
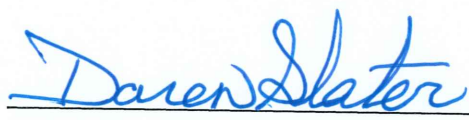




PROFESSIONAL  
DEVELOPMENT PLAN  
FY2027

  
\_\_\_\_\_  
President, Board of Education

  
\_\_\_\_\_  
Superintendent of Schools

6-8-26  
Date



**Professional Development Committee**  
**Meeting Update**  
**May 7, 2026**

**Committee Members:**

Scott Brown	BIS Director – Alva Campus	2023 - 2028
Angie Flynt	Central Office – Alva Campus	2025 - 2028
Tami Frascht, Chair	Career Center – Alva Campus	2025 - 2028
Karen Koehn	Counselor – Alva Campus	2025 – 2028
Jessica Kriegh	BIS/ACD – Alva Campus	2025 – 2028
Pam Malone	Instructor – Alva Campus	2025 – 2028
Melissa Powell	BIS Health Coordinator – Fairview	2026 - 2029
Bobby Watson	Instructor – Fairview Campus	2025 – 2028
Dr. Jeremy Eaton	Administration – Alva Campus	
Colt Shaw	Administration – Fairview Campus	

The Professional Development Meeting for the school year 2026-2027 was held on May 7, 2026, at 1:00 p.m. via Zoom. All members except Dr. Eaton and Mr. Shaw participated in Zoom meeting.

Items of discussion:

- The committee discussed the following during the meeting:
  - Tami Frascht suggested training on the transition from Remind to Parent Square communication system in Fall 2026 and short training or highlights of the new website in Spring 2027.
  - The state required topics will be covered either in person or online throughout the year. Staff participation and completion will be recorded in Sonis and a transcript will be printed at end of year and kept on file with the Professional Development points for each staff member.
  - The dates of ODCTE Summit this year are August 3 and 4 in Tulsa, OK.
  - The date for the August Joint In-Service will be Thursday, August 6, 2026, at the Fairview Campus.
  - NWTC employees will have a professional day on Monday, January 4, 2027.
- Angie Flynt created a Google sheet with tabs to be used by each Alva staff member to record their individual staff member professional development points collection. Amanda Robinson will use the same Google Sheet procedure for point collection for the Fairview Staff. Angie and Amanda will print transcripts of trainings/courses staff members attended and attach to the printed copies of individual staff members points prior to each staff member signing their forms. After PD point sheets are printed and signed and transcripts attached they records will be giving to Tami Frascht. Paper copies of records are in a file box in Tami Frascht's office, while digital records will be added to a Shared Google Drive Folder that will be available to Mr. Daren Slater and Ashlee Sneary for auditing purposes. Cumulative point totals per year for all employees are stored in a Shared Google Sheet (Tami Frascht, the current "owner" of the sheet, but shared with select NWTC staff members).

# **NORTHWEST TECHNOLOGY CENTER**

## **PROFESSIONAL**

### **DEVELOPMENT PLAN 2024-**

**2027**

#### **2027 Update**

Northwest Technology Center updated its long-range strategic plan in 2024. A part of our overall Strategic Plan involves providing professional development opportunities to staff members that enhance their ability to provide quality education and training services.

#### **MISSION:**

- Creating success in education, the workplace, and life.

#### **VISION:**

- Northwest Technology Center creates opportunities through high-quality educational experiences.

#### **CORE VALUES:**

- Professionalism ○ Quality ○ Affordability ○ Customer Focus ○ Innovation
- Excellence

#### **STRATEGIC ADVANTAGES:**

- Instructional Quality ○ Innovative Technology ○ Responsive Delivery of Services
- Regulatory Knowledge ○ Modern Facilities ○ Flexibility
- High Return on Investment ○ Customizable Services

#### **STRATEGIC GOALS:**

- Expand stakeholder awareness/understanding ○ Cultivate student success
- Enhance organizational efficiency and effectiveness ○ Empower workforce members
- Strengthen community/business relationships

A professional development committee will consist of an administrator from each campus, one counselor, one instructor from each campus, one non-certified/support staff member from each campus, and a parent/student representative. Members of the committee will be elected by a majority of the staff. Instructors, staff, and the counselor representatives will serve a term of three (3) years. A parent/student representative will be selected on an annual basis. All professional development committee members will be approved by the Board of Education by approving the plan. Faculty and staff will vote and approve the committee members at the annual August Joint In-service.

