



Professional Development Plan

2017-2018

Middlesex County

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Perth Amboy Public Schools Professional Development Plan 2017 – 2018

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2017 – 2018 Professional Development Plan

2017-2018 SciP Teams (School Improvement Panels):

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Ceres Elementary School: Michelle Velez-Jonte, Brian Rivera, Merita Euell, Myra McDonald, Jasmin Molleda, Kimberly Massimino, Anissa Rubenstein, Jenna Giordano, Yamilka Van Ihsem

Flynn Elementary School: Dr. Regina Postogna, Sylvia Leon, Ruth N. Jurado, Judith Lazor, Christine McGeehan, Melanie Ortiz, Adriana Silva, Stephanie Valencia, Erika Stinson, Katelyn Frevert.

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District Name	Superintendent Name	Plan Begin/End Dates
Perth Amboy School District	Dr. David Roman	July 1, 2017- June 30, 2018

The Professional Development Plan for the Perth Amboy School District aligns with the New Jersey Professional Development Standards and requirements, and it describes a vision for learning that is collaborative, continuous, embedded in daily practice, and focused on student achievement. This model builds on and strengthens a culture that supports learning and affords every educator an opportunity to enrich his/her practice.

The district Professional Development Plan provides guidance and a menu of professional development opportunities throughout the year for staff. Professional development will be an ongoing process that involves sustainable improvement in student learning and instructional practices. This requires evaluation of student performance and teacher self-assessment, identifying possible courses of action, testing new approaches, assessing results, and then beginning the process anew.

The district's approach to professional development is to make certain that all educators have the best possible skills, content knowledge, and preparation for effective teaching and learning. The needs of learners in the twenty-first century, along with the Common Core Standards, demand innovative, progressive, and cutting-edge professional development through a variety of formats such as in-service training, workshops, webinars, coaching, modeling, and professional learning communities.

Professional development opportunities will be offered throughout the 2017-2018 school year during:

- Summer months
- Three professional development days built into the district calendar – September and October 2017
- Four in-service ½ day professional development days built into the district calendar – January, February, March, and May 2018
- Three School-Based After School Staff Meetings per month – One 60 minute session and two 45 minutes sessions
- Embedded PLC time
- After school and Saturdays as needed
- District Catalog offering in-district and out-of-district professional development opportunities throughout the school year

The contents of this plan include professional development goals and activities derived from the following:

- Feedback from building SciP and DEAC committees
- District programs and initiatives
- Required professional development by statute and regulations
- Needs of new staff

- Needs of district and school administrators
- Student performance data

The district believes that sound and practical professional development programs are positive links to establishing effective instructional practices. This will enhance the knowledge of curriculum content, design, and delivery, which will lead to increased student academic achievement.

The table below captures the district's professional development goals:

1. NJSL in all content areas with a focus on:
 - a. Writing
 - b. Data Analysis
 - c. Mathematics Instruction
 - d. Technology Integration (Administration Level)
2. Danielson Framework for Teaching
3. Culture and Climate
4. Mentoring Program

1: Professional Learning (PL) Goals

Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	<p>New Jersey Student Learning Standards:</p> <p>To provide professional development to teachers and administrators in all content areas to align instruction with the New Jersey Student Learning Standards (NJSLS) and to support the implementation of all district approved programs with a focus on:</p> <ul style="list-style-type: none"> ● Writing ● Mathematics ● Data Analysis ● Technology Integration 	Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers	<ul style="list-style-type: none"> ● The NJSLS require the integration of reading and writing in the content areas. ● New or updated aligned curriculum to the NJSLS and NGSS instructional shifts and expectations. ● Research indicates that balanced literacy and reading and writing integration in the content areas leads to improved student learning and achievement. ● District Teacher evaluation and walk-through data indicate a need for teachers to increase their content knowledge and pedagogy in their content area. ● District and school student data (DRA, STAR, PARCC, NJASK Science and benchmark data) indicate that students are lacking the required skills necessary to meet or exceed the New Jersey Student Learning Standards. ● More than 50% of students are below grade level expectations in reading and math ability ● Teacher and administrator feedback indicates a need to provide professional development on strategies for teachers to better implement best practices and design coherent instruction in their content area.
2	<p>Danielson Framework for Teaching:</p> <p>To provide professional development to teachers and administrators on the Danielson Framework for Teaching based on ScIP and DEAC data by school</p>	Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers	<ul style="list-style-type: none"> ● District ScIP and DEAC committee feedback, staff feedback, and evaluation data, at the district level, indicate the need to provide additional professional development on specific Danielson components: <ul style="list-style-type: none"> ○ Questioning and discussion techniques (Aggregate level evaluation data showed 10.5% of teachers received 2's in Danielson in this area) ○ Engaging students in learning (Aggregate level evaluation data showed 9.5% of teachers received 2's in Danielson in this area) ○ Using assessment in instruction (Aggregate level evaluation data showed 4.6% of teachers received 2's in Danielson in this area) ○ Managing student behavior (Aggregate level evaluation data showed 4.8% of teachers received 2's in Danielson in this area)

<p>3</p>	<p>Climate and Culture:</p> <p>To provide professional development to teachers and administrators on climate and culture to ensure safe and secure learning environments.</p>	<p>Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers</p>	<ul style="list-style-type: none"> ● Discipline and HIB data indicate a need to continue professional development in this area. ● Survey results on the NJDOE Climate and Culture Survey indicate a need to continue supporting teachers, students, and parents in this area.
<p>4</p>	<p>Mentoring:</p> <p>To provide professional development and mentoring to new teachers for the 2017-2018 school year</p>	<p>Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers</p>	<ul style="list-style-type: none"> ● Research shows that having well-structured and well-planned new teacher orientation ensures teachers start up the year more confident on what they have to do as they have the necessary supports in place. ● Research indicates that first year teachers who participate in mentoring programs and receive ongoing support are more likely to stay in the profession and become effective educators.

