BOE Approved 6/24/25

SLATER SCHOOL DISTRICT



PROFESSIONAL DEVELOPMENT HANDBOOK 2025-2026

EXCELLENCE:

EVERY DAY ~ EVERY WAY ~ EVERY ONE

Professional Development Committee

Members

Tonja Boggs	Chairperson
Breanna Presley	Elementary Representative
Kim Reeter	Junior High Representative
Leah Bowling	High School Representative
Stephen Meyer	Specials Representative

Administration

Dr. Terry Lorenz	Superintendent
Becky Drummond	Elementary Principal
Jessica Clements	High School Principal

SLATER SCHOOL DISTRICT
PDC GOALS AND OBJECTIVES

The Professional Development Committee was organized as a support service for all teachers in the Slater School District.

LONG-TERM GOALS:

- To enhance the performance of teachers by providing educational opportunities.
- To encourage teachers to continue their education.

SHORT-TERM GOALS:

- To encourage all teachers to attend quality workshops, conferences and in-district professional development activities.
- To assist all teachers new to the district with a mentoring program.

OBJECTIVES:

- To assist first and second year teachers in all areas of teaching.
- To enable all teachers to attend workshops and conferences by providing monetary assistance.
- To maintain a well-informed staff.

PROFESSIONAL DEVELOPMENT PHILOSOPHY

The Slater School District's Professional Development Program will stimulate, encourage, and facilitate the professional growth of both new and experienced teachers in the continuous process of refining skills and in keeping abreast of new developments in the field of education.

The Slater Board of Education values professional development for its faculty and recognizes that increased student achievement is a product of collaborative, high quality professional development.

2025-2026 PD Handbook

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DEFINITION OF PROFESSIONAL DEVELOPMENT

Professional development is a long-term process composed of a variety of activities to promote professional competence, self-renewal, and the attitude of a professional learning community that contributes to the fulfillment of the Mission and Vision of the Slater School District.

PROFESSIONAL DEVELOPMENT COMMITTEE

The committee shall be known as the Professional Development Committee (PDC). It is a standing district-wide committee developed according to the following guidelines and having the following purposes and responsibilities:

COMMITTEE RESPONSIBILITIES

1. To recommend and assist in the planning and development of district professional development activities.
2. To conduct needs assessment based on student data.
3. To plan, implement, and evaluate professional development opportunities on a district-wide basis.
4. To provide assistance for every teacher during his/her first two years including guidance from an assigned, experienced teacher employed in the district.
5. To serve as communicators between the faculty and the administration on matters of professional development.
6. To develop activities in consultation with the administration.

MEMBER CRITERIA

1. The Professional Development Committee will consist of four staff members who will have at least two years of local teaching experience with a representative from each building (elementary, junior high, high school).
2. Administrators will serve as ex-officio members.
3. If a member leaves the district, a new member from that building will be appointed.
4. The committee will meet as needed in person or through email.

PROFESSIONAL DEVELOPMENT BUDGET PLAN

Allowable expenditures include:

- Activities consistent with the PDP and CSIP for staff
- Consultant and presenter fees and expenses
- Payment for meals, lodging, and registration fees associated with PD events
- Reimbursement for mileage associated with PD events
- Pay for substitute teachers
- District fees to belong to a professional development co-op and professional organizations Example: RPDC

STEPS FOR APPLICATION AND REIMBURSEMENT OF PDC FUNDS

The following steps should be taken in this specific order:

1. Complete the Google Form: “25-26 Professional Development Application—Slater School District”. Be sure to include all expenses you are requesting funding for (conference fees, meals, substitutes, lodging, etc.).

2. Email Tonja Boggs at tboggs@slaterschools.net once the application has been submitted.

3. After the PDC votes on the application, the PDC Chair will notify you by email of full approval, partial approval, or denial.

4. When approved, submit requisitions for funds: Choose PCARD as the vendor–include the name of the conference and dates in the notes section. List each expense type as a new line on the requisition form.
    a. Conference fees
    b. Lodging
    c. Meals
        i. Breakfast-$10
        ii. Lunch-$15
        iii. Dinner-$25

5. Submit a leave request in SIS and email your building secretary/principal letting them know the conference you will be attending.

6. Complete a District Transportation Request to reserve a school vehicle.

7. Once your requisitions are approved you will receive purchase orders by email. Then you can register for the conference, reserve lodging, etc.

8. Attend the professional development function and keep receipts for all expenses. (Registration, lodging, meals, etc)

9. Place all receipts in your folder located in the Central Office.

10. Include this activity on your Professional Development Log.