The professional development committee will meet at least annually to review and evaluate activities, schedule new activities, review goals, review points assigned to activities, and certify

points for all completed activities of staff members. The professional development committee will also maintain a five (5) year plan with annual updates.

The duties of the chairperson of the professional development committee are:

- Coordinate all scheduled professional development activities.
- Be responsible for housing all staff professional development records.
- Maintain an accurate summary of each staff member's annual points and prepare a report for the business office staff.
- Serve as a liaison with faculty, staff, and administration.
- Conduct an annual professional development committee meeting and provide leadership in the development of a 5-year plan and/or revision of the annual plan.

All staff of Northwest Technology Center are required to participate in professional development activities:

- Certified and Professional Non-Certified full-time staff must accrue at least 75 professional development points within 5 years, with at least 15 points completed each year.
- Support full-time staff must accrue at least 40 professional development points within 5 years, with at least 8 points completed each year.
- Administrators at each campus will determine appropriate professional development activities and point requirements for part-time staff.
- Any employee hired 4/7 of a school year must maintain 15 points a year.
- Points must be obtained through two or more professional development activity codes per year.

Non-attendance on scheduled professional development days will require using appropriate leave or other verification of points. Individual staff members will be notified periodically of deficiencies. Personnel are rehired each year contingent upon the completion of the required professional development points.

The professional development program will be on a fiscal year basis, July 1 – June 30. Staff new to Northwest Technology Center may transfer accumulated professional development points from a previous school. The Northwest Technology Center Professional Development program will be governed by Section 145, Section B of the School Laws of Oklahoma; the program is also committed to implementing activities that address the mandates of S.B. 1493, which requires professional development activities to include the following:

- Special education component.
- Discipline strategies.
- Ethnic education
- Outreach to parents periodically.
- Annual training on recognition and reporting of child abuse and neglect.

Professional development activities required by government agencies such as the Oklahoma Department of Labor, FEMA, OSHA, etc., will be provided as required. Safety training, CPR, NIMS, bloodborne pathogens, etc., are examples of training that will be offered on an ongoing basis. Any alternative activities that earn professional development points must relate to the needs identified by the local needs assessment. Alternative activities shall have a direct application to increasing professional performance in a work assignment, and professional development points shall not be given for routine job-related assignments.

In addition to scheduled professional development activities, each certified staff member, coordinator, and administrator is required to develop an *Individualized Professional Development Plan (IPDP)*. The *IPDP* is a tool to assist in planning and achieving personal and professional growth. The *IPDP* will consist of at least two of the following: instructional goal, subject goal, and/or technology goal. The participant is responsible for a complete professional development record to be kept in a personal file. Administrators will review goals and the attainment of goals annually with each staff member.



## PROFESSIONAL DEVELOPMENT POINTS

Alternative activities that earn professional development points must relate to the needs identified by the local needs assessment. Alternative activities shall have a direct application to increasing professional performance in a work assignment, and professional development points shall not be given for routine job-related assignments. Points must be obtained through two or more professional development activity codes per year.

### PROFESSIONAL DEVELOPMENT ACTIVITY CODES

<b>Activity</b>	<b>Points</b>
1. University or college credit	15 points per year.
2. Professional and/or CareerTech meetings & workshops	1 point per hour
3. NWTC district-wide and campus staff meetings	1 point per hour
4. NWTC professional development training activities	1 point per hour
5. Visitation of other <i>CareerTech</i> schools	1 point per hour
6. Professional Development Committee	1 point per hour
7. State Department meetings	1 point per hour
8. Visiting and/or working in related business and industry	1 point per hour
9. Advisory Committee Meeting	1 point per hour
10. Student Organization Activities	1 point per hour
11. August Conference	1 point per hour