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1.	<ul style="list-style-type: none"> ● Staff Training on Writer’s Workshop and Units of Study through our partnership with Columbia University ● Implement professional development and coaching on the standards of mathematical practice to promote student math achievement ● Implement training and professional development on meaningful ways to conduct data analysis ● Implement professional development on technology integration at the administration level to best support implementation at the classroom level. ● Continue Modeling/Coaching of effective instructional practices as it applies to different content areas ● Teachers will continue to utilize PD Days, vertical and horizontal articulation, department meetings, and school-based meetings to develop a greater understanding of the standards and to align teaching strategies to the instructional shifts entailed by the NJSL and NGSS. 	<ul style="list-style-type: none"> ● Continued and sustained professional development and in the classroom coaching in writing instruction during PLCS, Department Meetings, and classroom visits. ● Continued and sustained professional development and in the classroom coaching on Mathematical Practice instruction in PLCS, Department Meetings, and classroom visits. ● Continued and sustained professional development and coaching on meaningful ways to look at data and data analysis ● Data analysis and interpretation at the classroom, school, and district level ● Ongoing training and professional development for staff on exemplary strategies and practices in all content areas ● Follow-up support for district adopted programs during PLC meetings, specific for grade levels ● Peer visitations and debrief sessions with colleagues ● Conduct walkthroughs to ensure instructional frameworks and expectations are implemented with fidelity and consistency throughout the schools and district
2	<ul style="list-style-type: none"> ● Training/refresher on the Danielson Framework and MyLearningPlan Platform Model for all certified staff and administrators ● Additional professional development and training on the Danielson Framework with emphasis on components identified as per the school SCIP Committees. 	<ul style="list-style-type: none"> ● Professional development provided by staff developers from the Danielson Group ● Ongoing coaching and mentoring will take place during informal walkthroughs and formal observations ● Lesson plan review to assess implementation of critical attributes within the framework ● Facilitate instructional rounds/ peer visitations for teachers to learn from each other

3	<ul style="list-style-type: none"> ● Training and guidance for administrators and staff to effectively deliver programming, student activities, and increase student participation and attendance through the House Model Grades 5-9 and Responsive Classroom at Grades K-4 ● Offer proactive programs and classes to provide positive behavioral support to students through student convocations, support courses, pep rallies, and assemblies ● AVID will be expanded to 10th grade and continue its implementation in grades 6-9 ● Administrators and staff will attend the AVID Summer Institute 	<ul style="list-style-type: none"> ● Ongoing training for administrators and staff on HIB Process and procedures as well as HIB prevention ● Establish teams/committees to develop activities that place more emphasis on common language regarding college and career readiness and social and emotional development ● Monitor and support with the implementation of AVID and responsive classroom strategies
4	<ul style="list-style-type: none"> ● New Staff Orientation on August 30-31, 2017: Professional development for new staff on district procedures, resources, expectations, curriculum, MyLearningPlan Evaluation Platform, Danielson Framework for Effective Teaching, programs, and initiatives: -Writer's Workshop -DRA2 -MyLearningPlan/Danielson Framework for Teaching -Math and Literacy Frameworks 	<ul style="list-style-type: none"> ● Ongoing coaching and support provided at the classroom level ● Walkthrough feedback ● Observation and evaluation feedback and data ● Staff meetings and professional development ● Meeting between mentors and mentees

3: PD Required by Statute or Regulation

State-mandated PD Activities

- All staff will be trained on the following mandated professional development as it applies to their specialty, grade level, or department:
 - Reading Disabilities/Dyslexia
 - Suicide Prevention
 - Harassment, Intimidation, and Bullying
 - School Safety and School Safety Teams
 - Law Enforcement Operations
 - Gang Awareness for New Administrators
 - Student Code of Conduct
 - Potentially Missing/Abused Children Reporting
 - Electronic Violence and Vandalism Reporting System (EVVRS)
 - Recognition of Substance Abuse
 - Janet's Law /AED
 - Asthma, Blood Borne Pathogens, Communicable Diseases, use of Nebulizer and Diabetic Student Health Plan
 - Glucagon and Epinephrine Administration
 - General Student Needs Recognition
 - Alcohol, tobacco and other drug prevention and intervention
 - Career and Technical Education
 - Lyme Disease
 - Educator Evaluation for teachers and staff conduction observations of teachers and school administrators
 - Interscholastic Athletic Head Injury Safety, Cardiac Assessment PD Module for student-athletes and school physician
 - Ethics, Law, Governance, Harassment, Intimidation, and Bullying
 - Equity and Affirmative Action
 - Integrated Pest Management
 - Teacher Mentor Training
 - Bilingual Education Inservice Training
 - Special Education Training
 - Preschool Training
 - I&RS Referral
 - NJ Smart

4: Resources and Justification

Resources

All administrators have developed their own budget as it applies to their school building, content area, and department to support professional development opportunities for building administrators and teachers. School based budgets also include funding for instructional materials and resources needed to support the implementation of new programs and initiatives.

The district has also developed a budget to facilitate professional development for district administrators and teachers. They have done this by maximizing available local and federal funds to cover the costs for professional development providers/consultants, materials, technology resources, substitute teacher salaries, and staff compensation to attend after school, Saturday, and summer extra space professional development opportunities.

Justification

2016-2017 data analysis and feedback from SciPs and DEAC committees have revealed priority professional development areas related to literacy development, successful implementation of the NJSLS and AchieveNJ in all content areas. High quality learning experiences are necessary to support effective teaching and learning.

Signature:

_____ **Superintendent Signature**

_____ **Date**

2017-2018 Professional Development Required by Statute & Regulation Calendar

In-Service Day 1, 2, (September 5th and 6th, 2017)

In-Service Day 3 (October 9, 2017)

Two 45 minute Staff Meetings a month (September, October, November, December 2017, and April and June 2018)

One 45 minute Staff Meeting a month (January, February, March, and May 2017) due to half day In-service PD

School: All Schools

September 2017				
Date	Activity/Topic	Time/Type	Audience	Persons Responsible
September 5, 2017 – AM / PM	Superintendent Convocation	Time will vary based on convocation schedule	All Staff PreK-12	Superintendent, Building Principals, Director of Guidance, Director of Personnel & Evaluation
	Staff /Faculty Meeting: Welcome – School/District Procedures, initiatives and Expectations District Mandated Trainings: - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED			
September 6, 2017 - AM/PM	Danielson Framework for Teaching/ MyLearningPlan	Times will vary (AM/PM)	All Staff PreK-12	Director of Personnel & Evaluation
September 6, 2017 - AM / PM	Department/Content Area Meetings	Times will vary (AM/PM)	Pre-K Staff 5-12 Staff	Director of Curriculum & Instruction, and Supervisors
	Looking at Data in a Meaningful Way	Times will vary (AM/PM)	K-4 Staff	Director of Curriculum & Instruction, and Supervisors

