork has been received. All forms must be turned into Jannie Casebeer at least two weeks prior to the event.*

## **AT LEAST TWO WEEKS PRIOR TO EVENT**

Complete the following:

1. Gentry Public Schools PD Approval form (attendee) *Signed by attendee, building principal, and Assistant Superintendent*
2. Conference Registration form filled out completely
3. Pre-Approval for out of State Conference/Training (if attending out of state)
4. Contact Jannie Casebeer if a hotel stay is needed. **Hotel reservations will be made in the professional development office unless prior approval is obtained.** If you make your own arrangements, confirmation email from the hotel must be attached to the approval form. The hotel will be paid with a purchasing card on the day of arrival.
5. Contact Sub Teach to schedule a sub if approved and applicable.
6. Schedule a school vehicle if necessary.

## **AFTER RETURNING**

Send the following **no later than 5 days after you return** to Central office attn: Jannie Casebeer.

1. Travel Expense Reimbursement Request
2. Receipts from meals, hotel, taxi, etc. (Receipts for meals must be itemized....not credit card receipts. There will be no exceptions.)
3. A copy of attendance documentation/certificate.

These forms can be found in the Professional Development Manual and on the district website.

[www.gentrypioneers.com](http://www.gentrypioneers.com) - Departments - Administration - District forms



**Gentry Public School District  
Travel Reimbursement Procedures for Professional Development  
2022-2023**

District employees will from time to time have opportunities to engage in programs or activities which will lead to their professional growth, expansion of skills, or increased job competence.

**Mileage Reimbursement**

When privately-owned motor vehicles are used for authorized travel on District business away from their “official station”, the owner can claim reimbursement at the current mileage reimbursement rate for state employees. “Official station” is the geographic location or “address” where the employee normally reports for duty and/or spends the majority of his/her productive time. When multiple employees travel to the same location, they are encouraged to travel together. Employees are encouraged to use District vehicles through the Transportation Department.

Mileage reimbursement will be limited to professional development receiving prior authorization from immediate supervisors. Reimbursement requests are to be made after returning on the “District Travel Expense ” found on the district website on the Departments Tab\ Administration\District Forms.

**Meal Reimbursement**

When school business requires travel, meal reimbursement shall be based on actual expenses of meal and gratuity as documented by receipts from the institution at which the meal was obtained. The maximum “tip” allowed as part of the reimbursement shall be no more than 15% of the cost of the meal. The maximum reimbursement per day shall be (\$35) thirty-five dollars. No reimbursement shall be made without appropriate documentation. **Employees must submit detailed receipts, not credit card summary.**

**Lodging**

When school business requires overnight travel, lodging can be paid. The employee must have prior approval for the workshop and travel. The maximum amount allowed for lodging is limited to the regular federal per diem rates for travel with the continental United State ([www.gsa.gov](http://www.gsa.gov)) for the locale visited, unless the lodging is located on-site for a convention or other professional development meetings. **Employees must submit the hotel receipt upon return.**

**Airfare**

When school business requires airline travel, the employee must contact the Assistant Superintendent. Travel arrangements will be made through her/his office.

## **Luggage**

The district will pay for one piece of luggage unless the airline offers it for free. **Employees must submit the luggage receipt upon return.**

**\*All detailed receipts must be attached to the “District Travel Form” and returned to the Professional Development Secretary within 5 business days of returning from the trip. No reimbursement will be provided past this time.**

**\*\*It will be the employee’s responsibility to cancel all reservations and registrations. Upon cancellation, any amounts not refunded to the district, such as but not limited to, registration, hotel, airfare, car rental, will be the traveler’s responsibility to reimburse the district.**

# Out-of-State Conferences and Trainings

## Philosophy

The primary reason for attending conferences and training is to gain knowledge and build capacity within the Gentry School District. Our responsibility is to select conferences and professional development activities that will expand our knowledge and understanding of best practices that can be implemented within our district to improve academic achievement.

**\*Anyone attending out of state professional development will be responsible for presenting new knowledge to building/district staff upon return.**

Professional Development activities must be an integral part of broad, school-wide and district-wide educational improvement plans, SMART goals and professional growth plans.