## NWTC New Hire Safety Training Included in On-Boarding Process

Course Name
Bullying and Harassment in the Workplace
FERPA - Family Educational Rights and Privacy Act
HIPAA Compliance Training
Discrimination in the Workplace for Educational Facilities
Electronic Communication Etiquette for Business
Time Management
Title IX/Sexual Misconduct at Educational Facilities
Housekeeping Awareness (Microlearning)
Drug-Free Workplace
Human Trafficking Awareness: The Basics of Human Trafficking
Hazard Communication
Fire Safety On Campus
Active Shooter: Elements of the "Run, Hide, Fight" Program (Microlearning)
Ladder Safety
Distracted Driving Prevention
Diversity, Equity, and Inclusion in the Workplace
Bloodborne Pathogens
Security Threat Awareness

## Professional Development Requirements

Frequency	Topic	Audience	Guiding Rule or Law	Suggested Resources & OSDE Contact
Frequency determined by local board of education.	Digital Teaching and Learning	Certified teachers and administrators.	70 O.S. 6-192	<a href="#">ISTE Standards for Students, Educators &amp; Administrators</a> <a href="#">AI 101: OSDE Connect</a> Office of AI and Digital Learning <a href="mailto:Karen.Leonard@sde.ok.gov">Karen.Leonard@sde.ok.gov</a>
Frequency determined by local board of education.	EL (English Learners)	Certified employees & support staff who work with EL students.	70 O.S. 6-192	<a href="#">EL Instruction &amp; Professional Development: OSDE Connect</a> <a href="#">EL Instruction &amp; Professional Development</a>
Frequency determined by local board of education.	Family & Community Engagement	All school personnel.	70 O.S. 6-194	<a href="#">Family &amp; Community Engagement: OSDE Connect</a>  <a href="#">Family &amp; Community Engagement</a>
Frequency determined by local board of education.	FERPA (Family Educational Rights & Privacy Act)	Certified employees & support staff.	70 O.S. 6-194	<a href="#">FERPA: OSDE Connect</a>
Frequency determined by local board of education.  Except for laboratory employees who will be provided information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard is introduced	Hazardous Communications	Certified employees & support staff.	70 O.S. 6-194 29 CFR 1910.1200	<a href="#">OSHA Hazard Communication</a> <a href="#">OSHA Toxic and Hazardous Substances: Health Hazard Criteria Policy</a> <a href="#">OSHA Training Requirements</a>

into their work area.				
Frequency determined by local board of education from recommendation of the Safe School Committee.	Human Trafficking	Certified employees and support staff.	70 O.S. § 24-100.5	<a href="https://southerngritadvocacy.org/">U.S. Department of Homeland Security https://southerngritadvocacy.org/</a>
Frequency determined by local board of education.	Teacher Induction Program	First, second, & third-year teachers.	70 O.S. 6-195	<a href="#">Teacher Induction Program Guidelines</a> Senior Director, Teacher Recruitment & Retention Autumn Kouba <a href="mailto:Autumn.Kouba@sde.ok.gov">Autumn.Kouba@sde.ok.gov</a>
Training when initially hired and then frequency determined by local board of education.	Student Communication	All school personnel.	70 O.S. 6-401 70 O.S. 6-194	<a href="#">Student Communication: OSDE Connect</a> Senior Director, Compliance Jennifer A. Hembree, Ed.D. <a href="mailto:Jennifer.Hembree@sde.ok.gov">Jennifer.Hembree@sde.ok.gov</a>
Training when initially hired and then frequency determined by local board of education.	Title IX	Title IX Coordinator.	34 C.F.R. § 106.8(a)	
Complete 3 hours of training annually.  Frequency determined by local board of education.	Title IX, Part A Education for the Homeless & Other Laws	District Homeless Liaison:  Certified Employees and support staff.	Title 42 U.S.C. §11432(g)(1)(D) & (g)(6)(A)(ix) 70 O.S. 6-194	Suggested Resources: <a href="https://www.schoolhouseconnections.org">schoolhouseconnections.org</a> Tuesday Talks Weekly Office Hours <a href="https://www.zoomgov.com/meeting/register/KNKtEWolTbCN5Tys4_Qivg">https://www.zoomgov.com/meeting/register/KNKtEWolTbCN5Tys4_Qivg</a> NAEHCY Conference. Senior Director, Federal Programs, Tammy Smith <a href="mailto:tammy.smith@sde.ok.gov">tammy.smith@sde.ok.gov</a>
Initial training within 9 months of hire, or within 3 years prior	Finance	School District encumbrance clerks and	70 O.S. 5-190	<a href="#">OSDE Financial Accounting</a> Program Director, Financial Accounting, OCAS and Auditing <a href="mailto:katherine.black@sde.ok.gov">katherine.black@sde.ok.gov</a> , 405-522-0275