September 2017				
Date	Activity/Topic	Time/Type	Audience	Persons Responsible
45 minutes	Regular Staff Meeting District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
30 PLC1 30 PLC2	**Mandated Department Meetings** (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)			
	Bilingual Education In-service	After School	-Bilingual Staff	Director & Supervisor of Bilingual Education
	Special Education In-service	After School	-Sp. Ed. Staff	Director & Supervisor of Special Services
	Career and Technical Education In-service	After School	-All CTE Staff	Supervisor of Social Studies
	Interscholastic Athletic Head Injury Safety Training Program	After School	-School Physicians, Athletic Trainers and Coaches	Director of Athletics
	Cardiac Screening & Athletic Screening	After School	School Nurses	Director of Athletics & Director of Special Services
	General Student Needs Recognition	After School	School Nurses	Director of Special Services
	October 2017			
October 9, 2017 -AM	Department Meeting/Content Area	9:00 am - 11:30 am	All Staff PreK-12	Director of Curriculum & Instruction, Building Principals
October 9, 2017 - PM	Dyslexia – Reading Disabilities	12:30 pm – 3:00 pm	All K-4 Staff	Director & Supervisor of Special Services, and Building Principals

	Department Meeting/Content Area	12:30 pm – 3:00 pm	All 5-12	Director of Curriculum & Instruction, Building Principals
	Focus PD	12:30 pm - 3:00 pm	9-12 Selected Staff	Director of Curriculum & Instruction, Building Principals
	Danielson Framework for Teaching	PM	Nurses	Supervisor of Nurses
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
November 2017				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
December 2017				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC	After School	All PreK-12 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM)	After School	Selected Department Staff members	District Directors & Supervisors
January 2018				
January 11, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular staff meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
February 2018				
February 22, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals

45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
March 2018				
March 15, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
April 2018				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
May 2018				
May 17, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff PreK-12	Building Principals
June 2018				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
60 minutes	ScIP/DEAC Recommended PD	After School	All Staff PreK-12	Building Principals

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for	PD for appropriate staff members who	Building Principal

Glucagon	volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Supervisor of Nurses
Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-2018 Programmatic Pre-Kindergarten Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March, and May 2018)
 Staff Meetings 1, 2, and 3 as it applies –

September 2017				
Date	Activity/Topic	Time	Audience	Persons Responsible
September 5, 2017 – AM / PM	Superintendent Convocation	Time will vary based on convocation schedule	All Staff PreK-12	Superintendent, Building Principals, Director of Guidance, Director of Personnel & Evaluation
	Staff /Faculty Meeting: Welcome – School/District Procedures, initiatives and Expectations District Mandated Trainings: - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED			
September 5, 2017 -After School	Preschool Parent Orientation	4:00 PM - 7:00 PM	All Pre-K Staff	Building Principals
September 6, 2017 -AM/PM	Danielson Framework for Teaching/ MyLearningPlan	Times will vary (AM/PM)	Pre-K Staff	Director of Personnel and Evaluation
September 6, 2017 -AM/PM	Department /Content Area Meeting	Times will vary (AM/PM)	Pre-K Staff	Director of Curriculum & Instruction, District Supervisors
45 minutes	District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor, PIRT Team
October 2017				
October 9, 2017 -AM	Pre-School Training	9:00am-11:30am	All Pre-K Staff	Building Principal and Pre-K Supervisor
October 9, 2017 -PM	Pre-School Training	12:30pm-3:00pm	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC	After School	All Pre-K Staff	Building Principal, Pre-K Supervisor, and Master Teacher
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
November 2017				
45 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal
December 2017				
45 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
January 2018				
January 11, 2018	½ Day PD Special Education Language Delays	PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and

				Pre-K Supervisor
February 2018				
February 2018	½ Day PD Special Education- Book Study – “Talking is Hard for Me” Encouraging Communication in Children with Speech-Language Difficulties by Linda Reinert	PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Regular	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
March 2018				
March 2018	½ Day PD	½ Day PD	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
April 2018				
45 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Nurses
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
	Department Meetings (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Department Staff	District Directors & Supervisors
May 2018				
May 2018	½ Day PD	PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

June 2018				
45 minutes	Regular Staff Meeting	After School	All Pre-K Staff	PIRT Team
45 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
60 minutes	PLC	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services

School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses
Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-18 Programmatic Grades K-4 Professional Development Calendar

In-service Professional Development Days – Four half day sessions (January, February, March, and May 2018)

In-Service Day 1, 2, (September 5st and 6nd, 2017)

In-Service Day 3 (October 9, 2017)

Two 45 minute Staff Meetings a month (September, October, November, December 2017, and April and June 2018)

One 45 minute Staff Meeting a month (January, February, March, and May 2017) due to half day In-service PD

Additional PD days

Grade Level: **K-4**

July 2017				
July 17-20, 2017 July 24-27, 2017	Responsive Classroom	Full Day	Grades K-4 Selected Teachers	Director of Guidance
August 2017				
August 21-24	Home Grown Institute - Columbia University	Full Day	K-9 Selected Teachers	Director of Curriculum & Instruction Supervisor of Language Arts
August 14-17, 2017	Responsive Classroom	Full Day	Grades K-4 Selected Teachers	Director of Guidance
August 14-16, 2017	Dual Language	Full Day	Grades K-4 Selected Teachers	Director & Supervisor of Bilingual/ESL & World Languages
September 2017				
September 5, 2017 AM /PM	Superintendent Convocation <hr/> Staff /Faculty Meeting: Welcome – School/District Procedures, initiatives and Expectations District Mandated Trainings: - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED	Time will vary based on convocation schedule	All Staff PreK-12	Superintendent, Building Principals, Director of Guidance, Director of Personnel & Evaluation
September 6, 2017 – AM / PM	Danielson Framework for Teaching/ MyLearningPlan	Times will vary (AM/PM)	All Staff PreK-12	Director of Personnel & Evaluation
September 6, 2017 - AM / PM	Department/Content Area Meetings	12:30 pm – 3:00 pm	All Staff PreK-12	Director of Curriculum & Instruction District Supervisors

45 minutes	Regular Staff Meeting District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	K-4 Staff	Building Principals
	Department Mandated Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
October 2017				
October 9, 2017 -AM	Department Meeting/Content Area	9:00 am - 11:30 am	All Staff PreK-12	Director of Curriculum & Instruction, Supervisors, Building Principals
October 9, 2017 - PM	Dyslexia – Reading Disabilities	12:30 pm – 3:00 pm	All K-4 Staff	Director of Curriculum & Instruction District Supervisors Building Principals
45 minutes	Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	K-4 Staff	Building Principals
November 2017				
45 minutes	Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	All Staff K-4	Building Principals
December 2017				
45 minutes	Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	All Staff K-4	Building Principals

