

**TO:** All certified staff  
**FROM:** Mary Jo Wisener, Assistant Superintendent  
**DATE:** April 2010  
**SUBJECT:** Staff development for 2010-2011

**IMPORTANT!! PLEASE READ CAREFULLY!!!**  
**PLEASE KEEP AND REFER TO ALL YEAR!!!**

All teacher contracts in Arkansas call for **ten (10)** certified staff professional development days. The Warren School District provides nine (9) of those days on **August 11, 12, 16, 17, November 5, 2010; January 3, January 4, February 18, and April 25, 2011**. The Warren School District's professional development policy allows all certified personnel to obtain the other **one (1)** day "on-your-own" within certain guidelines.

- Please find attached:
- (1) the district's professional development policy,
  - (2) the district professional development form that is to be provided to your supervisor upon completion of your 60 required hours (10 days @ 6 hours per day) of professional development
  - (3) additional professional development forms,
    - Form A is for ADE approval if you wish to count a 3-hour course as part of your 60 required professional development hours.
    - Form B is for your personal documentation of professional development for the purpose of teacher license renewal.
    - (NOTE: Renewal of your teaching license requires documentation of 60 professional development hours EACH YEAR beginning with the 2005-2006 school year)*
  - (4) the revised *INCENTIVE* professional development policy
  - (5) the form for documenting *INCENTIVE* professional development
  - (6) instructions for *ESCWorks* program: registering (both at Co-op and at Warren), Shoebox, and Transcripts
  - (7) **IMPORTANT INFORMATION ON REGISTERING FOR AUGUST 2010 WSD PROFESSIONAL DEVELOPMENT**

Professional development opportunities are being sent/have been sent to you via email or on paper. The SEARK Co-op is posting its professional development offerings as they become scheduled on ESCWorks. A copy of the currently schedule Co-op summer workshops is being sent to each teacher's lounge. Please frequently check the ESCWORKS online professional development opportunities at the SEARK Co-op by going via the Internet to <http://se.sesc.k12.ar.us> and clicking on "online registration" on the left.

**NOTE:** *Many of you like to take advantage of the Southeast Arkansas Education Service Center's summer offerings for staff development. ALL of the Co-op's summer workshop offerings meet state department guidelines. You must register for Co-op summer workshops via the internet. Your media specialists can assist you in registering on ESCWorks. If a fee is required, just type in 999999999999 (or as many 9's as required) and that will alert the Co-op to bill Warren School District for your fee.*

**SPECIAL NOTE:** *A copy of your registration form/confirmation MUST be sent to Mary Jo Wisener's office if you want the school district to pay the registration fee for the workshop. Failure to do so will result in your having to pay the workshop fee yourself. You will also have to pay the workshop fee yourself IF you register for a session, do not attend, and fail to cancel.*

**Special notes:** PET and Classroom Management are required of all teachers new to the Warren School District since August 1998.