

School district goals and improvement practices shall be based upon the annual assessed needs of district personnel identified through an analysis of student data, the individual personnel evaluation process, an annual evaluation of district instructional programs, or other priorities set by the local school district or mandated by the State Board of Education or state law. Professional learning offers district employees continuous, job-embedded opportunities.

The following items, in addition to Board Policy GAD, are designed to meet the requirements of the state program for staff and professional development.

#### Organizational Structure

The Superintendent will appoint a designee to carry out responsibilities of bringing together all professional learning planning activities and reporting those in one comprehensive plan.

- A. A Professional Learning Advisory Council, the membership of which is representative of probable participation in professional learning activities, will be appointed by the Superintendent's designee. This committee will include county office staff, directors of student learning, school-based administrators, and teachers. The role of the advisory committee will be to advise and assist the Superintendent's designee with respect to the assessment of needs, determination of priorities, content of activities, and evaluation of the program.

#### Administrative Procedures

##### A. Planning

There are several activities pursuant to bringing together all professional learning planning activities. The following items address major planning activities:

1. The Principal is responsible for the development, administration and compilation of the results of an annual Professional Learning Needs Assessment for his/her school. The Principal and the school improvement team are responsible for developing site-based professional learning growth opportunities to meet the needs of certified and non-certified personnel. These plans are presented to the Superintendent's designee for approval.
2. The Directors of Student Learning for each level are responsible for compiling professional learning needs based on their meetings with principals, assistant principals, teachers, and others. In planning meetings with the Superintendent's designee, these needs are discussed and plans are made to meet these needs for the district. The Directors of Student Learning are responsible for developing district-wide professional learning growth opportunities related to curriculum implementation. These plans are submitted to the Superintendent's designee for approval.

3. The various Department Heads are responsible for compiling professional learning needs for the personnel in their departments. The Department Heads are responsible for developing and planning for professional learning growth opportunities for the personnel in their department.
4. The Superintendent’s designee is responsible for compiling the needs from the principals, the Directors of Student Learning and the department heads and consolidating these into the Comprehensive School Improvement Plan submitted to the state.
5. A Course/Workshop Proposal will be submitted following the guidelines established by the current Professional Learning Management System for approval. It will be ensured that each approved **course**, no matter what its origin, i.e. school district, RESA, college, or private or public provide, or the state, has been judged to be of high quality and appropriate content and that it will enable participating personnel to contribute to their school’s annual SIP and/or the district’s annual SIP.
6. Educators who hold professional certificates shall engage in continuous improvement by developing professional learning goals. Additionally, educators who fall into one or more of the following categories shall develop professional learning plans:
  - a. Induction (three or less years of teaching experience)
  - b. Teaching out of field (non-renewable certificate)
  - c. New position (change in field of certification)
  - d. Out of the profession for longer than one year
  - e. New to the state
  - f. Evaluation performance of Needs Development or Ineffective
7. Professional learning courses will be offered in the following ~~four~~ categories:
  - a. School/District/Individual Improvement Plan
  - b. State/Federal Requirements
8. Instructor Fees for county employees may be paid if instruction is delivered after the contract day according to the current fee established annually. Fees for outside consultants are paid based on a signed contract between the vendor and the approved county administrator arranging for the instruction.

#### B. Stipends

Stipends may be awarded to certified and non-certified personnel when the following conditions are met:

1. School/district administrators select courses/workshops for which to offer stipends according to priorities that are annually determined by the district or by the school.

2. The individual participates in an approved activity outside the normal contract time.
3. The approved activity is a college-credit course offered by a regionally accredited institution or an approved course.
4. The district shall enter into a formal agreement with each person receiving a stipend specifying the amount of stipend, type of study, number of credits, and needs being addressed.
5. Stipends for new teachers will be paid on October 15<sup>th</sup>
6. No stipends shall be awarded to individuals for participation in the following activities:
  - a. Revising or writing curriculum;
  - b. Reviewing or selecting textbooks;
  - c. Educational or professional travel;
  - d. Professional conferences;
  - e. Correspondence or independent courses;
  - f. Serving on school/district committees or performing tasks for the district.
7. The district shall withhold FICA and federal and state income tax. The employer's district portion of FICA and Medicare deductions are allowable to charge to stipend funds. Stipends are not subject to teacher retirement withholding.

**ADOPTED: 06/02/86**

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**Columbia County Board of Education**