



# PROFESSIONAL LEARNING



Hunt Elementary School  
Fort Valley, Georgia

August 21, 2018  
2018/2019 School Year

## Hunt Elementary School Professional Learning News

### 2018/2019 Professional Learning Planning Form

- Fill in your 2018/2019 Professional Learning Planning Form.
- Do not fill in beside PL Credit. Leave blank.
- Fill in all portions including estimated Cost, mileage if outside of Middle GA area, lodging expense, all meals (no receipts required upon return), conference registration amount, and estimate \$55.00 a day for substitute teacher pay. (This information must be completed if you want it to get paid for, or if you want reimbursement)
- Please sign your form beside Employee Signature. Next get Dr. Mathis to sign beside Principal Signature and to put a check and initial beside the funding source. Finally give form to Mrs. Harris in the Media Center to sign beside Bld. Prof. Learning Coordinator. Your form will then be sent to BOE for approval. If a Funding Source is not indicated, BOE will right in School Funding. (This means HES will be responsible for paying for all PL expenses for this particular training.)
- Once Dr. Stewart has signed the PL Form giving approval, a copy of the form with her signature will be placed in your box. Once you have the approved PL Form in your box, you may register for the Professional Learning Course through RESA or the website where the course or training is being provided.

## Peach County Schools District Goals

**Goal 1: All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.**

**Performance Target: To increase percentage of all students meeting or exceeding state performance targets.**

**Goal 2: All students will graduate from high school. College and career ready.**

**Performance Target: To increase the high school graduation rate to meet or exceed state performance targets.**

**Goal 3: All students will be taught by highly qualified teachers.**

**Performance Target: Continue to ensure that 100% of Peach County teachers are highly qualified.**

**Goal 4: All students will be educated in learning environments that are safe, drug free and conducive to learning.**

**Performance Target: To reduce student discipline referrals and the number of student/adult accidents annually.**

**❖ USE ONE OF THESE GOALS WHEN COMPLETEING YOUR 2018-2019 PROFESSIONAL LEARNING PLANNING FORM!**

## Professional Learning Guidelines

- Professional Learning Form must be completed and approved prior to completing RESA on-line registration.
- RESA on-line registration may be completed once you have your PL Form signed by Dr. Stewart.
- All Professional Learning must be tied to your PL Goal/PL Plan.
- All Professional Learning must be tied to increasing student achievement.
- Professional Learning Communities may be established to help staff reach PL Goals.
- Data should support the Professional Learning that is taking place.
- When filling out Funding on Professional Learning Form estimate a higher amount.
- Mileage will always be reimbursed for Pre-K when turned in on time. (will be reimbursed when traveling in Middle GA area or outside Middle GA area )
- All Professional Learning Forms must be submitted to Dr. Stewart 10 days prior.
- Employee Expense Statement must be submitted to BOE Finance Department when you return from Professional Learning.
- If Employee Expense Statement is turned in 45 days after Professional Learning is completed, they will be taxed.(a reduction in the amount reimbursed)
- Mileage update form can be found on the BOE Finance page.
- You will not need meal receipts. You will only be reimbursed for the amount listed on the Professional Learning Form. You will not be reimbursed if a meal is provided at the training.
- You may be reimbursed for parking fees but no valet parking. You will only be reimbursed if there is no free parking.
- No reimbursement for wifi/internet, room services, or incidentals that have been charged to your room.
- You may use your credit card to reserve a room. Your room fee may be mailed in to hotel or sent to hotel by you. (as long as you turn in reservation 10 days in advance)

## Guidelines Continued

- New Staff members will need to sign up to register on the RESA website.  
[http://www.ciclt.net/sn/resa/rep\\_profile\\_new.aspx?ClientCode=mgresa](http://www.ciclt.net/sn/resa/rep_profile_new.aspx?ClientCode=mgresa)
- You may register yourself, if you have a signed PL form from Dr. Stewart and it asks for a Purchase Order or a Check. If you register without approval, it will be at your own expense.
- Always send Conference Registration or Room Registration Conformation to [rhamlin@peachschools.org](mailto:rhamlin@peachschools.org). You will need to email her to inform her that you are sending registration information.
- You must bring back your conference Agenda from your PL Training to turn in to Mrs. M. Harris to be turned in to Dr. W. Stewart.

## Reminders:

- ❖ **All certified Staff is responsible for completing an Individual Professional Learning Activities Log. (Administrators, Teachers, Facilitators, Media Specialist, Paraprofessionals, and any other person that has a certificate)**
- ❖ **You may access the TKEYS platform by logging into Infinite Campus with the same log in and password that you use to log into your computer.**
- ❖ **All certified Staff must complete the PL Goals and PL plan sheet and then upload information in TKEYS Platform on SLDS in Infinite Campus.**
- ❖ **Upload Individual Professional Learning Activities Log into the TKEYS Platform and keep a copy for your records once it is signed.**
- ❖ **Professional Learning Goals due in September 2018.**
- ❖ **Complete Professional Learning Survey.**

**Mrs. Melody L. Harris**  
HES Building Professional Learning Coordinator  
[mharris2@peachschools.org](mailto:mharris2@peachschools.org)  
(478) 825-5296 Ext. 1414