

# **Professional Development Plan**

**2019-2020**

**Middlesex County**

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# Perth Amboy Public Schools Professional Development Plan 2019 – 2020

## COMMITTEE MEMBERS

<b>Grade Level PDP Plan</b>	<b>Team Members</b>
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5-8	Lonn Vreeland, Robert Dahill, Mary Guba, Robyn Carrera, Melissa España
9	Dr. Courtney Pepe, Gregory Cavanaugh, Nephtaly Cardona, Jessica Urban
10-12	Stacy Lemongelli, Brian Wilson, Clyde Griffith, Bonnie Molina, Yolanda Gomez
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## **2019 – 2020 Professional Development Plan**

### **2019-2020 SciP Teams (School Improvement Panels):**

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**Perth Amboy High School PLP Program:** Yolanda Gomez, Deborah Almonte, Lisa Cancel, Shirley Hernandez, Christine Mattei, Leezenia Rodriguez

**Perth Amboy High School 9th Grade Program:** Keith Guarino, Francis Romano, Gregory Cavanaugh, Dr. Clyde Griffith, Stacy Lemongelli, Erica Abreu, Dana Gindi, Ana Gregorio, Patrick Phillips, Daniel Rodriguez

**McGinnis Middle School:** David Loniewski, Kathleen Meier, Danielle Papa, Gabriela Pugliese, Liliana Russo, Rachel Sher, Kristin Weyrick

**Shull Middle School:** Melissa España, Joanna Joaquin, Mary Guba, Gregory Sneed, Justina Santiago, Mary Guba, Erin Johansen, Carolyn Alfaro, Christine Allan, Jacqueline DeFillipis, Karen Granato, Katherine Lin, Judith Sousa

**Dual Language School:** Jose Santos, Maribel Arce, Ruth Jurado, Leonilda Diaz, Melissa Kaye, Kimberly Macomber, Dolores McAndrew, Patricia Tapia, Vanessa Velez

**Wilentz Elementary School:** Ronald L. Anderson, Noemi Natal-Villegas, Rosalie LaRosa- Anstett, Elizabeth Crowley-Rivera, Jaime Esposito, Diana Franco, Debbie Guarrera, Laurene Percheski, Allison Photis, Laura Toto

**Patten Elementary School:** Lauren Marrocco, Christopher Garrick, Ruth Jurado, Laura Bartram, Joseph Carrano, Patricia Ferruggiario, Shelly Gallanter, Lixie Gomez, Betzaida More, Alexandria Riley, Lynda Rizkallah, Mary Summerer

**Ceres Elementary School:** Derek Kyriacou, Brian Rivera, Diane Crawford, Danielle Feehanm Jenna Giordano, Shannon McCabe

**Flynn Elementary School:** Dr. Regina Postogna, Sylvia Leon, Judith Lazor, Magdalia Manson, Marie McMahan-Connor, Virginia Morales, Kasie Rosario, Deborah Zezula

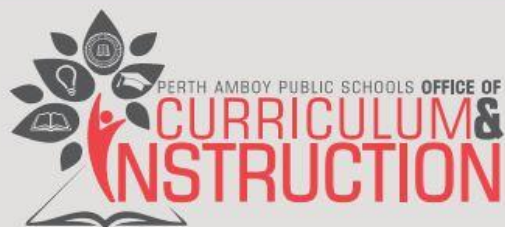
**Richardson Elementary School:** Ronald Mascenik, Rosalie LaRosa-Anstett, Laura Apisa, Kristen Bannon, Shannon Douress, Danielle Gonzalez, Maritza Littriello, Linda Nagy, Jamie Ponte, Joann Spicuzzo, Anna Varela

**Hmieleski Pre-School:** Dr. Gerarda Mast

**Ignacio Cruz / #7 Pre-School:** Susan Roque, Lilliané Cruz-Argemil, Patricia Calhoun, Lisa DeWise, Nicole Gerardi, Anastasia Haniotis, Michelle McEnerney

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## AREAS OF FOCUS 2019-2020



### SOCIAL EMOTIONAL LEARNING

- CODE OF CONDUCT
- CPI
- AVID / RESPONSIVE CLASSROOM
- STUDENT SUPPORT TEAMS



### SUPPORT SERVICES

- SPECIAL SERVICES PLANNING FOR 2020-2021
- APPROPRIATE PROGRAMMING
- TRANSITION TO WORK
- INTERVENTION PROGRAMS



### SUPPORTING ENGLISH LANGUAGE LEARNERS

- DUAL LANGUAGE GRADE LEVEL EXPANSION
- SIOP
- COMMUNICATIONS ACADEMY INTERNATIONAL & COMMUNITY TRACK
- SEAL OF BILITERACY



### GRADUATION RATE

- FRESHMAN ACADEMY
- HEALTH SCIENCES ACADEMY
- COMMUNICATIONS ACADEMY
- PERSONALIZED LEARNING PROGRAM
- COMPREHENSIVE PROGRAM

District Name	Superintendent Name	Plan Begin/End Dates
Perth Amboy School District	Dr. David Roman	July 1, 2019 - June 30, 2020

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 New Jersey Student Learning Standards (NJSLs), 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 2019-2020 school year during:

- Summer months
- Three professional development days built into the district calendar – September and October 2019
- Four in-service ½ day professional development days built into the district calendar – January, February, March, and May 2020
- Two School-Based After School Staff Meetings per month – One 75 minute session and one 60 minute session
- 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 leadership teams
- 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 list below captures the district's professional development goals for the 2019-2020 school year:

**1. NJSL - Content Area Focus**

- a. Core Areas of Instruction

**2. Social Emotional Learning**

- a. Code of Conduct
- b. CPI
- c. Responsive Classroom - K-4 / AVID 5-12
- d. Student Support Teams

**3. Bilingual Education**

- a. Sheltered English Instruction (SIOP)
- b. Dual Language Instruction
- c. Communications Academy International Track

**4. Support Services**

- A. Appropriate Programming
- B. Intervention Programs
- C. Transition To Work

**5. High School Academy Development**

- A. Freshman Academy
- B. Health Sciences Academy
- C. Communications Academy
- D. Personalized Learning Program



**1: Professional Learning (PL) Goals**

Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	<p><b>New Jersey Student Learning Standards:</b></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"> <li>● <b>Writing</b></li> <li>● <b>Mathematics</b></li> <li>● <b>Data Analysis</b></li> <li>● <b>Technology Integration</b></li> <li>● <b>Science - NGSS</b></li> </ul>	Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers	<ul style="list-style-type: none"> <li>● The NJSLS require the integration of reading and writing in the content areas.</li> <li>● New or updated aligned curriculum to the NJSLS and NGSS instructional shifts and expectations.</li> <li>● Research indicates that there is a correlation between reading and writing literacy; therefore, both reading and writing need an equal focus to improve student learning and achievement.</li> <li>● District Teacher evaluation and walk-through data indicate a need for teachers to increase their content knowledge and pedagogy in their content area.</li> <li>● District and school student data (DRA, STAR, NJSLA and benchmark data) indicate that students have made progress but still need support to meet or exceed the New Jersey Student Learning Standards.</li> <li>● More than 50% of students are below grade level expectations in reading and math ability</li> <li>● 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.</li> </ul>
2	<p><b>Social Emotional Learning/Code of Conduct:</b></p> <p>To provide professional development to administration and staff on Social and Emotional Learning (SEL) and the code of conduct. SEL refers to the process by which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to do the following: understand and manage emotions; set and achieve positive goals; feel and show empathy for others; and make responsible decisions.</p>	Principals, Vice-Principals, Directors/Supervisors,	<ul style="list-style-type: none"> <li>● NJSLA Scores</li> <li>● Chronic Absenteeism Data</li> <li>● Discipline Referrals</li> <li>● Graduation Cohort Retention</li> <li>● Students in SEL programs are more likely to attend school and receive better grades, and are less likely to have conduct problems. Successful infusion of SEL can result in positive behaviors, increased academic success, and caring communities.</li> </ul>

3	<p><b>Bilingual Education:</b></p> <p>To provide professional development to teachers and administrators on Sheltered Instruction to build capacity across the district to reduce the achievement gap of ELs</p>	<p>Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers</p>	<ul style="list-style-type: none"> <li>● To comply with new Federal and NJDOE ESSA requirements for ELD for ELs.</li> <li>● To provide teachers and administrators with best practices in the instruction of ELs to ensure content and language development.</li> </ul>
4	<p><b>Support Services</b></p> <p>To provide professional development on individual disabilities in order to build capacity district-wide in an effort to increase student performance; continue to improve special education programs; and to reduce the achievement gap.</p>	<p>Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers, Paraprofessionals</p>	<ul style="list-style-type: none"> <li>● District and student special education data (ie., DRA, STAR, NJSLA, DLM, and benchmark data) indicate that the special education subgroup is lacking the required skills necessary to meet or exceed the New Jersey Student Learning Standards.</li> <li>● Analysis of students in self-contained (LLD) programs shows that there is a wide range of classifications present in each level</li> <li>● Share disaggregated special education data to address the achievement gap and to create more LRE opportunities, as well as more appropriate self-contained programming</li> <li>● To provide teachers and administrators with best practices in the instruction of special education students to ensure increased inclusivity, rigor, and curricular opportunities for success</li> </ul>
5	<p><b>High School Academy Development:</b></p> <p>To provide professional development to teachers and administrators to deliver career academy curriculum and instruction which will increase student performance on NJSLA assessment and reduce student achievement gaps across all cohorts.</p>	<p>Principals, Vice-Principals, Directors/Supervisors, Instructional Leaders, Teachers</p>	<ul style="list-style-type: none"> <li>● Research shows that students who receive career academy content and real-world aligned curriculum have higher student engagement</li> <li>● Career academies have been shown to increase both the level of interpersonal support students experienced and their participation in career awareness and work-based learning activities</li> <li>● Career Academies substantially improve high school outcomes among students at high risk of dropping out</li> <li>● Studies conclude that career academies can be an effective means of reducing the high school dropout rate and enhancing students' engagement with school, especially if they increase personal support of students through involvement with teachers and peers</li> </ul>