	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
January 2018				
January 11, 2018	-½ Day PD	PM – Times vary by school	All Staff K-4	District Administrators
45 minutes	Regular staff meeting	After School	All Staff K-4	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff K-4	Building Principals
February 2018				
February 22, 2018	-½ Day PD	PM – Times vary by school	All Staff K-4	District Administrators
45 minutes	Regular staff meeting	After School	All Staff K-4	Building Principals
45 minutes	-Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff K-4	Building Principals
March 2018				
March 15, 2018	-½ Day PD	PM – Times vary by school	All Staff K-4	District Administrators
45 minutes	-Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	-Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff K-4	Building Principals
April 2018				
45 minutes	-Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	All Staff K-4	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
May 2018				
May 17, 2018	-½ Day PD	PM – Times vary by school	All Staff K-4	District Administrators
45 minutes	-Regular Staff Meeting	After School	All Staff K-4	Building Principals

45 minutes	-Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Staff K-4	Building Principals
June 2018				
45 minutes	-Regular Staff Meeting	After School	All Staff K-4	Building Principals
45 minutes	PLC	After School	All Staff K-4	Building Principals
60 minutes	PLC	After School	All Staff K-4	Building Principals

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma	Building Principal & Director of Special Services/Nurses

	medication	
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses
Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-2018 Programmatic Grades 5-8 Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March, and May 2018)

In-Service Day 1, 2, (September 5th and 6th, 2017)

In-Service Day 3 (October 9, 2017)

One 45 minute house meeting a month

One 45 minute faculty meeting a month

Two 30 minute PLC meetings a month

Grade Level: 5-8

July 2017				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 2017	AVID	Full Day	Site Teams	Director of Guidance
July 2017	Amistad Summer Institute for Teachers	Full Day	Selected Teachers 5-8	Director of Curriculum & Instruction, Supervisor
July 18-20	Summer Mathematics Professional Development	Full Day	Math Teachers	Director of Curriculum & Instruction and District Supervisors
August 2017				
August 8-9	AVID	Full Day	AVID Content Teachers	Director of Guidance
August 21-24	Home Grown Institute - Columbia University	Full Day	Selected K-9 Teachers	Director of Curriculum & Instruction, and District Supervisors
August 14-16, 2017	Dual Language	Full Day	Selected K-5 Teachers	Director & Supervisor of Bilingual, ESL & World Languages
September 2017				
September 5, 2017 – AM/PM	Superintendent Convocation	Times will vary (AM/PM)	All Staff 5-8	Superintendent, Building Principals, Director of Guidance, Director of Personnel & Evaluation
	Staff Meeting – Welcome – School and District Procedures and Expectations			
	District Mandated Trainings: <ul style="list-style-type: none"> - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED 			

September 6, 2017 - AM	Danielson Training/ MyLearningPlan	9:00am - 11:30 am	All Staff 5-8	Director of Personnel & Evaluation, Building Principal
September 6, 2017 - PM	Content Area/Department Meeting	12:30 pm – 3:00 pm	All Staff 5-8	Director of Curriculum & Instruction, District Supervisors
House Meeting 45 minutes	General information for beginning of year -Procedures/protocols - Beginning of the year house agendas	After school	All Houses	Building Principal, House leaders, Vice-Principals
Staff Meeting 45 minutes	Staff Meeting District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Staff 5-8	Guidance/Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff	District Directors & Supervisors
PLC Meeting 1 30 minutes	PLC	During School	All Staff 5-8	Building Principal and PLC Leaders
PLC Meeting 2 30 minutes	PLC	During School	All Staff 5-8	Building principal and PLC Leaders
Selected Dates / During School Hours	-Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Writing through the content areas -CPI	PD and Coaching per grade level PLC time	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
October 2017				
October 9, 2017 -AM	-SGO Development Work-session	9:00 am - 11:30 am	All Staff 5-8	Building Principals
October 9, 2017 -PM	-Department Meetings/Content Area	12:30 pm – 3:00 pm	All Staff 5-8	Director of Curriculum & Instruction, Supervisors
PLC Meeting 30 minutes	PLC	During School	All Staff 5 – 8	Building Principal and PLC Leaders

House Meeting 45 minutes	-Appropriate house topics as needed	After School	All Staff 5-8	Building Principal, House leaders & VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal, PLC Leaders
Staff Meeting 1 45 minutes	-Regular Staff Meeting	After School	All Staff 5-8	Building Principal
Selected Dates / During School Hours	-Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Writing through the content areas -CPI	Full Day PD and Coaching per grade level and per school	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
November 2017				
House Meeting 45 minutes	-House meeting -Topics needed for houses	After School	All Staff 5-8	Building Principal, House leaders and VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal and PLC leaders
Faculty Meeting 45 minutes	-Regular Staff Meeting	After School	All Staff 5-8	Building Principal
PLC Meeting 30 minutes	PLC	During School	All Staff 5 -8	Building Principal, PLC leaders
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Writing through the content areas -CPI	PD and Coaching per grade level PLC time	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
December 2017				
House Meeting 45 minutes	-House topics needed to be addressed	After School	All Staff 5-8	Building Principal, House leaders / VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal
Faculty Meeting 45 minutes	PLC -Topic as needed at each school	After School	All Staff 5-8	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff	Building Principal, District Directors & Supervisors

PLC Meeting 30 minutes	PLC	During School	All Staff 5 - 8	Building Principal
Selected Dates / During School Hours	-Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	Full Day PD and Coaching per grade level and per school	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
January 2018				
January 11, 2018	Content Area/Department Professional Development	½ Day PD	K-8 Staff	Director of Curriculum and Instruction and District Supervisors
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	PLC Leaders
Staff Meeting 2 45 minutes	-Time given back to compensate for ½ day PD day			
House meeting 45 minutes	-House meeting agenda needed	After School	All Staff 5-8	Building Principal, House leader, VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5 – 8	Building Principal and PLC leaders
Selected Dates / During School Hours	-Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	PD and Coaching per grade level PLC time	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
February 2018				
February 22, 2018	Content Area/Department Professional Development	½ Day PD	All Staff 5 - 8	Director of Curriculum and Instruction
House Meeting 45 minutes	-Appropriate house topics	After School	All Staff 5-8	Building Principal, House leaders & VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5 - 8	Building Principal and PLC Leaders
Staff Meeting 2 45 minutes	-Time given back to compensate for ½ day PD day			
PLC Meeting	PLC	During School	All Staff 5-8	Building Principal
Selected Dates / During School	-Ongoing embedded PD and Coaching:	Full Day PD and Coaching	5-8 Classroom Teachers	Director of Curriculum and

