

Lawton Public Schools Professional Development

PURPOSE

The purpose of the Lawton Public Schools professional development is to help all teachers in the district continue their education beyond initial licensing and certification by the state of Oklahoma so students are taught by professional educators who are up-to-date with the latest in brain research and best practices along with changes in policy.

MISSION

To promote continuity of curriculum and professional skills that affect learning and overall school improvement.

PROCEDURE FOR SUBMITTING A PROPOSAL

- **Must use Omni Form DMB –E2 revised 09-06-05**
- Proposals using old forms will be returned.
- Be sure all areas of proposal are filled in

Title

1. **District Identified Need:** Page 2 of Policy DMB-E2
2. **Specific Training Objective:** To be determined by site
3. **Training Date, Time, Place (Length, clock hours, etc.)**
4. **Personnel to be trained and number of persons being trained.**
Be sure number of persons being trained is listed to insure an accurate count of staff development forms.
5. **Training agencies:**
 - A. If the presenter is an LPS employee, only give the name of employee and employee ID number – no other information is needed
 - B. If the presenter is out-of-district, give name, address, phone number, email address, social security number of federal ID number.

6. **Source of Funds:**

Please specify – if zero funds are requested, then put “0”. If funds are requested from staff development, list exact amount requesting. If presenter asks for fee and additional money for travel, meals, lodging, etc., list specific amounts. **We do not make travel arrangements for presenters.**

Notes for LPS Presenters: Only 3 presenters per proposal; \$50 prep fee for each.

12-month employees are not eligible for payment. Payment may only be made at a ratio of no less than 12 participants to 1 presenter and for training of no less than 3 hours.

PROFESSIONAL DEVELOPMENT

Q & A

How do I submit a proposal for professional development?

- All professional development proposals must be approved by the Staff Development Committee (SDCO).
- Use Professional Development OmniForm DMB-E2. All administrators should have this form, or e-mail Zeldon Rice at zrice@lawtonps.org to have it installed.
- Fill out each section. Any section left blank will not be complete. It is important to fill out number of staff being trained, so we can send you enough professional development forms.
- Submit your proposal form by: e-mail to phill@lawtonps.org; or by fax to 585-6404; or thru distribution. Please submit your proposal by the designated deadline.

Will the SDCO pay my presenter(s)?

- Yes, if the following conditions are met
 1. LPS certified staff may receive a preparation fee of \$50 for a 3-hour presentation
 2. Twelve-month employees are not eligible
 3. A ratio of 12 participants to 1 presenter must be met
 4. No more than 3 presenters may be paid per proposal

What if my presenter is not an LPS employee?

- Submit the presenter's information on your proposal
 1. Name of presenter (and company name if applicable)
 2. Address, phone number, and e-mail address where presenter can be reached
 3. SSN or Federal ID #
- After the in-service
 1. Payment will not be made without an invoice from the presenter
 2. Invoice must be dated on or after the day of in-service
 3. If presenter doesn't use an invoice, use the district's "claim for services rendered" form.
 4. Invoice must be signed by presenter

The state department of education has designated 5 professional days for the school year. Can I hold any other training for my staff or the district and can participants earn points?

- Yes, fill out a professional development proposal form and submit as outlined above.
- The SDCO meets on the 2nd Tuesday of every month except December. Proposals should be submitted by the Friday before the committee meets.

What if I miss a professional day?

- It is required by the state DOE to have at least 15 professional development hours/points by the end of the school year, which ends June 30.
- If you miss a professional day, but have had other professional training during the school year, you may submit it for points. A certificate or document with the following must be submitted for approval: name of workshop or training; date(s) of training; number of hours of training; certificate must be signed by those giving the workshop.
- Document submitted must be dated between July 1 and June 30 of the current school year.
- Fill out a professional day absentee form. Have your principal sign it.
- Send it along with your certificate to Cheryl Monts at PDC.
- If it is approved, Mrs. Monts will sign and return your copies to you. If it is not approved, she will call you or your principal.

LIBRARY

Q & A

Who can use the professional library?

- All LPS employees
- Library users must be registered before using the library

What is available in the library?

- Materials useful in the classroom, including workbooks, CD's, DVD's
- Resources for leadership training and professional development
- Special Education resources
- Handbooks, kits, videos, CD's, DVD's useful in the area of education or teaching educators

How do I borrow materials from the library?

- Materials must be checked out and returned in person. **DO NOT SEND THEM IN DISTRIBUTION.** Resources in the library are valuable. The risk of damage or loss is too great to send materials thru distribution.
- The library is in room 101 of the Professional Development Center. You are welcome to browse. See Cheryl Monts or Patty Hill to check out materials.

How long may I keep borrowed materials?

- 2 weeks for videos, CD's, or DVD's
- 3 weeks for other materials

May I keep them longer?

- Yes, call Cheryl Monts or Patty Hill at 585-6426 for an extension
- Please remember the library is used by the entire district, so returning materials as soon as possible will be appreciated

Can I go online to see what items the professional library has available?

- Yes, go to the follett link or call Cheryl Monts or Patty Hill at 585-6426.
- The follett link will also give you access to all libraries in the district who are using the follett system
- You may not check out books online, but you may see what we have on inventory

YOU ARE RESPONSIBLE FOR THE RETURN OF MATERIALS BORROWED FROM THE PROFESSIONAL LIBRARY. EVEN IF YOU GIVE THEM TO SOMEONE, YOU ARE STILL RESPONSIBLE. PATRONS WHO DO NOT RETURN ITEMS TO THE LIBRARY WILL BE RESPONSIBLE FOR THE COST TO REPLACE THEM. THE VALUE OF SOME MATERIALS IS IN THE HUNDREDS, SO PLEASE RETURN WHAT YOU BORROW.