

RIVERVIEW GARDENS

SCHOOL DISTRICT

To

Riverview Gardens
District Staff

March 1,
2024

MEMO

From

Dr. Tiffany Patton,
Professional
Development Coordinator

CC

District Professional
Development Committee

Re

District Professional
Development Request
Process

Comments:

In an effort to improve the sharing of information from district provided professional learning experiences and streamline this step in the district pd process, the District Professional Development Committee has created a template to use for your learning presentations. Please see the information below for more details:

- Effective for professional development **occurring on or after April 1, 2024**, pd participants will utilize the template below to share their learning experiences:
 - [Presentation Template](#)
- Employees are required to share their learnings within their professional learning community. **It is the responsibility of the building pd rep and building principal or supervisor to ensure time is provided to conduct a presentation to staff. This presentation should be completed with 30 days of the conclusion of the event.**

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SCHOOL DISTRICT

September
27, 2023

Memo

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- Email the completed presentation to your building pd rep and the district professional development coordinator, Dr. Tiffany Patton and the administrative assistant, Jachala Osler-Brown:
 - Dr. Tiffany Patton - tiffany.patton@rsd.k12.mo.us
 - Jachala Osler-Brown - jachala.osler-brown@rgsd.k12.mo.us

If you have questions regarding the information shared in this document, please contact your building professional development representative. If you do not have a building professional development representative, please contact your immediate supervisor or Dr. Tiffany Patton, Professional Development Coordinator at tiffany.patton@rgsd.k12.mo.us. Your attention to and compliance with district processes is greatly appreciated.