Hours	-Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	per grade level and per school		Instruction, Director of Guidance and District Supervisors
March 2018				
March 18, 2018	Content Area/Department Professional Development	½ Day PD	All Staff 5 - 8	Director of Curriculum and Instruction
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal and PLC Leaders
House Meeting 45 minutes	-House agenda	After School	All Staff 5 -8	Building Principal and House leaders/VPs
Staff Meeting 2 45 minutes	-Time given back to compensate for ½ day PD day			
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal and PLC Leaders
Faculty Meeting 45 minutes	-PARCC preparation / training	After School	All Staff 5 -8	Building Principal and VPs
Selected Dates / During School Hours	-Ongoing embedded PD and Coaching: -Writer's Workshop -MyMath/Glencoe -Science Pilots -AVID -Reading and Writing through the content areas -CPI	PD and Coaching per grade level PLC time	5-8 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
April 2018				
PLC Meeting	PLC	During School	All Staff 5-8	Building Principal and PLC Leaders
House Meeting	-House agenda / topics needed	After School	All Staff 5-8	Building Principal, House leaders/VPs
Faculty Meeting	PLC -Topic as needed at each school	After School	All Staff 5-8	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff	District Directors & Supervisors
PLC Meeting	PLC	During School	All Staff 5 – 8	Building Principal and PLC Leaders
Selected Dates / During School	-Ongoing embedded PD and Coaching:	Full Day PD and Coaching	5-8 Classroom Teachers	Director of Curriculum and

Hours	-Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	per grade level and per school		Instruction, Director of Guidance and District Supervisors
May 2018				
May 17, 2018	Content Area/Department Professional Development	½ Day PD	All Staff 5 - 8	Director of Curriculum and Instruction and District Supervisors
House Meeting 45 minutes	-Topics houses need to address	After School	All Staff 5-8	Building Principal, House Leaders / VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5 - 8	Building Principal, PLC Leaders
Staff Meeting 3 45 minutes	Time given back to compensate for ½ day PD day			
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal, PLC Leaders
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	PD and Coaching per grade level PLC time	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
June 2018				
House Meeting 45 minutes	-House topics needed to be addressed -End of year agenda items	After School	All Staff 5-8	Building Principal, House leader / VPs
PLC Meeting 30 minutes	PLC	During School	All Staff 5-8	Building Principal and PLC Leaders
Faculty Meeting 45 minutes	-End of year and closing procedures	After School	All Staff 5-8	Building Principal
PLC Meeting 30 minutes	-PLC	During School	All Staff 5 – 8	Building Principal, PLC Leaders
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: -Writer's Workshop -Math -Science -AVID -Reading and Writing through the content areas -CPI	Full Day PD and Coaching per grade level and per school	5-8 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses

Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-2018 Programmatic 9th Grade Program Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March and May 2017)

In-Service Day 1, 2, (September 5 and 6, 2017)

In-Service Day 3 (October 9, 2017)

Two 45 minute Staff Meetings a month (September, October, November, December 2017, and April and June 2018)

One 60 minute SciP PLC Meeting a month (January, February, March, and May 2018) due to half day In-service PD

Additional PD Days

Grade Level: 9

July 2017				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 18-21, 2017	AVID	Full Day	Site Teams	Director of Guidance
August 2017				
August 1-11, 2017	AP Summer Institute Professional Development for Physics 1, Literature, US History, Government & Politics	Full Day	Selected Teachers	Building Principal, Director of Curriculum & Instruction
August 7-11, 2017	Physics Pedagogy	Full Day	Grade 9 Physics Teachers	Science Supervisor
August 21 - 24, 2017	Writer's Workshop – Home Grown Institute	Full Day	Selected K-9 Teachers	Director of Curriculum & Instruction
September 2017				
September 5, 2017 – AM / PM	Superintendent	Times will vary (AM/PM)	All Grade 9 Staff	Superintendent, Building Principal, Director of Guidance, Director of Personnel and Evaluation
	Staff /Faculty Meeting: Welcome – School/District Procedures, initiatives and Expectations District Mandated Trainings: - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED			
September 6, 2017 - AM	Danielson Training / MyLearningPlan	9:00am - 11:30 am	All Grade 9 Staff	Director of Guidance, Vice-Principals, ScIp team & School Counselors

September 6, 2017 - PM	Content Area / Department Meeting Introduction to focused PD -Block teaching -Engaging disaffected students -Strategies for working with struggling readers -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs -Project Based Learning	12:30 pm – 3:00 pm	All Grade 9 Staff	Director of Curriculum & Instruction, Building Principals
45 minutes	Regular Staff Meeting District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Grade 9 Staff	Building Principal
45 minutes/ Team Model	Team Model/Staff Meeting	After School	All Grade 9 Staff	Building Principals, VPs and Team Leaders
60 minutes	PLC -	After School	All Grade 9 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors and Supervisors
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer's Workshop · AVID · CPI	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
October 2017				
October 9, 2017 -AM	-SGO Development Work-session	9:00 am - 11:30 am	All staff 9 - 12	Building Principal
October 9, 2017 -PM	-Department Meetings / Content Area Focused PD	12:30 pm – 3:00 pm	All Staff Grade 9	Director of Curriculum & Instruction and Building Principal
45 minutes	-PLC -Topic as needed at each school	After School	All Staff Grade 9	Director of Special Services & School Nurses

45 minutes	Regular Staff Meeting -Team Model -Team Building -Climate & Culture -Discipline	After School	All Staff Grade 9	Building Principals
60 minutes	PLC	After School	All Staff Grade 9	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer's Workshop · AVID · CPI	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
November 2017				
45 minutes	Regular Staff Meeting	After School	All staff Grade 9	Building Principals
45 minutes	PLC -Team Model -Team Building -Climate & Culture -Discipline	After School	All Grade 9 Staff	Building Principals, VPs and Team Leaders
60 minutes	-PLC	After School	Grade 9 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer's Workshop · AVID · CPI	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
December 2017				
45 minutes	Regular Staff Meeting -Team Model -Team Building -Climate & Culture -Discipline	After School	All Grade 9 Staff	Building Principal, VPs and Team Leaders
45 minutes	PLC	After School	All Grade 9 Staff	Building Principals
60 minutes	PLC	After School	Grade 9 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology,	After School	Selected Department Staff members	District Directors & Supervisors