to employment in the position; then 12 hours of approved training every 3 years from the date of initial employment.		treasure clerks.		
11 Days (66 hours) of training during first year of employment.	Superintendent Training	First-time Oklahoma superintendents.	OAC 210:20-21-1	<a href="#">School Governance</a> Senior Director, Compliance Jennifer A. Hembree, Ed.D. <a href="mailto:Jennifer.Hembree@sde.ok.gov">Jennifer.Hembree@sde.ok.gov</a>
A teacher must earn a micro-credential to integrate health education into other content areas.	Health Education micro-credential	Teachers who teach health education. A stand-alone health class must be taught by a certified physical education/health teacher.	70 O.S. § 11-103R.13	Health Education Micro-credential in <a href="#">OSDE Connect</a> Project Manager, Health & Physical Education <a href="mailto:shana.classen@sde.ok.gov">shana.classen@sde.ok.gov</a>
Within the first year of being assigned the content.	Personal Financial Literacy	Certified teachers delivering Personal Financial Literacy instruction	70 O.S. § 11-103.6H	<a href="#">Teaching Personal Financial Literacy: OSDE Connect</a> Project Manager, Social Studies and Personal Financial Literacy Brenda Beymer-Chapman, J.D. <a href="mailto:Brenda.Chapman@sde.ok.gov">Brenda.Chapman@sde.ok.gov</a>
Once each school year.	Bloodborne Pathogens	Bloodborne pathogens training is required only for employees who have "occupational exposure" to blood or other potentially infectious	20 CFR 1910.1030	<a href="#">OSDE Connect</a> OSHA Overview 1 <a href="#">Bloodborne Pathogens OSHA Standard</a> <a href="#">School Health Services</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>

		materials (OPIM).  Recommended for all district personnel.		
Once each school year.	Cardiopulmonary Resuscitation (CPR) & Heimlich Maneuver	One certified teacher & one non-certified staff member per school site.	70 O.S. 1210.199	<a href="#">American Heart Association</a> <a href="#">American Red Cross</a> <a href="#">Student Health Services Resources</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
Once each school year.	Diabetes Management Training (DMT)	Employees responsible for students with diabetes	70 O.S. 1210.196.2	<a href="#">Diabetes Management Training: OSDE Connect</a> <a href="#">Student Development: Safe and Healthy Schools</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
Once each school year.	Dyslexia/Dysgraphia Awareness	Certified teachers and administrators.	70 O.S. 6-194	<a href="#">Dyslexia Awareness: OSDE Connect</a> <a href="#">Special Education</a>
Once each school year	Science of Reading	For districts receiving greater than \$2500, 10% must be spent on evidence-based professional development from an SDE approved list for any PK-5 teachers within a district. **This is a requirement for funding, but is not a requireme	70 O.S. § 1210.508.D	State Department of Education has approved a list of evidence-based professional development programs which is published on the <a href="#">RSA Coordinator</a> website. Program Director, Literacy Policy and Programs Melissa Ahlgrim <a href="mailto:literacy@sde.ok.gov">literacy@sde.ok.gov</a>