2: Professional Learning Activities		
PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1.	<p><b>New Jersey Student Learning Standards:</b></p> <ul style="list-style-type: none"> <li>● On-site staff Training on Writer’s Workshop and Units of Study through our continuation of Columbia University Writer’s Workshop program (K-9) and Spring Board for College Board (10-12).</li> <li>● Implement professional development and coaching on the standards of mathematical practice to promote student math achievement</li> <li>● Implement training and professional development on meaningful ways to conduct data analysis</li> <li>● Implement professional development on technology integration at the administration level to best support implementation at the classroom level.</li> <li>● Continue Modeling/Coaching of effective instructional practices as it applies to different content areas</li> <li>● 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 NJSLS and NGSS.</li> </ul>	<ul style="list-style-type: none"> <li>● Continued and sustained professional development and in the classroom coaching in writing instruction during PLCs, Department Meetings, and classroom visits.</li> <li>● Continued and sustained professional development and in the classroom coaching on Mathematical Practice instruction in PLCs, Department Meetings, and classroom visits.</li> <li>● Continued support in the implementation of the NGSS in grades K-12</li> <li>● Continued and sustained professional development and coaching on meaningful ways to look at data and data analysis</li> <li>● Data analysis and interpretation at the classroom, school, and district level</li> <li>● Ongoing training and professional development for staff on exemplary strategies and practices in all content areas</li> <li>● Follow-up support for district adopted programs during PLC meetings, specific for grade levels</li> <li>● Peer visitations and debrief sessions with colleagues</li> <li>● Conduct walkthroughs to ensure instructional frameworks and expectations are implemented with fidelity and consistency throughout the schools and district</li> </ul>
2	<p><b>Social Emotional Learning/Code of Conduct:</b></p> <ul style="list-style-type: none"> <li>● Summer professional development for administration and student support teams</li> <li>● Professional Development Day 2 - Half Day Training on Establishment of School Expectations through the SEL District Programs</li> <li>● 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</li> <li>● Offer proactive programs and classes to provide positive behavioral support to students through</li> </ul>	<ul style="list-style-type: none"> <li>● Sustained PD for Student Support Team Members and School Safety Teams on utilizing demographic data to drive school climate initiatives and programs</li> <li>● Ongoing training for administrators and staff on HIB Process and procedures as well as HIB prevention</li> <li>● Establish teams/committees to develop activities that place more emphasis on common language regarding college and career readiness and social and emotional development</li> <li>● Monitor and support with the implementation of AVID and responsive classroom strategies</li> </ul>

	<p>student convocations, support courses, pep rallies, and assemblies</p> <ul style="list-style-type: none"> <li>● AVID will be expanded to 10th grade and continue its implementation in grades 6-9</li> <li>● Administrators and staff will attend the AVID Summer Institute</li> </ul>	
<b>3</b>	<p><b>Bilingual Education:</b></p> <ul style="list-style-type: none"> <li>● Initial training over the summer for a cohort of teachers on SIOP through LLAMAME</li> <li>● Training for administrators on SIOP through Danielson</li> <li>● Initial training for new staff at DLS and for all DL staff on the latest practices for DL instruction (DER Consultants)</li> <li>● Continue the work with WL faculty on how to use NJSLS for WL in their lesson planning and their development of assessment tools.</li> </ul>	<ul style="list-style-type: none"> <li>● Sustained PD through PLCs and on PD days for staff to develop activities and adaptations associated with Sheltered Instruction</li> <li>● Monitor and support the implementation of these strategies/adaptations through PLCs, walkthroughs, and formal observations</li> <li>● Sustained and continued support through DER to all DL instructors in grades P-6</li> <li>● Continue to work on how to utilize the NJSLS for WL and how to correlate them to the NJSLS for ELA to promote biliteracy development.</li> </ul>
<b>4</b>	<p><b>Support Services:</b></p> <ul style="list-style-type: none"> <li>● Summer PD for Administrators, Child Study Team, Teachers, and Support Staff on Basics of behavior.</li> <li>● Professional Development/Inservice Days, Administrative Retreat, New Staff Orientation, and Department Meetings to continue Subgroup Focus.</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing training for administrators and staff on Special Education Procedures, Programs, and Subgroup Data.</li> <li>● Reorganize and/or reestablish CST, PIRT, and Support Teams at each level to support student achievement.</li> <li>● Monitor and report on Special Education Subgroup data performance on DRA, STAR, Benchmarks, and NJSLS/DLM.</li> <li>● Focused Walkthroughs on Special Education Programs.</li> </ul>
<b>5</b>	<p><b>High School Academy Development:</b></p> <ul style="list-style-type: none"> <li>● Professional development for new and existing staff on academy procedures, resources, expectations, curriculum</li> <li>● Enhance instructional practice through professional development and PLC's to support coherence and horizontal alignment creating a consistent interdisciplinary approach</li> <li>- Provide professional development to administrators and teachers on Academy Curriculum by experts in the field</li> </ul>	<ul style="list-style-type: none"> <li>● Continued and sustained professional development</li> <li>● Conduct walkthroughs to ensure expectations are implemented with fidelity and consistency</li> <li>● Observation and evaluation feedback and data analysis</li> </ul>

### 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 and/or continuation of 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 professional development opportunities.

##### Justification

2019-20 data analysis and feedback from ScIPs and other district committees have revealed priority professional development areas related to the areas of focus, literacy development, and focus on the NJSLs in all content areas. High quality learning experiences are necessary to support effective teaching and learning.