## Criteria

The Gentry School District will use the following criteria for selection to decide which conferences and training will most benefit our district and which individuals will be able to share knowledge and skills gained with other teachers and administrators in order to provide students with the opportunity to meet challenging academic and achievement standards:

### ***Criteria for selection***

- The training is supported by the building or district school improvement plan
- The training supports the professional growth plan
- The training is based upon scientifically based research
- The training leads to improved student achievement
- The training follows all guidelines for district, state, federal and grant funding
- The training is capacity building for the district

**All conferences/professional development activities outside the district must have prior approval.**

**\*Certificates/proof of attendance must be picked up at these workshops/conferences as documentation of attendance and copies sent to Mrs. Toland at Central office upon return.**

**\*\*The hours must be added by each individual to his/her PD transcript.**



**Pre-Approval for Out of State Conferences/Trainings**

**2022-2023**

Name: \_\_\_\_\_ Location/School \_\_\_\_\_

The primary reason for attending conferences and training is to improve craft knowledge and build capacity with the Gentry Public School District. Our responsibility is to select conferences and professional development activities that will expand our knowledge and understanding of the best practices that can be implemented within our district to improve academic achievement.

**\*Anyone attending out of state professional development will be responsible for presenting new knowledge to building/district staff upon return.**

Professional Development activities must be educational improvement goals and student achievement data as outlined in building and district school improvement plans, SMART goals and professional growth plans.

**Describe how this training will support or improve your craft knowledge in your current position/role and align with your professional growth plan (PGP):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will it improve academic achievement in your building and/or district?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the tentative timeline on sharing and implementing the new knowledge?**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal/Supervisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Assistant Superintendent Signature*

\_\_\_\_\_  
*Date*

- Attach a tentative schedule of sessions to this application
- Must follow all travel procedures
- Turn in all documentation of attendance to PD office upon return



Appendix A  
FORMS

# Gentry Public School District Professional Development Prior Approval Form

(This form **MUST** be completed and all approvals secured for any Professional Development)

School/Location: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Event Name, Date & Location: \_\_\_\_\_

Purpose of Attendance: \_\_\_\_\_

Expected Costs for Professional Development Activity

Registration Fees _____	*Lodging _____	Airline _____	Mileage _____
Parking _____	Meals _____	Other _____	EST TOTAL _____

**Is the activity and cost necessary, reasonable and allocable by a prudent person's standard? Yes or No**

\*The GSA Per Diem [www.gsa.gov](http://www.gsa.gov) per night is \_\_\_\_\_. I am requesting permission to exceed the rate by \_\_\_\_\_ per night (explanation) \_\_\_\_\_

*I understand Professional Development activities which involve **any** expenditure of **Perkins or Federal Funds** cannot be used to meet required hours for teacher licensure renewal. I also understand that I will be required to present new knowledge to building/district staff upon return.*

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**\*\*Signatures Below Indicate Approval of Trip\*\***

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please Note:** Receipts must accompany all lodging and travel requests along with a copy of agenda/program.

Documentation related to Travel expenses incurred by you or the School District for an approved trip should be submitted within **5 Business Days** of Travel for reimbursement processing.



# Pre Approval for Professional Development Credit from a College course

## (3 hours college course = 15 PD hours)

**ADE Rules Governing Professional Development states:**

**4.06.2.1 Up to fifteen (15) hours may be credited to the professional development requirements for licensure.**

Name \_\_\_\_\_ School \_\_\_\_\_

Position in district \_\_\_\_\_

University \_\_\_\_\_ Number of College hours \_\_\_\_\_

Course # and Title \_\_\_\_\_

Semester or Session \_\_\_\_\_

Reason for taking the course: \_\_\_\_\_ advanced degree requirement

\_\_\_\_\_ required by ADE for licensure \_\_\_\_\_ professional development

How is this related to your Personal Growth Plan (PGP) ?

\_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:**

- Complete and submit form to the Assistant Superintendent. It will be returned to you upon approval
- Complete the course
- Submit a copy of the grade report or transcript after completion with this form to your building administrator
- Enter the hours in escWorks under manage transcript

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PD Credit Awarded: \_\_\_\_\_



# DESE Rules for Professional Development

