

Ryan Walters, State Superintendent  
Oklahoma State Department of Education

McClain  
(County)

Mid-America Technology Center  
(School)

# PROFESSIONAL DEVELOPMENT

## ANNUAL UPDATE

### 2024-2025

President, Local Board of Education

Date Approved by Local Board

Superintendent

Professional Development Chairperson

*Karen Hammarling*

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to identify certain professional development areas where they are competent and other areas requiring additional professional development activities.

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**B. Specific Training Objectives for the Above Identified Need**

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To update and improve, Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff members will identify professional development goals and develop a plan to achieve the identified professional development goals.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, and Licensed and Certified Personnel need to increase their repertoire of teaching and testing methods.

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**B. Specific Training Objectives for the Above Identified Need**

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Licensed and certified staff will discuss and expand teaching and testing techniques utilized by successful educators.

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**C. Training Date – Length – Clock hours, days, etc.**

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Approximately fifteen or more (15) hours of in-service training with continuous implementation during the 2024-2025 school year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Licensed and Certified Personnel

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need encouragement and inspiration at the start of and during the 2024-2025 School Year.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will participate in motivational workshops.

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**C. Training Date – Length – Clock hours, days, etc.**

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Approximately twelve or more (12) hours during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need a plan to stay current with new and developing trends in their area of expertise.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will develop individual strategic plans using professional literature and technological resources and periodically participate in business and industry experiences.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies, Publications, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to stay current with CPR and AED procedures.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff participate in a CPR/Basic First Aid class to renew or obtain certification.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to know how to identify and prevent bullying.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will receive training on identifying and preventing bullying.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies, or self-directed study

**PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM**  
**2024-2025**

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Teacher Assistants need to add to their tools for Classroom Management. This includes adding reading comprehension strategies and tools to increase student achievement in reading comprehension.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will receive training in techniques and innovative strategies for classroom management and increasing students' reading comprehension to ensure safety and maximize learning in the classroom.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, and Licensed and Certified Personnel

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies and Professional publications

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to know how to identify potential child abuse and neglect and know reporting procedures.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will receive training on identifying and reporting child maltreatment.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

---

Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies and Professional publications

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Non-Instructional Staff need to stay current on techniques, trends, and tools to enhance job performance and to gain a broader knowledge of skills that can assist in their job duties.

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**B. Specific Training Objectives for the Above Identified Need**

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Non-Instructional Staff will receive training on skills for their particular job duties to ensure skill advancement and safety.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies and Professional publications

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to stay current on techniques, trends, and tools via a professional learning community (PLC) through MATC Lunch & Learn activities.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will continue to meet in a professional learning community to receive training on the identified tools for teaching pedagogies to enhance students' experience and knowledge retention.

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**C. Training Date – Length – Clock hours, days, etc.**

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Continuously during the 2024-2025 School Year.

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**D. Personnel To Be Trained**

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Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

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**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies and Professional publications

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM  
2024-2025

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**A. Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to be able to identify and respond to seizures, epileptic and diabetic episodes, and other health concerns.

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**B. Specific Training Objectives for the Above Identified Need**

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Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will receive training on identifying and responding to seizures, epileptic and diabetic episodes, and other health concerns.

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**C. Training Date – Length – Clock hours, days, etc.**

---

Continuously during the 2024-2025 School Year.

---

**D. Personnel To Be Trained**

---

Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Non-Instructional Staff

---

**E. Training Agencies, i.e., the person providing the instruction**

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Mid-America Technology Center staff, Technology Centers, Colleges & Universities, Business & Industry, Public or Private training agencies and Professional publications

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
10:30 am, April 12, 2024 – MATC Room 134**

I. Call to order

II. Roll Call

III. New Business

A. Review Committee Membership.

B. Elect Chairperson.

C. Review committee member makeup of members.

D. Review past and possible future professional development topics.

E. Identify objectives for the 2024-2025 Professional Development Plan.

IV. Adjourn

**THE AGENDA WAS POSTED APRIL 11, 2024, 10:30 AM IN THE FRONT WINDOW OF THE MAIN BUILDING.**

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Karen Hemmerling

## PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

10:40 am, April 12, 2024

Karen Hemmerling called the meeting to order at 10:40 am. Roll call was announced. The following members were present.

Randy Henderson	Director of Fulltime Programs (ex-officio, non-voting)
Quinton Knighten	Transportation
Parker Murphy	Maintenance
Amy Cornforth	Assessment Coordinator & Parent
Jeff Lefler	Teacher Assistant
Nicki Miller	Teacher
Jenny Thompson	Teacher & Parent
Karen Hemmerling	Director of Instruction

- A) Old Business was discussed. Henderson motioned to accept old business minutes. Miller accepted. Motion carried.
- B) Committee membership was reviewed.
  - a. Motion made by Henderson to nominate Amy Cornforth as Chairman.
  - b. Motion seconded by Thompson. Motion carried.
  - c. Discussion of length of committee membership and make up of committee.
  - d. Motion made by Henderson that Cornforth recruit and get new members.
  - e. Motion seconded by LeMay. Motion carried.
- C) The committee reviewed local actual performance levels and state goal levels.
  - a. Discussed PD and methods for addressing and improving local actual performance levels.
  - b. Discussed reporting in CTIMS and educating staff on indicators.
  - c. Discussed the importance of certifications.
  - d. Motion by Henderson to send 10 teachers to MAX Teaching workshop.
  - e. Motion seconded by Miller. Motion carried.
  - f. Discussion concerning methods and available resources to identify students needing supportive measures, such as testing and teacher referrals.
- D) The committee discussed objectives for 2024-2025 Professional Development (PD) Plan.
  - a. Topics of PD Plan: PL Focus, SREB, Aug PD, CPR, Bullying Prevention, Substance Abuse Education, MAX Teaching, Identifying/Reporting Child Abuse, Increasing Teacher Skills, PLCs, and Suicide Awareness.
  - b. Suicide Awareness is offered once every 5 years (HB 1441 – 2023), so this is removed from the 2024-2025 PD Plan.
  - c. Training in increasing awareness and effects of drug abuse was given during 2023-2024, so this is removed for 2024-2025 PD plan.
  - d. Motion by Hemmerling to add PD on seizures, epilepsy, diabetes, first aid, and other health concerns.
  - e. Motion seconded by Henderson. Motion carried.
  - f. Motion by LeMay to have in-person training on seizures, epilepsy, diabetes, first aid, and other health concerns.
  - g. Motion seconded by Murphy. Motion carried.
- E) Henderson makes motion to adjourn meeting.
  - a. Motion seconded by LeMay.
  - b. Meeting adjourned at 11:41 am.

Respectfully recorded and submitted by,  
Karen Hemmerling, Recorder