

Joy Hoffmeister, State Superintendent
Oklahoma State Department of Education

McClain
(County)

Mid-America Technology Center
(School)

PROFESSIONAL DEVELOPMENT

ANNUAL UPDATE

2023-2024

President, Local Board of Education

Date Approved by Local Board

Superintendent

Karen Hemmerling

Professional Development Chairperson

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

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.

B. Specific Training Objectives for the Above Identified Need

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.

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

Continuously during the 2023-2024 School Year.

D. Personnel To Be Trained

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

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, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

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

B. Specific Training Objectives for the Above Identified Need

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

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

Approximately fifteen or more (15) hours of in-service training with continuous implementation during the 2023-2024 school year.

D. Personnel To Be Trained

Teachers, Administrators, Licensed and Certified Personnel

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, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need encouragement and inspiration at the start of and during the 2023-2024 School Year.

B. Specific Training Objectives for the Above Identified Need

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

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

Approximately twelve or more (12) hours during the 2023-2024 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

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
2023-2024

A. Identified Need

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.

B. Specific Training Objectives for the Above Identified Need

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.

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

Continuously during the 2023-2024 School Year.

D. Personnel To Be Trained

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

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, Publications, or self-directed study

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

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

B. Specific Training Objectives for the Above Identified Need

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

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

Continuously during the 2023-2024 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

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

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

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

B. Specific Training Objectives for the Above Identified Need

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

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

Continuously during the 2023-2024 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

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
2023-2024

A. Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to continue to increase their awareness and understand the effects of vaping, tobacco use, drug abuse, and marijuana.

B. Specific Training Objectives for the Above Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will review the dangers of vaping, tobacco use, drug abuse, and marijuana, indicators concerning the use of these, and talking points to educate students about the dangers of vaping, tobacco use, drug abuse, and marijuana to help guide students to make healthy decisions.

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

Continuously during the 2023-2024 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

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

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Teacher Assistants need to add to their tools for Classroom Management.

B. Specific Training Objectives for the Above Identified Need

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

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

Continuously during the 2023-2024 School Year.

D. Personnel To Be Trained

Teachers, Administrators, Support Staff, Licensed and Certified Personnel, and Teach Assistants

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
2023-2024

A. Identified Need

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.

B. Specific Training Objectives for the Above Identified Need

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

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

Continuously during the 2023-2024 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

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

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

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.

B. Specific Training Objectives for the Above Identified Need

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

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

Continuously during the 2023-2024 School Year.

D. Personnel To Be Trained

Non-Instructional Staff

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
2023-2024

A. Identified Need

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.

B. Specific Training Objectives for the Above Identified Need

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.

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

Continuously during the 2023-2024 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

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

PROFESSIONAL DEVELOPMENT INSERVICE ACTIVITY FORM
2023-2024

A. Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff need to be able to identify indicators to help with suicide prevention signs and symptoms and mental health awareness for students and staff.

B. Specific Training Objectives for the Above Identified Need

Teachers, Administrators, Licensed and Certified Personnel, and Non-Instructional Staff will receive training on identifying indicators to help with suicide prevention signs and symptoms and mental health awareness for students and staff.

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

Continuously every other 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

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

PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
10:00 am, May 5, 2023 – MATC Room 125

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. Discuss and review suicide prevention every two years.

F. Identify objectives for the 2023-2024 Professional Development Plan.

IV. Adjourn

THE AGENDA WAS POSTED May 1, 2023, 10:25 AM IN THE FRONT WINDOW OF THE MAIN BUILDING.



Karen Hemmerling

PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
10:00 am, May 3, 2023

Karen Hemmerling called the meeting to order at 10:00 am.

A sign-in sheet was circulated for roll call. 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
Amanda Schneringer	Recruiter & Job Placement
Nicki Miller	Teacher
Jenny Thompson	Teacher & Parent
Mendi Dawley	Registrar
Karen Hemmerling	Director of Instruction

- A) Committee membership was reviewed.
 - a. Motion made by Hemmerling to keep the current members.
 - b. Motion seconded by Miller and Murphy.
- B) Motion made by Hemmerling to elect Randy Henderson as Chairman of the Committee.
 - a. Thompson seconds motion.
 - b. Randy Henderson is elected by acclamation.
- C) The committee comprises teachers, parents, a teacher's assistant, a counselor, and support staff.
 - a. Motion made by Henderson to keep the current "makeup" of members.
 - b. Motion seconded by Miller and Murphy.
- D) The committee reviewed past and possible future professional development topics for Instructional and Non-Instructional Staff.
 - a. Motion made by Henderson to keep professional development on bullying.
 - b. Motion seconded by Hemmerling.
- E) The committee discussed awareness of vaping, drug abuse, tobacco use, and marijuana.
 - a. Motion made by Henderson to add "and understand effects of" to the identified need.
 - b. Motion seconded by Cornforth.
- F) The committee discussed classroom management.
 - a. Motion made by Henderson to have MAX Teaching strategies presented during the first semester.
 - b. Motion seconded by Miller.
- G) New topics for Professional Development.
 - a. Motion made by Miller to add Mental Health Signs and Suicide Training.
 - b. Motion seconded by Cornforth.
- H) Randy Henderson motions to adjourn the meeting, seconded by Jeff Lefler.
 - a. Meeting adjourned at 10:35 am.

Respectfully recorded and submitted by,
Karen Hemmerling, Recorder