

Quitman County Professional Learning Procedural Manual



Quitman County School System Comprehensive Plan for Professional Learning

The Quitman County School System operates the Professional Learning Program as a system and site based program. Professional learning activities are prioritized by the Quitman County Cabinet which is comprised of the system leadership team, the school leadership teams and the school councils. These activities are then written into the Comprehensive School Improvement Plan and updated yearly. Description of the planning process includes a system-wide needs assessment, analysis of needs, setting goals, establishing objectives, planning activities to meet objectives, identifying materials and resources, assigning areas of responsibilities and establishing evaluation procedures and budget information.

Each school's School Improvement Plan, as well as the System Improvement Plan, provides priorities for the school/system program of Professional Learning. The needs of all staff are identified and assessed through the system needs assessment administered in the spring or through the teacher and leader evaluation systems. Data addresses the system level and school level strengths and weaknesses. Each school, while recognizing their individual needs, is also part of the whole picture as part of the system.

Training that is common to all schools or centered on a common topic is coordinated at the system level. Training in instructional technology, CPR, and special education services are examples of some of these. Coordination of training opportunities such as those listed provides a consistent approach as well as meeting the unique needs of individual schools.

Professional learning activities are dependent upon state and federal funding. Additional funds for Professional Learning are requested through the local school system and federal programs. Title II A funds are used for improving teacher quality to provide training to ensure teachers and paraprofessionals are "highly qualified". Local funds, Title I funds, Special Education funds and Program Improvement funds are also used to fully implement the comprehensive system program for continued Professional Learning.

QUITMAN COUNTY SCHOOL SYSTEM GOALS

The Quitman County School System believes in the continuous professional growth of its staff. It is the goal of the Professional Learning program to support the successful teaching and leadership practices of our staff members and to provide new and enriching opportunities for professional growth and the pursuit of learning.

Offerings are based on the needs and interests of the professional and non-certificated staff. Activities are also planned and designed to meet the needs of instructional programs through Professional Learning.

Various Professional Learning courses are offered which carry credit for certification renewal. Professional Learning Units (PLU) may be used to renew a certificate and in some cases to help add a field to a current certificate.

Paraprofessionals receive credit for hours of Professional Learning. These hours will apply to initial licensing and to the renewal of a paraprofessional license.

FUNDING SOURCES:

Professional Learning: funding provided by the state. Activities must meet state guidelines as outlined in regulations. If school improvement or improving student achievement cannot be linked, please reconsider.

Federal funds such as Title I, Title IIA, and IDEA are provided to improve teaching and student learning and to support education reform through professional learning. These are the most restrictive funds.

These Professional Learning funds are used for training activities, substitutes, travel, meals, hotels, registrations and consultant fees.

PROFESSIONAL LEARNING PROCEDURES

A needs assessment which focuses on the system/school goals is given to all schools in the summer of the year. Schools also administer their own survey with teachers. The results of the assessment are tabulated. From these results, system initiatives and school initiatives are planned.

The system leadership team establishes yearly priorities for professional learning. Professional Learning funds shall be used for activities that enhance the skills and knowledge of all school system personnel, school board members and school council members, which are directly related to improving student achievement. Every decision concerning professional learning will be made with improving student achievement as the goal.

The Comprehensive School Improvement Plan is updated yearly once test scores have been received. A yearly status report is also developed and presented to the Board of Education.

EXPENDITURE OF FUNDS

1. Professional learning funds shall only be expended for one or more of the following items.
 - (i) Release time for teachers to serve as mentor teachers.
 - (ii) Release time for teachers to participate in professional learning activities, i.e. substitute teacher salaries and employee benefits.
 - (iii) Travel for professional learning purposes.
 - (iv) Professional and technical service fees and expenses for instructors and consultants.
 - (v) Instructional equipment for professional learning purposes.
 - (vi) Training materials and supplies.
 - (viii) Reimbursement for expenditures of persons who successfully complete approved conferences, workshops or courses
2. Funds budgeted for professional learning should be used only to compensate personnel for activities that relate to school and school system improvement efforts.
3. Funds budgeted for professional learning should be used primarily for activities that enhance the skills of certified personnel and directly relate to student achievement.

QUITMAN COUNTY PROCEDURES FOR EXPENDITURE OF FUNDS

1. Participants complete the prior approval form, which can be found on the district website under professional learning, estimating the costs to be incurred. (attach agenda if available)
2. The form is submitted to the school administrator and district professional learning coordinator, where final approval is granted.
3. Registration is the responsibility of the Professional Learning Coordinator unless it is offered through RESA, CTAE or GAEL.
4. Expenses will be reimbursed according to Statewide Travel Regulations (15th and 30th of each month).
5. Re-delivery form must be received for reimbursement purposes (hotel receipts, parking receipts, taxi, UBER, etc.)
6. Reimbursements must be submitted within 30 days of the professional learning.
7. Reimbursements will not be granted until Professional Learning packets are complete with required documentation.
8. Quitman County reimburses State per diem amounts for meals. (no receipts required)
9. Professional learning opportunities will be earned **only** in the following four categories:
 - Field(s) of Certification
 - School/System/Individual Improvement Plan
 - Annual Personnel Evaluation
 - State/Federal Requirements