Signature:

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

# Perth Amboy Public Schools Calendar - 2019 - 2020

July 2019							September		January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	2	Labor Day	5	6	7	8	9	10	11
7	8	9	10	11	12	13	3-4	Staff In-Service Days - No Students	12	13	14	15	16	17	18
14	15	16	17	18	19	20	5	First Day of School for Students	19	20	21	22	23	24	25
21	22	23	24	25	26	27		School Days: 18	26	27	28	29	30	31	
28	29	30	31				October								
August 2019							November		February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4-8	Fall Recess*	2	3	4	5	6	7	8
4	5	6	7	8	9	10	28-29	Thanksgiving Recess	9	10	11	12	13	14	15
11	12	13	14	15	16	17		School Days: 14	16	17	18	19	20	21	22
18	19	20	21	22	23	24	December		23	24	25	26	27	28	29
25	26	27	28	29	30	31	23-31	Holiday Recess							
								School Days: 15	March 2020						
September 2019							January		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sun	Mon	Tue	Wed	Thu	Fri	Sat			1	2	3	4	5	6	7
1	2	3	4	5	6	7	1	New Year's Day	8	9	10	11	12	13	14
8	9	10	11	12	13	14	2	School Re-Opens	15	16	17	18	19	20	21
15	16	17	18	19	20	21	9	Staff In-Service Day - Early Dismissal for Students	22	23	24	25	26	27	28
22	23	24	25	26	27	28	20	Dr. Martin Luther King Jr. Birthday	29	30	31				
29	30							School Days: 21	April 2020						
October 2019							February		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sun	Mon	Tue	Wed	Thu	Fri	Sat			1	2	3	4	5	6	7
		1	2	3	4	5	17	President's Day	8	9	10	11	12	13	14
6	7	8	9	10	11	12	20	Staff In-Service Day - Early Dismissal for Students	15	16	17	18	19	20	21
13	14	15	16	17	18	19		School Days: 19	22	23	24	25	26	27	28
20	21	22	23	24	25	26	March		29	30	31				
27	28	29	30	31			19	Staff In-Service Day - Early Dismissal for Students	May 2020						
November 2019							April		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sun	Mon	Tue	Wed	Thu	Fri	Sat			5	6	7	8	9	10	11
					1	2	19-17	Spring Recess*	12	13	14	15	16	17	18
3	4	5	6	7	8	9		School Days: 16	19	20	21	22	23	24	25
10	11	12	13	14	15	16	May		26	27	28	29	30		
17	18	19	20	21	22	23	20	Staff In-Service Day - Early Dismissal for Students	June 2020						
24	25	26	27	28	29	30	25	Memorial Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
								School Days: 20	1	2	3	4	5	6	
December 2019							June		7	8	9	10	11	12	13
Sun	Mon	Tue	Wed	Thu	Fri	Sat			14	15	16	17	18	19	20
							2	Primary Elections-Schools Closed	21	22	23	24	25	26	27
1	2	3	4	5	6	7	25	Last Day of School - Early Dismissal for Students*	28	29	30				
8	9	10	11	12	13	14		School Days: 18	Number of School Days: 185*						
15	16	17	18	19	20	21		Staff In-Service Days: 3 Full Days & 4 Early Dismissal Days for students							
22	23	24	25	26	27	28		School Opens/Closes							
29	30	31						Schools Closed							
								Board of Education Meeting							
								Staff In-Service Day - No School for Students							
								Staff In-Service Day - Early Dismissal for Students							

\*Four inclement weather days are built into this calendar. The Board of Education reserves the right to revise the school calendar should the need arise due to inclement weather or emergency situations. If additional days are needed, they may be made up on other scheduled school closing days at the discretion of the Board of Education and may include Spring Recess and the last day of school. If days are not needed, they will be given back and scheduled at the discretion of the Board of Education. For current information, please visit our website at [www.paps.net](http://www.paps.net). Board Approved - 4/11/2019



## Professional Development & After School Staff Meeting Schedule Overview 2019-20

### Elementary Schools - K-4

Month	Principal Meeting (75 mins*. - 1st Wednesday of the month)	Dept. Meeting (60 mins**. - 3rd Wednesday of the month)	Half Day PD - Inservice Days~	Sp. Ed. & ESL/Bil Department Meetings ***	Notes/References
Sept	X - Mandated PD	X - Math PD for Hrm Teachers**			<p><b>(*) 75 mins - Principal Meetings:</b></p> <ul style="list-style-type: none"> <li>All staff stay at their respective school - unless otherwise communicated.</li> <li>Sp. Ed. &amp; ESL/Bil staff will be excused from attending this meeting in October, February, and April so that they can attend K-4 Sp. Ed. &amp; ESL/Bil. Department Meeting in designated locations.</li> </ul> <p><b>(**) 60 mins. Dept. Meeting:</b></p> <ul style="list-style-type: none"> <li>Meetings are facilitated by Supervisors/Director/Instructional Leaders/Specialist/designated presenter</li> <li>Homeroom teachers stay at respective school for LAL/Math/SC/SS professional development</li> <li>PhyEd., Art, Music, Tech/Media, Nurses/ Counselors/ CST staff members will attend PD in designated locations</li> </ul> <p><b>(***) Sp. Ed. &amp; ESL/Bil Department Meetings:</b></p> <ul style="list-style-type: none"> <li>Sp. Ed. &amp; ESL/Bil staff will be excused from attending the 75 Min Meetings in October, February, and April to attend Department Meeting in designated locations.</li> </ul> <p><b>(~) Half Day PD Days:</b></p> <ul style="list-style-type: none"> <li>During the months when there is a half day PD inservice day, the 60 minute after school staff Department meeting will not take place to give time back to teachers as per contract.</li> </ul>
Oct	X	X - LAL PD for Hrm Teachers**		X	
Nov	X - Dyslexia Part 1	X - Dyslexia Part 2			
Dec	X	X- Math PD for Hrm Teachers**			
Jan	X		X		
Feb	X		X	X	
March	X		X		
April	X	X - Math/SC PD for Hrm Teachers**		X	
May	X		X		
June	X	X			



