

# Professional Development Plan

Pennfield Schools

2008-2009

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In an effort to add flexibility and a personalized approach to professional development, the following plan has been developed to meet the state 5 day requirement for professional development. Every attempt to provide no cost/low cost training will be made available to every teacher. In the rare event that a teacher chooses to attend training that does have a cost, that cost will be the responsibility of the teacher. This plan also allows for recognition of the expertise that exists within the staff of Pennfield Schools. This is a plan that will be evolving. Because of this evolution, we must move forward and allow for time and communication to be the process by which excellence will be reached.

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## Staff Development Plan for Pennfield Schools

2 days a year will be under the direction of the **district** and established as part of the yearly calendar.

1 day (6 hours) will be under the direction of the **building**. This must take place outside the normal work day. Individual sessions will be a minimum of two hours in length and combined must equal a total of six hours. Building principals will maintain agendas and sign-in sheets for each session. These documents will be turned in to the curriculum director by June 1<sup>st</sup> for state auditing and pay purposes. Teachers will be expected to attend these sessions. Teachers must document attendance on their individual websites.

1 day (6 hours) will be **chosen from an approved professional development opportunity**. (See appendix A). Anyone wishing to have a PD opportunity added to the district approved list should simply submit the request to the curriculum director via e-mail. Those willing to teach a class for others to attend as part of their professional development requirements should follow the attached protocols. The presenters in this case will be paid a stipend and given credit for professional development hours. These opportunities must take place outside the normal workday and any financial obligation will be the responsibility of the teacher.

1 day (6 hours) will be **chosen by the teacher**. This will provide opportunity for a differentiated approach to professional development. These opportunities must be approved by the building administration prior to attending. Any item on the approved list of professional development opportunities will also be permissible for use in this category. These opportunities must take place outside the normal workday and any financial obligation will be the responsibility of the teacher.

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**Teachers will document all professional development opportunities (PD and PDU) they attend at the online location accessible from the district website.**

**Teachers are encouraged to check their accounts for accuracy and completion. Principals will be reviewing these documents on a quarterly basis for submission to the State.**

# Opportunities, Enrollment and Documenting Completion.

## How do I learn about professional development opportunities?

Check the PD calendar at <http://pdreg.ils-bc.com> .

Frequent e-mails and flyers will also be presented for staff to choose from.

Staff members that need information on PD that is not available should contact their building principals or the curriculum director via e-mail.

## How do I register for a professional development opportunity? Obtain permission prior to enrolling!!!

If the class is offered by our own staff or at the ISD, enroll via the ISD's professional development enrollment website. Ask if you need assistance to enroll. Documentation will come from the presenter and will not need to be documented in the office.

If the opportunity is outside of the district or the ISD, you will need to obtain prior permission from your building administrator and do the paperwork as you have done in the past. After completion of the professional development, an entry should be made on the recording website.

## How do I document my attendance at Professional Development training?

Obtain permission from your building administrator prior to enrolling.

Sign-in and out on all attendance sheets.

Go to the Pennfield Schools Website  
Click Teacher Resources in the left hand column  
Click Record your PD or PDU's  
Follow the directions and prompts.

If you have difficulty with this, contact your building administrator, curriculum director, or Tammy Maginity.

## **F A Q's**

### **Do graduate classes count toward professional development?**

At this time, the state does not recognize graduate classes as professional development, except under certain conditions. A group of teachers asking to attend a graduate class as part of a district initiative would be acceptable—if the district paid for the whole class. Graduate classes taken to satisfy the on-going education requirements of the state or the 18 hour certification requirement of new teachers are not permissible.

### **Can we do book studies?**

Yes. A facilitator must be designated to complete needed paperwork. For most books, two hours credit will be given for reading the book. Four hours (two sessions) of class time will need to be held to fulfill the 6 hour requirement.

### **Do I get credit for summer work?**

Professional development opportunities must be held after July 1<sup>st</sup> of the current school year. The PDU program at Pennfield still exists. Talk with your building administrators about summer activities and PDU's.

### **Can I attend professional development opportunities and take PDU credits instead of documenting the PD hours?**

Absolutely! The power of this approach is individualizing this to your professional needs. However, when you document your attendance on the website, you will be asked to choose—PD or PDUs.

### **What if I don't complete the professional development hours?**

The three professional development days that occur outside the normal work day are part of the contracted calendar and are part of the state required professional development plan. Failure to complete one of these days will result in the deduction of that day's pay. In addition this may have an effect on your seniority ranking. If you are having difficulty fulfilling the requirements of this PD plan, please communicate that with your building administrator as soon as possible.

### **What incentive is there for staff members to lead a professional development opportunity?**

Pennfield Schools are very fortunate in having a staff of experts. The next page outlines an approved plan to encourage staff members to present 2 and 3 hour professional development opportunities.