	Nurses)			
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> Teaching in the Block Re-engaging disaffected students Struggling readers at the secondary level Co-Teaching ELL teaching strategies PBL Writer's Workshop AVID CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
January 2018				
January 11, 2018	Content Area / Department Professional Development	½ day PD	All Grade 9 Staff	Director of Curriculum and Instruction
45 minutes	PLC	After School	All Grade 9 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grade 9 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> Teaching in the Block Re-engaging disaffected students Struggling readers at the secondary level Co-Teaching ELL teaching strategies PBL Writer's Workshop AVID CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum and Instruction, Director of Guidance and District Supervisors
February 2018				
February 22, 2018	Content Area / Department Professional Development	½ Day PD	All Grade 9 Staff	Director of Curriculum and Instruction
45 minutes	PLC	After School	All Grade 9 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grade 9 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> Teaching in the Block Re-engaging disaffected students Struggling readers at the secondary level Co-Teaching ELL teaching strategies PBL 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors

	<ul style="list-style-type: none"> · Writer's Workshop · AVID · CPI 			
March 2018				
March 18, 2018	Content Area / Department Professional Development	1/2 Day PD	All Grade 9 Staff	District Administrators
45 minutes	PLC	After School	All Grade 9 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	Regular Staff Meeting -House Model -Team Building -Climate & Culture -Discipline	After School	All Grade 9 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer's Workshop · AVID · CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
April 2018				
45 minutes	Regular Staff Meeting -House Model -Team Building -Climate & Culture -Discipline	After School	All Grade 9 Staff	Building Principals
45 minutes	PLC	After School	All Grade 9 Staff	Building Principals
60 minutes	PLC	After School	Grade 9 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer's Workshop · AVID · CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance, Supervisors of ELA, Social Studies Mathematics and Science

May 2018				
May 17, 2018	Content Area / Department Professional Development	½ Day PD	All Grade 9 Staff	District Administrators
45 minutes	Regular Staff Meeting	After School	All Grade 9 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grade 9 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer’s Workshop · AVID · CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
June 2018				
45 minutes	Regular Staff Meeting	After School	All Grade 9 Staff	Building Principals
45 minutes	PLC <ul style="list-style-type: none"> -House Model -Team Building -Climate & Culture -Discipline 	After School	All Grade 9 Staff	Building Principals
60 minutes	PLC	After School	All Grade 9 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: <ul style="list-style-type: none"> · Teaching in the Block · Re-engaging disaffected students · Struggling readers at the secondary level · Co-Teaching · ELL teaching strategies · PBL · Writer’s Workshop · AVID · CPI 	PD and Coaching per grade level PLC time	Grade 9 Classroom Teachers	Director of C&I, Director of Guidance, Supervisors of ELA, Social Studies Mathematics and Science

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses

Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-2018 Programmatic Grades 10-12 Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March and May 2017)

In-Service Day 1, 2, (September 5 and 6, 2017)

In-Service Day 3 (October 9, 2017)

Two 45 minute Staff Meetings a month (September, October, November, December 2017, and April and June 2018)

One 60 minute SciP PLC Meeting a month (January, February, March, and May 2018) due to half day In-service PD

Additional PD Days

Grade Level: 10-12

July 2017				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 18-20, 2017	AVID	Full Day	Site Teams	Director of Guidance
August 2017				
August 1-11, 2017	AP Summer Institute Professional Development for Physics 1, Literature, Calculus, US History, Government & Politics and Calculus AB	Full Day	Selected Teachers	Building Principal, Director of Curriculum & Instruction
August 7-11, 2017	Physics Pedagogy	Full Day	Grade 9 Physics Teachers	Science Supervisor
August 21 - 24, 2017	Writer's Workshop –Homegrown Institute	Full Day	Grades 10-12 Teachers and Administrators	Director of Curriculum & Instruction
September 2017				
September 5, 2017 – AM / PM	Superintendent Convocation	Times will vary (AM/PM)	Grades 10-12 Teachers and Administrators	Superintendent
	Staff Meeting – Welcome – School and District Procedures and Expectations District Initiatives/District Mandated Trainings District Mandated Trainings: - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED			Building Principal Director of Guidance Director of Personnel and Evaluation Director of Curriculum and Instruction
September 6, 2017 - AM	Danielson Training / MyLearningPlan	9:00am - 11:30 am	All Grades 10-12 Staff	Director of Guidance, Vice-Principals, & School Counselors

September 6, 2017 - PM	Content Area / Department Meeting /Introduction to focused PD -Block teaching -Engaging disaffected students -Strategies for working with struggling readers -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs -Project Based Learning	12:30 pm – 3:00 pm	All Grades 10-12 Staff	Director of Curriculum & Instruction Building Principal
45 minutes	Regular Staff Meeting District Mandated Trainings: -Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All Grades 10-12 Staff	Building Principals
45 minutes	PLC	After School	All Grades 10-12 Staff	Building Principals
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Staff	Director of Curriculum & Instruction Director of Guidance District Supervisors
October 2017				
October 9, 2017 -AM	-SGO Development Work-session	9:00 am - 11:30 am	All Grades 10-12 Staff	Building Principal
October 9, 2017 -PM	-Department Meetings / Content Area Focused PD	12:30 pm – 3:00 pm	All Grades 10-12 Staff	Director of Curriculum & Instruction Building Principal
45 minutes	- PLC -Topic as needed at each school	After School	All Grades 10-12 Staff	Director of Special Services Supervisor of Nurses
45 minutes	Regular Staff Meeting -Team Building -Climate & Culture	After School	All Grades 10-12 Staff	Building Principal

	-Discipline			
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of Curriculum & Instruction Director of Guidance District Supervisors
November 2017				
45 minutes	Regular Staff Meeting	After School	All Grades 10 - 12 staff	Building Principal
45 minutes	Regular Staff Meeting -Team Building -Climate & Culture -Discipline	After School	All Grades 10-12 Staff	Building Principal
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of Curriculum & Instruction Director of Guidance District Supervisors
December 2017				
45 minutes	Regular Staff Meeting -Team Building -Climate & Culture -Discipline	After School	All Grades 10-12 Staff	Building Principal
45 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
60 minutes	Regular Staff Meeting	After School	All Grades 10-12 Staff	Building Principal
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies	PD and Coaching per grade level PLC time	All Grades 10-12 Staff	Director of Curriculum and Instruction Director of Guidance District Supervisors

	-Teaching English Language Learners and recently exited ELLs			
January 2018				
January 11, 2018	Content Area / Department Professional Development	½ day PD	All Grades 10-12 Staff	Director of Curriculum and Instruction
45 minutes	Make-up time for any missing mandatory professional development. Otherwise, -PLC/Staff Meeting -Topic as needed at each school	After School	All Grades 10-12 Staff	Building Principal
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of Curriculum and Instruction Director of Guidance District Supervisors
February 2018				
February 22, 2018	Content Area / Department Professional Development	½ Day PD	All Grades 10-12 Staff	Director of Curriculum and Instruction
45 minutes	Otherwise - PLC -Topic as needed at each school	After School	All Grades 10-12 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of Curriculum & Instruction Director of Guidance District Supervisors
March 2018				
March 18, 2018	Content Area / Department Professional Development	1/2 Day PD	All Grades 10-12 Staff	District Administrators
45 minutes	PLC	After School	All Grades 10-12 Staff	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			

