



District Professional Development Plan

USD #507 (Satanta Schools)
Fall 2007—Spring 2012

Professional Development Team

Committee Chair: Rita Shogren, Elementary Representative

Ardith Dunn, Superintendent
Ron Levan, Jr-Sr High Principal
Leanne Tschanz, Elementary Principal

Nicole Ploger, Elementary Representative
Debbie Weeks, Jr-Sr High Representative
Ryan Burrows, Jr-Sr High Representative

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Section I: District Profile

A. Mission Statements

B. Community, District, and Building Level Composition

A. Mission Statements

USD #507 District Mission Statement

“Satanta Unified School District 507 will provide all students the opportunity to develop and demonstrate the essential skills necessary to maintain a balanced learning, leisure, and work experience throughout life in a changing society.”

Goals: To accomplish this mission, the instructional resources and support services of the district

will be allocated across the curriculum to enable all students to develop and demonstrate:

- Skills in communication that encompass reading, writing, speaking, and listening.
- Skills to gather, recall, process, analyze, synthesize, assess, and apply information in everyday situations through independent or cooperative problem solving techniques.
- Skills, attitudes, and self-knowledge needed to become a responsible, thinking, and contributing participant in an international society.

Accountability: The responsibility for achieving the mission of USD 507 is reciprocal and

interactive. It is shared by:

The Board of Education accepts the responsibility to provide the vision, leadership and development of policy, environment, climate, and appropriate resources to enable successful

teaching and learning.

The Administrators accept the responsibility of instructional leadership by encouraging academic excellence in a positive learning environment, and setting positive, challenging

expectations by pursuing and sharing knowledge of current methods and research.

They will also supervise the overall operation of the district as it relates to instruction, student activities, communications, services, and fiscal management. Administrators will effectively communicate with the Board of Education, district staff, students, and patrons.

The Faculty accepts the responsibility to actively support and effectively facilitate the curriculum by demonstrating professional attitudes and by utilizing current methods and research. They will promote high student expectations and provide opportunities for student leadership and growth in a safe, positive environment conducive to learning.

Faculty will effectively communicate with students, patrons, and district staff.

The Classified Personnel accept the responsibility to enable learning and to communicate

effectively with students, other district staff, and patrons. Together, they will assist teachers, students, and patrons; maintain clean, safe, comfortable environments; prepare

nutritious, attractive meals; provide safe, reliable transportation; facilitate essential health services; and keep accurate, timely records.

A. Mission Statements (cont.)

The Students accept the responsibility to be active participants in the educational programs, experiences, and activities offered by the district. Students will demonstrate commitment and effort to learn, and contribute to a safe, orderly environment while expressing respect for others.

The Parents and Guardians of the Students accept the responsibility to support teaching and learning and will effectively communicate with their children about the children's school experiences. Parents and guardians will take an active role in contributing to a safe, positive community environment.

The Patrons of USD 507 accept the responsibility to provide the resources and facilities that enable successful teaching and learning in a safe, positive community environment and to communicate effectively with district staff and the Board of Education as they deem necessary.

Satanta Grade School (Pre K—6)

“Satanta Grade School, in partnership with parents, students, and community, will provide a positive learning environment dedicated to meeting the educational needs of all students.”

Satanta Junior-Senior High (7-12)

“The mission of Satanta Junior-Senior High School is to provide students the opportunities to develop the skills they need to pursue life's goals and to participate fully as informed, productive members of society.”

B. Community, District, & Building Level Descriptions

Community: Satanta is a rural farming community of approximately 1200 residents located in Southwest Kansas, on US Highway 56. It has a long-standing history of cattle and crop production that dates back to a time when the majority of this area was a cattle range managed by independent ranchers and a few farmers. The major employers consist of feedlots, dairies, hospital, clinic, and long-term care facility, agriculture, gas plants and the school district. The community has many other businesses and local organizations. Satanta has welcomed several new families over the years and has strived to provide residents with quality employment, educational, and recreational opportunities.

District: USD 507 is a rural school district located in four counties, mainly Haskell, with 376.5 square miles and approximately 380 students. The district has 41 teachers, 3 administrators, and 32 classified employees. There are six buildings (grade school, annex building, juniorsenior high school, vocational, 2-bus barns) in three different locations in town. The school is a NCA accredited school in the fourth year of its third cycle. We have made AYP at the building levels and as a district. Our student population is approximately 39% bilingual and 41% at-risk. The district is funded with general funds, federal funds, local option budget (12.75%), and capital outlay (4 mills).

Grade School (Pre K-6): The grade school is located at 800 Wichita Street, and provides educational opportunities for students from pre-kindergarten through sixth grade. The school offers a full range of learning experiences for approximately 210 students including vocal music, band, library skills, physical education, as well as the core academic subjects. Almost 50 percent of the teachers have their Masters' degree and have an ESL endorsement. The two buildings facilitate the regular classrooms (two sections per grade level including all-day kindergarten), at-risk pre-school, ESL/migrant instructor, Title 1 reading instructor, Parents as Teacher program, full-time counselor, food service department (serving breakfast and lunch), interrelated instructors, and a School Resource Officer.

Junior-Senior High School (7-12): The junior-senior high school is located at 100 Caddo Street, and provides a variety of course offerings for approximately 190 students.