# Teacher Led Professional Development

It is recognized that Pennfield teachers have expertise in many areas. This experience and knowledgebase is a valuable resource to strengthen the educational opportunities of every student. Interaction and dialogue with a respected peer can result in a willingness to try new techniques and collaboration on program implementation. Staff members who have an interest in presenting a professional development opportunity to the district will be given a monetary stipend of \$50 plus four hours of PD credit for a two hour presentation, and \$75 plus six hours of PD credit for a three hour presentation. The district will be limited to ten different teacher led professional development classes. These ten PD classes may be duplicated if the presenter is willing and a demand exists. If a teacher presents the same class a second time, the stipends will be paid, but the presenter's professional development hours will not be duplicated.



## **Protocols for establishing peer taught professional development opportunities.**

- ✚ A teacher who wants to teach a professional development session must submit a plan to the curriculum director three weeks prior to the presentation date. (use the form in appendix c) Approval will be based upon the presentation's relationship to district initiatives and the similarity to previously approved PD sessions. Because ending times differ from building to building, 50% of these sessions must start no earlier than 4:00 P.M.
- ✚ Presenters must advertise their presentations via an e-mail to the district. The curriculum director will post the class on the PD enrollment site used by the ISD. ***Teachers can enroll for a class by going to the district web site, select teacher resources, PD enrollment, login, and select the class.***
- ✚ A minimum of 10 participants are required for a class to be held. Presenters may determine a maximum number based upon available resources.
- ✚ The presenter will download a sign-in sheet from the web-site. (Assistance is available if needed). These completed sheets must be sent to the curriculum director immediately after the presentation, as per state requirements.
- ✚ Electronic or paper/pencil evaluations will be completed by all participants. These forms are for the use of the presenter and not used for any other purpose. (See appendix D) These forms are also available on-line.

**PENNFIELD SCHOOLS**  
**Professional Development Idea Approval Form**

Teacher (Presenter) Name: \_\_\_\_\_

Date presentation: \_\_\_\_\_ Location: \_\_\_\_\_

Please clearly state the idea for professional development you would like to propose for approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Starting /endingTime: \_\_\_\_\_ Maximum number of participants are: \_\_\_\_\_

How many hours of PD will this session provide? \_\_\_\_\_ (2 hour minimum)

This idea meets the following criteria for quality professional development:

- Is for the purpose of enhancing teaching and learning.
- Is consistent with building and district school improvement plans and, when available, NCA goals and district strategic plans.
- Is part of an ongoing comprehensive professional development plan that addresses the long-term professional needs of the individual as well as the long-term change of practice in the building and district.
- Is characterized by the knowledge of educational needs of students, the study of proven research and inclusive of the best use of new technologies.
- Includes best principles of adult learning for whom the professional development is intended.
- Occurs when educators collaborate and share knowledge with each other.
- Requires ongoing reflection.
- Is helpful to teachers as they work to meet the needs of students who learn in different ways and come from diverse backgrounds.
- Is no less than two hours in length. (required)

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

# WORKSHOP EVALUATION

Name of Presenter \_\_\_\_\_ Date: \_\_\_\_\_

Topic \_\_\_\_\_

**Did you feel this workshop accomplished its goal?**

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**What information/activities did you find most valuable?**

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**Please share any suggestions that would increase the effectiveness of this training?**

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**What additional support or follow up would you like on this topic?**

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**Attendee's Name:** \_\_\_\_\_

## Low Cost/No Cost Ideas for Professional Development Opportunities

### Professional Learning Communities (six hour commitment): Must have a facilitator.

Topic ideas:

- Inquiry Based Instruction
- Using Data to Drive Instruction
- Science Content Expectations
- 6 traits writing as an assessment.
- Teacher Evaluation
- Other???
- Formative Assessments
- The new Social Studies Content Expectations
- Investigations Math Pilot
- Use of Laptop computers as a curricular tool
- Differentiated Instruction

### Book Studies: six hour commitment (2 hours credit for reading the book, 4 hours meeting time)

Recommended Authors:

- Marzano
- Schmoker
- Ruby Payne
- Heidi Jacobs
- Guskey
- Other?

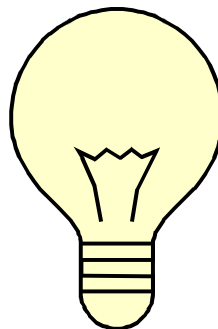
Recommended Subjects:

- Content Specific Pedagogy
- Brain-Research
- Data Use at the classroom level
- Portfolios (Teachers and Students)
- Differentiated Instruction
- Other?

On-line professional development opportunities are acceptable: Talk with your building principal for approval and ideas.

**Variety opportunities from the ISD---go to: Pennfield Website, Teacher Resources, PD Registration. Listing is by month.**

Also, check out the professional development calendar on via your GroupWise account.



Got an idea to be added to this list, e-mail your recommendations to Jerry Mueller at: [muellerj@pennfield.net](mailto:muellerj@pennfield.net).