60 minutes	Regular Staff Meeting -Team Building -Climate & Culture -Discipline	After School	All Grades 10-12 Staff	Building Principals
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: - Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of Curriculum & Instruction Director of Guidance District Supervisors
April 2018				
45 minutes	Regular Staff Meeting -Team Building -Climate & Culture -Discipline	After School	All Grades 10-12 Staff	Building Principal
45 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
60 minutes	PLC -Topic as needed at each school	After School	All Grades 10-12 Staff	Building Principal
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: - Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Staff Teachers	Director of Curriculum & Instruction Director of Guidance District Supervisors
May 2018				
May 17, 2018	Writer's Workshop & Writing through the Content Areas	½ Day PD	All Grades 10-12 Staff	District Administrators
45 minutes	Regular Staff Meeting	After School	All Grades 10-12 Staff	Building Principal
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: - Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction	PD and Coaching per grade level PLC time	All Grades 10-12 Staff	Director of Curriculum & Instruction Director of Guidance

	-Co-teaching strategies -Teaching English Language Learners and recently exited ELLs			District Supervisors
June 2018				
45 minutes	Regular Staff Meeting	After School	All Grades 10-12 Staff	Building Principal
45 minutes	Regular Staff Meeting -Team Building -Climate & Culture -Discipline	After School	All Grades 10-12 Staff	Building Principal
60 minutes	PLC	After School	All Grades 10-12 Staff	Building Principal
Selected Dates / During School Hours	Ongoing embedded PD and Coaching: · Block teaching (pilot) -Engaging disaffected students -Strategies for working with struggling readers - Tiered Instruction -Co-teaching strategies -Teaching English Language Learners and recently exited ELLs	PD and Coaching per grade level PLC time	All Grades 10-12 Classroom Teachers	Director of C&I, Director of Guidance, District Supervisors

On-line Professional Development

The following required Professional Development are available on-line and must be completed by May 6th of the current school year.

Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop	Audience	Persons Responsible
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses
Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

2017-2018 Programmatic Professional Development for District Administrators

In-service Professional Development Days – four half day sessions (January, February, March and May 2017)
 Additional PD days

Audience: **District Administrators**

July 2017				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 6th, 2017	SGO Training	Full Day	District Administrators	Director of Personnel & Evaluation
July 12th, 2017	Danielson Training	Full Day	Grades PreK-12 Administrators	Director of Personnel & Evaluation
July 17th - July 20th, 2017	Responsive Classroom Training	Full Day	Elementary Administrators	Director of Guidance
July 19th, 2017	STRONGE	Full Day	New Administrators	Director of Personnel & Evaluation
July 24th - July 27th, 2017	Responsive Classroom Training	Full Day	Elementary Administrators	Director of Guidance
August 2017				
August 9th, 2017	Danielson Training	Full Day	Grades PreK-12 Administrators	Director of Personnel & Evaluation
August 14th - August 17th, 2017	Responsive Classroom Training	Full Day	Elementary Administrators	Director of Guidance
August 28th and 29th, 2017	Administrators Retreat <ul style="list-style-type: none"> • Topics to be determined 	Full Day	Grades PreK-12 Administrators	Director of Personnel & Evaluation Directors of Curriculum and Instruction District Supervisors
August 30th and 31st, 2017	New Staff Orientation	Full Day	Grades PreK-12 Administrators	Director of Personnel & Evaluation, Directors of Curriculum and Instruction Building Principals District Supervisors
September 2017				
September 5, 2017 – AM / PM	Superintendent Convocation	Times will vary based on convocation schedule	Grades PreK-12 Administrators	Superintendent, Building Principals & Director of Guidance
	Staff Meeting – Welcome – School and District Procedures and Expectations District Initiatives/District Mandated Trainings			

September 6, 2017 - AM	Danielson Training/ My Learning Plan	9:00am - 11:30 am	Grades PreK-12 Administrators	Director of Guidance, Vice-Principals, & School Counselors
September 6, 2017 - PM	Content Area / Department Meeting /Introduction to focused PD	12:30 pm – 3:00 pm	Grades PreK-12 Administrators	Director of Curriculum & Instruction Building Principals
September 6, 2017 - PM	Department/Content Area Meetings	12:30 pm – 3:00 pm	Grades PreK-12 Administrators	Director of Curriculum & Instruction District Supervisors
October 2017				
October 9, 2017 -AM	-SGO Development Work-session & Domain 4 Expectations	9:00 am - 11:30 am	All PreK-12 Admins	Building Principals & Instructional Leaders
October 9, 2017 - PM	Dyslexia – Reading Disabilities	12:30 pm – 3:00 pm	All K-4 Staff	Director & Supervisors of Special Services Building Principals
	Department Meeting/Content Area	12:30 pm – 3:00 pm	All 5-8	Director of Curriculum & Instruction Building Principals
	Focus PD	12:30 pm - 3:00 pm	All 9-12 Staff	Director of Curriculum & Instruction Building Principals
Staff Meeting 45 minutes	Regular Staff Meeting	After School	All Staff PreK- 12	Building Principals
	PLC -Topic as needed at each school	After School	All Staff PreK- 12	Building Principals
Staff Meeting 60 minutes	PLC	After School	All PreK-12 Admins	Building Principals
November 2017				
45 minutes	Regular Staff Meeting	After School	All Staff PreK- 12	Building Principals
45 minutes	PLC	After School	All Staff PreK- 12	Building Principals
60 minutes	PLC	After School	All Staff PreK- 12	Building Principals
December 2017				
45 minutes	Regular Staff Meeting	After School	All Staff PreK- 12	Building Principals
46 minutes	PLC	After School	All Staff PreK- 12	Building Principals

60 minutes	PLC -Topic as needed at each school	After School	All PreK-12 Staff	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors
January 2018				
January 11, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular staff meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
February 2018				
February 22, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular staff meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
March 2018				
March 15, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
April 2018				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC	After School	All Staff PreK-12	Building Principals
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
	Department Meetings Topics as needed (ESL/WL/Bil, Sp. Services, Athletic, Counseling, VPAM, Technology, Nurses)	After School	Selected Department Staff members	District Directors & Supervisors

