

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Professional Improvement Program      **Date Adopted:** 10/24/83      **Policy No.** 7001  
**Date Revised:** 9/10/96      **Page 1 of 4**  
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## **Policy Statement:**

The Professional Improvement Program exists to enable professional educators to become more effective by updating their skills and keeping abreast of changes in our society and the field of education. The program's director is to cooperatively recognize staff needs of the School District of Hortonville and of individual staff members. This program will provide individual and group experiences which will meet those needs, maintain positive attitudes, facilitate better communication among faculty, administration, students, school board and community and to encourage a spirit of striving for a better school.

## **Rationale:**

**Scope:** District-wide Professional Staff

**Responsibility:** District Administrator and Director of Curriculum

## **Implementation:**

- I. Responsibilities of the School Board
  - A. The school board shall provide a planned, continuous development program for the professional staff, individual and group, as outlined in Wisconsin Statutes.
  - B. The school board shall provide funds and time for the planning and implementation of the Staff Development Program.
  - C. A calendar of district-wide and building level staff development activities will be maintained and submitted to the school board by June 30<sup>th</sup>.
    - Responsibility lies with Director of Curriculum
  - D. Building Administrators shall act on requests submitted by staff for individual professional improvement activities and approve expenditures accordingly.
  - E. The Professional Improvement processes and procedures will explained to and/or reviewed with staff members on an annual basis.
    - Responsibility lies with the building principals.
- III. Responsibilities of the In-service Chairperson and Treasurer
  1. The chairperson is responsible for recording individual Professional Improvement hours and posting that information to the district website.
  2. The treasurer is responsible for performing necessary budget/bookkeeping functions.

President Bill Murphy      Date 12/10/07

Clerk Marv Obry      Date 12/10/07

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IV. Responsibilities of the Professional Staff

- A. Each professional staff member must meet the requirements set by the Administration and Board of Education.
- B. Each professional staff member should participate in individual programs to improve professional growth.
- C. Each professional staff member must evaluate any Professional Improvement program which he/she has participated in.

V. Yearly Goals

- A. Yearly goals will be based upon a needs assessment to be completed by all building teams prior to the end of the school year.
- B. Information obtained from the evaluations of staff development activities, year-end needs assessment, and building team goals will be compiled and submitted to the Board of Education at the beginning of the school year. This plan will include a strategic action plan for the district and building team level
- C. Responsibility for drafting the plan lies with the Director of Curriculum.

VI. Two Components of the Professional Improvement Plan

A. District Professional Improvement

1. District Professional Improvement days are those designated on the school calendar and are programs which all staff members are required to attend unless previously arranged otherwise with the building principal.
2. Process and Procedure
  - a. District Professional Improvement dates shall be recommended by the Administrative Team for approval by the Board of Education at the last meeting in May.
  - b. Early release dates shall be determined by the Administration on or before May 15<sup>th</sup>.
  - c. The Director of Curriculum and Building Principals shall plan and distribute agendas for all in-services.
  - d. Agendas for early release days not designated by the District Administrators for K-12 purposes shall be used cooperatively by building principals and their staff members. Agendas can include such activities as grade level or department work or small group/committee work or individual work as long as it is related to curriculum/instruction.
  - e. Planning shall be based upon evaluations and needs assessments as outlined in Section V.

B. Individual Professional Improvement/7 hour Requirement

1. A Professional Improvement requirement of seven hours must be completed by all 1.0 F.T.E. staff members outside of school hours. The 7 hour requirement will be prorated for staff who are less than 1.0 F.T.E. This will be referred to as a "floating in-service day" on the school calendar.
  - a. The purpose of the individualized Professional Improvement is to enable each staff member to grow and develop as a professional based upon identified strengths and needs in the areas of instruction, curriculum, inter-personal relationships, assessment, research and related areas.
  - b. Process and Procedure for Professional Improvement /7-Hour Requirement
    1. An application form, acquired from the district website or building office must be submitted to the Building principal or in their absence an associate principal at least two weeks in advance. Shorter notice requests will be considered under special circumstances.
      - a. Professional Improvement opportunities sponsored by the district outside of the school day do not require pre-approval. Attendance will be taken at the event and forwarded to the Chairperson to record for credit toward individual hours.

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2. Within one week, written approval or denial shall be returned to the applicant. If the applicant disagrees with the decision, he/she has the right to appeal and meet within one week of the denial to the superintendent along with HFT representation.
  3. In order to receive credit and/or reimbursement, evaluation forms with receipts must be returned to the in-service chairperson by the 2<sup>nd</sup> Friday in May.
  4. A credit course may be used for advancement on the salary schedule and may be used for individual Professional Improvement. Courses taken for credit on the pay scale will not be reimbursed through Professional Improvement funds.
  5. AFT conventions on non-school days may be counted as Professional Improvement with advance application.
  6. The annual budget for Professional Improvement is \$95 per teacher. This amount may be used to pay registration fees, mileage, meals and/or lodging for the seven-hour requirement.
    - b. Staff members who request more than \$95 in reimbursement, may receive additional funds at a rate not to exceed 75% of the excess over \$95, provided funds remain in the budget after the second Friday in May.
  7. Applications will not be approved for Professional Improvement on parent-teacher conference days or evenings.
  8. Failure to comply with either group or individual Professional Improvement responsibilities will result in the loss of pay.
  9. All evaluation forms and receipts must be submitted by the 2<sup>nd</sup> Friday in May. If necessary, any in-service after this date may be applied to the next year.
  10. Applications for summer Professional Improvement should be approved before the end of the school year but can be approved by building principals or assistant principals during the summer.
  11. Professional Improvement activities must be in an organized learning setting under responsible sponsorship, capable director and qualified instruction.
  12. Professional Improvement hours can be applied for and granted to district employees for presentations that are made on-site during or after the school day. Hours shall be granted as follows:
    - During the school day – two hours credit for preparation time
    - After the school day – two hours credit for preparation time plus the length of the program (one hour minimum length)
  13. It will be possible to bank up to three (3) hours for the following year.
  14. Sports clinics may not be used for the seven-hour requirement or to be reimbursed through Professional Improvement funds.
2. Professional Improvement opportunities related to the building goals beyond the seven hours may be attended during the school day.
    - a. The purpose of this individualized Professional Improvement is similar to that of the seven hour requirement.
    - b. If professional staff are required to attend a workshop at the recommendation of an administrator, they will be reimbursed in full with funds from outside the \$95 in-service allotment, and the form will be marked with the appropriate account number by the administrator.
    - c. If professional staff choose to attend an in-service for other than the seven hour requirement, an application form must be submitted according to the guidelines stated for the 7 hour requirement in Section VI B.
    - d. Reimbursement will not exceed the amount allotted by the Board of Education. The amount may be used as follows:
      1. Registration, lodging, meals (Meal costs are reimbursable not to exceed \$37 per day. Policy #2004)

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2. Mileage will be reimbursed at the Board-approved rate.
3. Additional funding at a rate not to exceed 75% of the excess over \$95 will be considered after the 2<sup>nd</sup> Friday in May, provided funds remain in the budget at the end of the school year.
4. College credit and reimbursement will be determined as outlined by the Master Agreement.

**ASSOCIATED INFORMATION:**

Professional Improvement and 7 hr Requirement/Floating In-service Flowchart  
7-Hour Guidelines and Options  
Application for 7 Hour/\$95 Funded Professional Improvement.