## Professional Development & After School Staff Meeting Schedule Overview 2019-20

### Middle and High School - 5-12

**Middle School Meeting Days:** Samuel E. Shull (1st and 3rd Tuesday of the Month) William C. McGinnis (2nd and 4th Tuesday of the Month)

**HS Meeting Days:** HS Main Campus (1st and 3rd Monday of the Month) Freshman Academy (2nd and 4th Monday of the Month)

Month	Principal Meeting (75 mins).	Dept. Meeting (60 mins)	Half Day PD - Inservice Days	Sp. Ed. & ESL/Bil Department Meetings	Notes/References
Sept	X - Mandated PD	X			Middle School CPI Training /
Oct	X	X			Middle School No Department Meeting - CPI training
Nov	X	X		X	Sp. Ed. & ESL/Bil staff will be excused from attending the 75 Min Meetings in October, February, and April to attend Department Meeting in designated locations.
Dec	X	X			
Jan	X		X		
Feb	X		X	X	Sp. Ed. & ESL/Bil staff will be excused from attending the 75 Min Meetings in October, February, and April to attend Department Meeting in designated locations
March	X		X		
April	X	X		X	Sp. Ed. & ESL/Bil staff will be excused from attending the 75 Min Meetings in October, February, and April to attend Department Meeting in designated locations.
May	X		X		
June	X	X			

## Professional Development & After School Staff Meeting Schedule Overview 2019-20

Meetings dates on the days of the week noted below unless otherwise noted in **red**

Elementary Schools	Middle Schools		Freshman Academy	High School - Main Campus
	Samuel E. Shull	William C. McGinnis		
1st Wednesday of the Month 75 minutes -Principal led	1st Tuesday of the Month 75 minutes-Principal led	2nd Tuesday of the Month 75 minutes-Principal led	2nd Monday of the Month 75 minutes-Principal led	1st Monday of the Month 75 minutes-Principal led
<b>9/11/2019</b> 10/2/2019 <b>11/13/2019</b> 12/4/2019 <b>1/8/2020</b> 2/5/2020 3/4/2020 4/1/2020 5/6/2020 6/3/2020	<b>9/12/2019</b> 10/1/2019 <b>11/14/2019</b> 12/3/2019 1/7/2020 2/4/2020 3/3/2020 4/7/2020 5/5/2020 <b>6/9/2020</b>	9/10/2019 10/8/2019 11/12/2019 12/10/2019 1/14/2020 2/11/2020 3/10/2020 <b>4/7/2020</b> 5/12/2020 6/16/2020	9/16/2019 10/17/2019 11/11/2019 12/2/2019 1/13/2020 2/10/2020 3/9/2020 <b>4/6/2020</b> 5/11/2020 6/8/2020	<b>9/9/2019</b> 10/7/2019 <b>11/11/2019</b> 12/2/2019 1/6/2020 2/3/2020 3/2/2020 4/6/2020 5/4/2020 6/1/2020
3rd Wednesday of the Month 60 minutes - Supervisor/Director led	3rd Tuesday of the Month 60 minutes - Supervisor/Director Led	4th Tuesday of the Month 60 minutes - Supervisor/Director led	4th Monday of the Month 60 minutes - Supervisor/Director led	3rd Monday of the Month 60 minutes - Supervisor/Director led
9/18/2019 10/16/2019 11/20/2019 12/18/2019 1/15/2020* 2/19/202* 3/18/2020* <b>4/22/2020</b> <b>5/27/2020*</b> 6/17/2020	9/17/2019 10/15/2019 11/19/2019 12/17/2019 1/21/2020* 2/18/2020* 3/17/2020* 4/21/2020 5/19/2020* 6/23/2020	9/24/2019 10/22/2019 11/26/2019 <b>12/19/2019</b> 1/28/2020* 2/25/2020* 3/24/2020* 4/28/2020 5/26/2020* 6/23/2020	9/30/2019 10/28/2019 11/25/2019 <b>12/9/2019</b> 1/27/2020* 2/24/2020* 3/23/2020* 4/27/2020 5/28/2020* 6/22/2020	9/23/2019 10/21/2019 11/18/2019 12/16/2019 <b>1/23/2020*</b> <b>2/13/2020*</b> 3/16/2020* 4/20/2020 5/18/2020* 6/15/2020

See notes below - p.19.