May 2018				
May 17, 2018	½ Day PD	PM – Times vary by school	All Staff PreK-12	District Administrators
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	Time given back to compensate for ½ day PD day			
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
June 2018				
45 minutes	Regular Staff Meeting	After School	All Staff PreK-12	Building Principals
45 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals
60 minutes	PLC -Topic as needed at each school	After School	All Staff PreK-12	Building Principals

On-line Professional Development		
<p><i>The following required Professional Development are available on-line and must be completed by May 6th of the current school year.</i></p>		
Title of Workshop	Audience	Persons Responsible
Suicide Prevention – Module: “Youth Suicide Awareness and Prevention” (40 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
HIB Prevention – Module: Bullying Recognition and Response” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Alcohol, Tobacco, and Other Drug Prevention and Intervention – Module: “Student and Drug Alcohol Abuse” (30 min)	School Counseling and Referral Services	Building Principal & Director of Guidance
Potentially Missing Abused Children Reporting – Module: “Child Abuse Mandatory Reporting” (20 min)	School Counseling and Referral Services	Building Principal & Director of Guidance

Additional Professional Development required by Statute and Regulation

The following required Professional Development will take place at the school level and must be completed by January 1st of the current school year:

Title of Workshop:	Audience:	Persons Responsible:
School Safety Teams	PD for school safety team members	Building Principal
Use of Nebulizer	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
Diabetic Student Health Plan	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
School Nurse Delegate for Glucagon	PD for appropriate staff members who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia when the school nurse is not physically present	Building Principal Supervisor of Nurses
Training of Delegates for Epinephrine Administration	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
Gang Awareness	PD for New Admin	Director of Operations
NJ SMART	PD / Training for all administrators and central office supervisors on NJSMART and its data query resources	Director of Counseling and Related Services
Integrated Pest Management	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

NON-CERTIFICATED STAFF MEMBERS

Technology

DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
TBD	Microsoft Professional Development	Online Course	All technology support specialists	Director of Technology
TBD	Microsoft Professional Development	Online Course	District Web Developer	Director of Technology
TBD	Extreme Online Course	Online	District Infrastructure	Director of Technology

	3 – 5 days	Course	Manager	
TBD	Microsoft Professional Development	Online Course	District Systems Administrator	Director of Technology
TBD	Infinite Campus Training	Online Course	District SIS Administrator	Director of Technology
TBD	Microsoft Professional Development	Online Course	District Technology Support Manager	Director of Technology
TBD	Industry Conference 3 – 5 days	Conference	District Media Specialists (Ch34)	Director of Technology

Administrative Assistants

DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2017 (staff dev. 1&2)	Mandated PD & Principal Meetings	Full Day	Administrative Assistants	Principals
October 2017	No PD – October 15, 2016 Enrollment Count	Full Day	Administrative Assistants	Principals
January 2018	School Law & Residency	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
February 2018	Google Docs – Advanced	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
March 2018	Effective Time Management	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
May 2018	MS Excel & MS PowerPoint	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD

Transportation

DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2017	Mandated Policy Training	Full Day	Transportation Staff	Trans. Manager
October 2017	Pre-Trip Inspection Bus Evacuation Drill Proc.	TBD	School Bus Drivers	Trans. Manager
November 2017	How to handle disciplinary problems that may occur on	TBD	Transportation Staff	Trans. Manager

	the bus. Drug and Alcohol /Sub. Abuse/Random Drug testing info.			
December 2017	Proper Wheelchair Securement	TBD	Bus Drivers and aides	Trans. Manager
January 2018	Defensive Driving	TBD	School Bus Drivers and Food Service Drivers	Trans. Manager
February 2018	Accident Prevention Procedures	TBD	School Bus Drivers and Bus Aides	Trans. Manager
March 2018	Fire Extinguisher Training	TBD	School Bus Drivers and Bus Aides	Trans. Manager
May 2018	Proper Mirror Adjustment	TBD	School Bus Drivers	Trans. Manager
Security				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 5, 2017	Staff Meeting, expectations, assignments, standards review	Full Day	Security	MGR Security & Bldg. Principal
September 6, 2017	Lockdown Procedures			
October 9, 2017	Active Shooter / Law Enforcement operations	Full Day	Security	MGR Security
January 11, 2018	Arson and Awareness prevention	1:30pm-3:30pm	Security	Safe Schools
February 22, 2018	Physical Restraint refresher	1:30pm-3:30pm	Security	MGR Security
March 15, 2018	Bloodborne Pathogens	1:30pm-3:30pm	Security	Safe Schools
May 17, 2018	Health Emergencies	1:30pm-3:30pm	Security	Safe Schools
Food Services				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 5 &	Vending machine procedures,	All Day	Food Service Staff	Director of Operations

6 2017	cleanliness/organization utilization of substitutes in cafeteria HACCP-Food Safety and Self-Inspection checklist Production Records All staff reports to their schools for cleaning and receiving of inventory for start of school.			Building Principal
October 2017	Mandated Board Trainings Civil Rights compliance training. HACCP training	All Day	Food Service Staff	Director of Operations
January 2018	Food Production Records	TBD	Food Service Staff	Director of Operations
February 2018	Maintaining Food Quality & Appearance	TBD	Food Service Staff	Director of Operations
March 2018	Serving Lines	TBD	Food Service Staff	Director of Operations
May 2018	Portion Sizes/Special Diets	TBD	Food Service Staff	Director of Operations
Buildings & Grounds				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
August 2017	Mandatory Compliance Training	1 Day – TBD	All Custodians & Maintenance	Presenter: NJ Schools Board Insurance Group Operations Manager Director of Buildings & Ground
September 2017	Mandated Trainings for New Staff	All Day	New Custodians & Maintenance	Operations Manager Director of Buildings & Ground Building Principal
October 2017	Back Injury & Lifting: Custodial & Maintenance Chemical Spills Overview Electrical Safety: Complete	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training Operations Manager Director of Buildings & Ground

January 2018	Energy Conservation Eye & Face Protection Fire Extinguisher Safety	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training Operations Manager Director of Buildings & Ground
February 2018	General Safety Orientation Hazard Communications: Right to Know Hearing Loss Prevention	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training Operations Manager Director of Buildings & Ground
March 2018	Integrated Pest Management Ladder Safety Lead Safety Awareness	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training Operations Manager Director of Buildings & Ground
May 2018	Personal Protective Equipment (PPE) Playground Maintenance & Inspection Slips, Trips & Falls: Custodians, Maint. & Facilities	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training Operations Manager Director of Buildings & Ground

