

## SCHOOL-BASED DECISION MAKING

**School:** J. GRAHAM BROWN SCHOOL

**Subject of the Policy:** PROFESSIONAL DEVELOPMENT POLICY

***Policy Statement:*** Professional staff members at the J. Graham Brown School shall meet professional development (PD) requirements as set forth by state statute and/or district policy. Staff member participation in meeting PD requirements shall be noted in the individual's professional evaluation and growth planning process. PD participation shall be recorded within the JCPS District and may be reported to the Kentucky Education Professional Standards Board. Professional development requirements will consist of both non-flexible and flexible activities.

**Non-Flexible Professional Development:** All professional staff members shall participate in at least the minimum number of required hours of non-flexible professional development, created by the school or district, and designed to meet identified school-wide goals or district-wide priorities. Such goals and priorities of the non-flexible PD should support planning goals and strategies set forth in the Comprehensive School Improvement Plan (CSIP).

**Flexible Professional Development:** Each year professional staff members shall participate in at least the minimum number of required hours of flexible PD credit. In accordance with district expectations, these hours can be earned in the following manner in order to be considered as flexible PD:

Collaboration within school team, department, or other relevant staff for the purpose of improving instructional practice or curriculum development. Examples include the development of professional learning communities, enhancing assessment skills of student work, or instructional techniques identified through the professional growth and evaluation process.

Participation in seminars, workshops, and/or institutes that enhance the instructional skill and effectiveness of the professional. Such activities may be initiated and developed by school district departments, through local universities, the Kentucky Department of Education, or approved professional organizations. Six hours may be earned through individual participation in professional conferences that address topics which support school objectives and the goals of the CSIP. If the school assists in participation of these individualized activities in any manner, the participant shall be required to share such information received from these individual PD activities with appropriate staff in a timely manner upon returning to school. Sharing this information can be accomplished through a variety of outlets.

All PD activities must be focused toward areas of reinforcement identified in the individual's growth plan; and/or identified school improvement objectives as stated in the CSIP.

**Date of First Reading:** December 10, 2020

**Date of Second Reading:** January 21, 2021

**Date Adopted:** January 21, 2021

**Date Reviewed:** May 9, 2023; April 24, 2025

**Signature:** Angela Parsons  
(SBDM Council Chairperson)