## Professional Development & After School Staff Meeting Schedule Overview 2019-20

### \*\*\*Important Notes\*\*\*

1. Elementary, Middle, and HS have been assigned a day of the week where their after school meetings will take place:

- Wednesdays for Elementary Schools
- Tuesdays for Middle Schools
- Mondays for High School.

This will allow supervisors/directors to be available in all three levels without conflict with other meetings.

2. Each month there will be two after school meetings. The first meeting of the month will be 75 minutes long and will be led/facilitated by the school principal. The second meeting of the month will be 60 minutes long and it will be facilitated by the C&I departments (Supervisor/Directors as it applies).

3. The 60 minute meetings of the month will be cancelled the months when we have a half day in-service PD day (Jan, Feb, Mar, May). This will be to compensate teachers for time used during in-service days.

4. Three times a year, the Sp.Ed. and ESL/Bil departments will meet with their staff from across the schools. These staff members will be excused from attending the 75 minute meeting of the month to report to the Sp.Ed. or ESL/Bil meeting as it applies.

5. At the elementary level, homeroom teachers will remain at their schools during the 60 minute meetings facilitated by Supervisors of LAL and or Math. All other staff (art, music, PhyEd., counselors, CST, Media, Tech, etc.) will report to the designated locations for department meetings with their respective supervisors/directors.

## 2019-2020 Programmatic Pre-Kindergarten Professional Development Calendar

In-service Professional Development Days – Four half day sessions (January, February, March, and May 2020)

In-Service Day 1, 2, (September 3 and 4, 2019)

In-Service Day 3 (October 14, 2019)

One 75-minute Staff Meeting a month ( September 2019 - June 2020)

One 60-minute Department Meeting a month (September, October, November, December, April, June)

One 45 minute PLC meeting

**Grade Level:** Pre-K

September 2019				
Date	Activity/Topic	Time	Audience	Persons Responsible
September 3, 2019– AM	Staff / Faculty Meeting: Welcome - School/District Procedures, Initiatives and Expectations	AM	All Staff PreK-12	Building Principals, Director of Guidance, Director of Personnel & Evaluation
September 3, 2019 PM	Preschool Parent Orientation	4:00 PM - 7:00 PM	All Pre-K Staff	Building Principals
September 4, 2019 -AM/PM	<b>District Mandated Trainings:</b> - Electronic Violence and Vandalism Reporting System (EVVRS) - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	Times will vary (AM/PM)	All Pre-K Staff	Director of Curriculum & Instruction, District Supervisors
45 minutes	PLC Time/SGO Review & Development Regular Staff Meeting	Times will vary (AM/PM)	All Pre-K Staff	Building Principal and Pre-K Supervisor
75 minutes	Mandated District PD - Completion	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

60 minutes	Staff Meetings	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
<b>October 2019</b>				
October 14, 2019 -AM/PM	Relationship Building with Young Students	AM/PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
	Dual Language Training	Full Day	All Pre-K Dual Staff	Director and Supervisors of BL/ESL
	Program Book Expectations/ VB-MAPP	Full Day	Selected Sp. Ed. Staff	Sp.Ed. Director and Supervisor.
45 minutes	PLC Time	Times will vary	All Pre-K Staff	Building Principal
75 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal and Master Teacher
60 minutes	Curriculum & Instruction Meeting: Review TPOT & ECERS (Based on 2018-2019 data)	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
<b>November 2019</b>				
45 minutes	Staff Meeting PLC - Give Time back for parent conferences	After School	All Pre-K Staff	Building Principal
75 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal
60 minutes	Staff Meeting Curriculum & Instruction Meeting: Autism in Young Children	After School	All Pre-K Staff	Building Principal & Pre-K Supervisor
<b>December 2019</b>				
45 minutes	PLC Time Regular Staff Meeting	Times will vary	All Pre-K Staff	Building Principal
75 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal
60 minutes	Staff Meeting Curriculum & Instruction Meeting: Challenging Behaviors Strategies for Young Children	After School	All Pre-K Staff	Building Principal & Pre-K Supervisor

January 2020				
January 9, 2020	Online Mandated PD	PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC Time	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
75 minutes	Regular Staff Meeting Curriculum & Instruction: SGO Review - Mid-Year Checkpoint	After School	All Pre-K Staff	Building Principal
60 minutes	Time given back to compensate for ½ day PD day			
February 2020				
February 20, 2020	Science Standards	PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC Time	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
75 minutes	Regular Staff Meeting Curriculum & Instruction: Educational Transitions	After School	All Pre-K Staff	Building Principal
60 minutes	Time given back to compensate for ½ day PD day			
March 2020				
March 19, 2020	Science Standards	½ Day PD PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC Time	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
75 minutes	Regular Staff Meeting Curriculum & Instruction: Math/Language	After School	All Pre-K Staff	Building Principal
60 minutes	Time given back to compensate for ½ day PD day			
April 2020				
45 minutes	PLC Time /SGO Review Prep - Non-Tenured	Times will vary	All Pre-K Staff	Building Principals
75 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal
60 minutes	Curriculum & Instruction: SIOP Activities to Assist with ELs	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