		nt for all teachers to participate		
Once each school year.	Seizure Rescue training	One school employee at each school.	70 O.S. § 1210.183	Seizure Safe Schools Training OSDE Connect <a href="#">Seizure Forms</a> <a href="#">Seizure First Aid Resources</a> <a href="#">Epilepsy Foundation website</a> <a href="#">Safe and Healthy Schools Professional Learning</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
Once each school year.	Sports-Related Head Injuries-Concussion Management Guidelines-Penalties	Game Officials and team Officials.	70 O.S. 24-155(C)(1)	<a href="#">NFHS: Concussion in Sports Training</a>
Once each school year.	Sudden Cardiac Arrest Training	Coach of an athletic activity, school nurses, and athletic trainers.	70 O.S. 24-156	OSDE <a href="#">Resources and Information</a> <a href="#">OSDH Sudden Cardiac Arrest, CPR, AED, and First Aid Requirements</a> <a href="#">Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form</a> Approved providers of Sudden Cardiac Arrest training courses for coaches: Provider: National Federation of High Schools Course: <a href="#">Sudden Cardiac Arrest</a> Provider: Sports Safety International Course: <a href="#">CardiacWise 2.0</a> <a href="#">Chase Morris Sudden Cardiac Arrest Prevention Act</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
Once each school year if medications are being dispensed at the school.	Medication Administration Training	Any school personnel that may administer medications.	70 O.S. § 1-116.2	<a href="#">Medication Administration Training: OSDE Connect</a> <a href="#">Medication Training Guide</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
Once each school year before the school year	Allergy and Anaphylaxis Training	Required training for all teachers and staff	70 O.S. § 1-116.3	<a href="#">Allergy and Anaphylaxis: OSDE Connect</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>

begins or upon hiring.		who are directly responsible for students in the K-12 setting, starting 8/1/25.		
<p>All student teachers during the resident year and at least one time every three (3).</p> <p>At least once every three (3) years.</p>	Autism	All student teachers of students in early childhood programs through grade three shall be required to complete the autism training. All other teachers and education support professionals of students in early childhood programs through grade three.	70 O.S. 2011.194.6	<a href="#">OSDE Connect</a> Special Education Services: (405) 521-3351
Once every three years.	Vision Screening Provider Training	Screeners of K, 1st, and 3rd grade are required to take this training and be on the statewide vision registry at OSDH.	70 O.S. § 1210.284	<a href="#">Training Registration</a> <a href="#">OSDH Vision Screening Resources</a> Project Manager, School Health Services Shawna Blackburn <a href="mailto:shawna.blackburn@sde.ok.gov">shawna.blackburn@sde.ok.gov</a>
First year of hire, then once every fifth academic year	Alcohol and Drug Awareness	Certified employees & support staff. First year of hire,	70 O.S. 1210.229-5 (A)(4)	<a href="#">School Services</a> <a href="#">Substance Abuse</a> Student Development: <a href="mailto:StudentDevelopment@sde.ok.gov">StudentDevelopment@sde.ok.gov</a>

		then once every fifth academic year		
First year and then once every fifth academic year.	Bullying Prevention	All school personnel.	70 O.S. 24-100.4.A9 OAC 210:10-1-20	<a href="#">Prevention and Intervention - OSDE Connect Student Development: <u>StudentDevelopment@sde.ok.gov</u></a>
First year and then once every fifth academic year.	Child Abuse and Neglect; Child Sexual Abuse Awareness & Reporting	Certified teachers and administrators.	70 O.S. § 6-194	<a href="#">Oklahoma Commission on Children and Youth OSDE Connect Abuse Prevention Student Development: <u>Prevention and Intervention</u></a>
First year and then once every fifth academic year.	Mental Health Needs of Students	Certified employees	70 O.S. 6-194.3(A)	<a href="#">OK Aware Resources Oklahoma Department of Mental Health &amp; Substance Abuse Services Prevention and Intervention Student Mental Health Resources Crisis Preparedness and Response Student Development: <u>StudentDevelopment@sde.ok.gov</u></a>
First year and then once every fifth academic year.	Suicide Awareness training	All school personnel.	70 O.S. § 24-100.7	<a href="#">School-Based Suicide Prevention ODMHSAS Training Resources</a> (Oklahoma Dept. of Mental Health & Substance Abuse Services) OSDE <a href="#">Prevention and Intervention Services</a>
Every five (5) years, each driver shall have successfully completed four (4) hours per year of Inservice training approved by the State Department of Education	Bus Driver Training	School Bus Drivers	OAC 210:30-5-8 (Section b:3-A)	<a href="#">OKAPT Online Training Courses</a> Mat Luse <a href="mailto:mat.luse@sde.ok.gov">mat.luse@sde.ok.gov</a>

Last Modified on Apr 13, 2026