Courses offered include the regular core subjects, FACS, industrial arts, vocational agriculture, art, vocal and instrumental music, computer science, business, and physical education classes.



Section II: PDC

(Professional Development Committee)

A. Selection & Membership

B. Duties & Meetings

C. Purpose & procedures

D. Teacher Responsibility



A. Selection & Membership

Committee Members: Members 1-4 of the Satanta Professional Development Committee are selected by the Satanta Teachers Association. Committee members are trained annually as needed to fulfill his/her role and responsibilities.

Membership:

Member Term Representative

Linda Nelson.....	3-year	Elementary Representative
Debbie Weeks	5-year	Elementary Representative
Ryan Burrows	3-year	Jr-Sr High Representative
Rita Shogren.....	5-year	Jr-Sr High Representative
Leanne Tschanz	5-year	Elementary Principal
Ron Levan.....	5-year	Jr-Sr High Principal
Ardith Dunn	5-year	Superintendent

Unfilled Term Vacancies: The Satanta Professional Development Committee will select a replacement from the appropriate description area to fulfill terms that are vacated prior to the end of a member's three or five year term.

Members: Members will attend the four meetings a year. All decisions by vote of the committee will be made by a quorum. Quorum is defined by 5 of the 7 committee member present.

Training: Annual training will be made available to members of the Professional Development Council. Any additional training needed will also be made available.

B. Duties & Meetings

Committee Chair: The committee chair is selected at the first meeting. The chair will set agendas and conduct quarterly meetings. He/She will be updated and trained annually on state guidelines and procedures.

Committee Secretary: The committee secretary will distribute the agenda and send reminders of meeting dates and times. He/She will be available at each meeting to record the discussion and decisions made by the committee. Minutes will be posted on the USD 507 web page.

Central Office: The central office will keep on file all transcripts and individual development plans for the Satanta Professional Development Committee. The central office will be responsible for transcript requests and approval for teacher professional development request forms.

The central office and USD 507's Professional Development Committee will maintain records for all certified staff in the USD 507 school district.

Meetings: The Satanta Professional Development Committee will meet quarterly (September, December, March, May) for the purpose of approving points, approving individual development plans, maintaining transcripts, and discussing business pertaining to the professional development committee.

C. Purpose & Procedures

Purpose: The Satanta Professional Development Committee is a representative group of local certified personnel which advises the administration of educational matters concerning the local improvement plan. These suggestions are meant to improve the development, implementation, and operation of USD 507. The local committee will:

1. Make recommendations about professional development points requested (approve/disapprove)
2. Maintain the individual professional development plans and transcripts.
3. Help identify in-service needs based on student and staff data.

These in-services will also be included in the School Improvement Plans.

Procedures: All certified instructors that are governed by the State of Kansas licensure process and the Satanta Professional Development Council must complete an Individual Professional

Development Plan (see appendix A). The plan must be turned into and approved by the Satanta Professional Development Council prior to the September meeting. Any updates or

changes to the plan must be approved by the committee at their next regularly scheduled meeting.

The document will be kept on file in the central office to be referenced when a request for

professional development points are made by certified staff members.

Request for points must be made on the proper form (see page 25) and submitted to a committee

representative within 30 days of the activity attended. If approval is not granted, a date will

be assigned for the corrected form to be resubmitted to the chair of the committee.

Forms that

are not within the 30 day date range or do not meet the standards required will be rejected by

the committee.

Transcript requests will be made on the proper form (see page 27) and submitted to the central

office. Transcripts will be printed for the USD certified instructors at the beginning and end of

each school year. Only current (points earned within the date of professional license), professional

development points will be kept on official transcript.

D. Teacher Responsibility

Teachers responsibilities will include:

1. Annual survey to assess in-service needs will be filled out by certified staff in the spring of each school year. This survey will include having the teachers evaluate their level of understanding of the areas designated in the results-based staff development action plan. Evaluation of past in-service quality will also be assessed in the survey.
2. Annual update and approval of Individual Professional Development Plan, (see pages 21-24). The plan will need to be completed, signed, and submitted to the PDC council prior to the first quarterly meeting.
3. Professional Development Transcripts (see page 28) will be distributed at the beginning of each school year. It will be the responsibility of each certified staff member to present documentation if a discrepancy is found in the transcript. Only the previous school year may be appealed.
4. Certified personnel must obtain, complete, and submit the points request form (see page 25), to the PDC committee within 30 days of the activity and prior to the next quarterly meeting. If any activities occur during the summer, these forms must be turned in by September 1st.
5. Certified staff is responsible to be aware of their personal license deadlines and requirements.
6. Certified staff is responsible to obtain, complete, and submit materials required for the Kansas State Board of Education for license and renewal.



Section III: District Professional Development Plans

**A. Grade School (K-6) Results-Based Staff Development
Action Plan**

**B. Jr.-Sr. High School (7-12) Results Based Staff
Development Action Plan**

C. Professional Development Survey

D. Professional Development Evaluation





Section IV: Professional Development Plans

A. Elementary Individual Development Plan

B. Secondary Individual Development Plan

C. Elementary/Secondary Development Plan

D. Generic Development Plan
(certified staff not employed by USD 507)

E. Professional Development Points Request Form

F. Transcript Request Form

G. PDC Transcript (Sample)