May 2020				
May 20, 2020		½ Day PD PM	All Pre-K Staff	Building Principal and Pre-K Supervisor
45 minutes	PLC Time	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor
75 minutes	Safety & Gross Motor Play SGO Review - Prep for Tenured Staff	After School	All Pre-K Staff	Building Principal
60 minutes	Time given back to compensate for ½ day PD day			
June 2020				
45 minutes	PLC - Planning for the upcoming School Year	After School	All Pre-K Staff	Building Principal
75 minutes	Regular Staff Meeting	After School	All Pre-K Staff	Building Principal
60 minutes	Curriculum & Development: 2020-2021 PDP Development	After School	All Pre-K Staff	Building Principal and Pre-K Supervisor

Online Professional Development - January 19, 2020		
<i>The following required Professional Development are available on-line and will be completed on January 19, 2020.</i>		
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
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**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 1<sup>st</sup> of the current school year:*

Title of Workshop	Audience	Persons Responsible
<b>School Safety Teams</b>	PD for school safety team members	Building Principal
<b>Use of Nebulizer</b>	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
<b>Diabetic Student Health Plan</b>	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
<b>School Nurse Delegate for Glucagon</b>	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
<b>Training of Delegates for Epinephrine Administration</b>	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
<b>Integrated Pest Management</b>	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

## 2019-2020 Programmatic Grades K-4 Professional Development Calendar

In-service Professional Development Days – Four half day sessions (January, February, March, and May 2020)

In-Service Day 1, 2, (September 3 and 4, 2019)

In-Service Day 3 (October 14, 2019)

One 75-minute Staff Meeting a month ( September 2019 - June 2020)

One 60-minute Department Meeting a month (September, October, November, December, April, June)

One 45 minute PLC meeting a week

**Grade Level:**                     **K-4**                    

June 2019				
June 21, 2019	TC Writing Workshop Quick Start K_4	Full Day	Grades K-4	Supervisor of ELA Directors of C&I
July 2019				
July 2, 2019	Building a Foundation in Mathematics- Mathematical Thinking: Multiple Representations	8:00-3:00pm	Grades 3-5	Supervisor of Math & Directors of C&I
July 8, 2019	Building a Foundation in Mathematics- Mathematical Thinking: Multiple Representations	8:00-3:00pm	Grades K-2	Supervisor of Math & Directors of C&I
July 9, 2019 July 17, 2019	Basics of Behavior & Behavior Management	1:00-3:00	K-12 (classroom staff, CST, non- traditional school psychologists)	Supervisors of SpEd
July 11, 2019	Art of Comprehension Workshop	Full Day	Grades K-4	Director of VPA, Directors of C&I
July 22-26, 2019	NGSS Summer Institute	Full Day	Grades K-12 Science Teachers	Supervisor of Science Directors of C&I
July 22-25, 2019	Responsive Classroom, Level 1 and Level 2	Full Day	Grades K-4 Selected Teachers	Director of Guidance
July 23-26, 2019	Amistad Commission Summer Curriculum Institute	Full Day	K-12	Supervisor of Social Studies, Directors of C&I
July 24, 2019	HibsterVention/Multi--Tiered System of Supports	12:30-3:00pn	All support staff (School Counselors, CST, Nontraditional School	Director of Guidance

			Psychologists, SACs)	
<b>August 2019</b>				
August 5-9, 2019	Orton Beginner Training	Full Day	Grades K-4	Supervisor of ELA Directors of C&I
August 7, 2019	HibsterVention/Multi--Tiered System of Supports	12:30-3:00pn	All support staff (School Counselors, CST, Nontraditional School Psychologists, SACs)	Director of Guidance
August 11, 2019	Art of Comprehension Workshop	Full Day	Grades K-4	Director of VPA, Directors of C&I
August 12-15, 2019	Responsive Classroom, Level 1 and Level 2	Full Day	Grades K-4 Selected Teachers	Director of Guidance
August 26-29	SIOP Training	8:30-3:30	Grades K-12 (40+ Teachers board approved)	Director & Supervisor of Bilingual/ESL & World Languages
<b>September 2019</b>				
September 3, 2019 AM	AM: Staff/Faculty Meeting: Welcome - School/District Procedures, Initiatives and Expectations. Day 1 C&I Presentation.	AM	All Staff K-4	Building Principals, Director of Guidance, Director of Personnel & Evaluation
September 3, 2019 PM	Social Emotional Learning & Multi- tiered System of Supports	PM	All Staff K-4	Building Principals, Director of Guidance, Director of Personnel & Evaluation
September 4, 2019 AM	-Grades K-2 - Science PD for Amplify Science Resource -Grades 3-4 - Math	AM	All Staff K-4	District Supervisors of Science District Supervisor of Math
September 4, 2019 PM	Grades K-2 - Science PD for Amplify Science Program	PM	All Staff K-4	District Supervisor of Science  District Supervisor of Math

September 4, 2019	CST and Related Services Meeting	AM/PM	CST members, psychologist, Social Worker, BCBA, Speech, & Selected Staff	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting  <b>District Mandated Trainings:</b> -Electronic Violence and Vandalism Reporting System (EVVRS) - Educator Evaluation for teachers and staff - Integrated Pest Management - I&RS Referral - Lyme Disease	After School	All Staff K-4	Building Principals
45 minutes/week	PLC	During School	All Staff K-4	Building Principals
60 minutes	Math PD Meeting	After School	K-4 HR Teachers	Math Supervisor & Specialists
	Department Meetings Supervisor/Director led	After School	Selected Department Staff members (Art, Music, Phys. Ed., Tech., Media, Counselors, CST, ESL)	District Directors & Supervisors
TBD - September 2019	World Language Resources K-4- Middlebury Turnkey PD	K-2 - AM 3-4 - PM	Selected Staff Members	Director of ESL/Bil Education
<b>October 2019</b>				
October 14, 2019	-Writer's Workshop Refresher	AM/PM	All Staff K-4	Director of C&I District Supervisor of ELA, Building Principals

	-Dual Education Training	AM/PM	All DLP Staff in K-4	Director and Supervisors of BL/ESL
	Program Book Expectations/ VB-MAPP for LLD classrooms	AM/PM	LLD Teachers/Paras	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting/ Principal led	After School	All Staff K-4	Building Principals
	SpEd & Bilingual Department Meeting	After School	SpEd Staff & Bilingual/ESL Staff	Directors and Supervisors of SpEd & Bilingual/ESL
45 minutes/week	PLC	During School	All Staff K-4	Building Principals
60 minutes	ELA PD Meeting	After School	K-4 HR Teachers & Paras	ELA Supervisor & Instructional Leaders
	Department Meetings Supervisor/Director led	After School	K-4 HR Teachers & Paras	District Directors & Supervisors
<b>November 2019</b>				
75 minutes	Regular Staff Meeting - Dyslexia Part 1	After School	All Staff K-4	Building Principals, Directors and Supervisors of Sp.Ed.
45 minutes/week	PLC	During School	All Staff K-4	Building Principals
60 minutes	Dyslexia Part 2	After School	K-4 Teachers	Building Principals, Director and Supervisors of SpEd
<b>December 2019</b>				
75 minutes	Regular Staff Meeting: Principal led	After School	All Staff K-4	Building Principals
45 minutes/week	PLC	During School	All Staff K-4	Building Principals
60 minutes	Math PD Meeting	After School	K-4 HR Teachers & Paras	Math Supervisor & Math Specialists
	Department Meetings Supervisor/Director led	After School	Selected Department Staff members (Art, Music, Phys. Ed., Tech., Media,	District Directors & Supervisors

			Counselors, CST, ESL)	
<b>January 2020</b>				
January 9, 2020	Online Mandated PD	PM	All Staff K-4	Building Principals
75 minutes	Regular staff meeting - Principal led	After School	All Staff K-4	Building Principals
60 minutes	Time given back to compensate for ½ day PD day			
45 minutes/week	PLC	During School	K-4 Staff	Building Principals
<b>February 2020</b>				
February 20, 2020	Grades K-2 - Science PD Grades 3-4 - LAL/Math NJSLA PD	PM	All Staff K-4	Supervisors, Directors of C&I
	Dual Language Training	AM/PM	All DLP Staff in K-4	Director and Supervisors of BL/ESL
	Decision Tree Protocol for LLD	PM	LLD Teachers/Paras	Sp.Ed. Director/Supervisor
75 minutes	Regular staff meeting - Principal led	After School	All Staff K-4	Building Principals
	SpEd, Bilingual Department meetings	After School	SpEd Staff & Bilingual/ESL Staff	Director & Supervisor of SpEd and ESL/Bilingual
60 minutes	Time given back to compensate for ½ day PD day			
45 minutes/week	PLC	During School	K-4 Staff	Building Principals
<b>March 2020</b>				
March 19, 2020	Grades K-2 - ELA Grades 3-4 - Math	PM	All Staff K-4	District Supervisors ELA & Math
	Instructional Tactics and Strategies for the LLC classroom	PM	LLC Teachers/Paras	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal led	After School	All Staff K-4	Building Principals
60 minutes	Time given back to compensate for ½ day PD day			
45 minutes/week	PLC	During School	K-4 Staff	Building Principals
<b>April 2020</b>				

75 minutes	Regular Staff Meeting - Principal led	After School	All Staff K-4	Building Principals
	SpEd, Bilingual Department meetings	After School	SpEd Staff & Bilingual/ESL Staff	Director & Supervisor of SpEd and ESL/Bilingual
45 minutes/week	PLC	During School	All Staff K-4	Building Principals
60 minutes	Department Meeting: Math/Science	After School	K-4 HR Teachers	Math, Science Supervisors, Instructional Leaders & Specialists
	Department Meeting Supervisor & Director led	After School	Selected Department Staff members	District Directors & Supervisors
<b>May 2020</b>				
May 20, 2020	Special Education	PM	All Staff K-4	Director of SpEd
75 minutes	Regular Staff Meeting - Principal led	After School	All Staff K-4	Building Principals
60 minutes/week	Time given back to compensate for ½ day PD day			
45 minutes/week	PLC	During School	K-4 Staff	Building Principals
<b>June 2020</b>				
75 minutes	Regular Staff Meeting - Principal led	After School	All Staff K-4	Building Principals
45 minutes/week	PLC	After School	All Staff K-4	Building Principals
60 minutes	Department Meeting	After School	K-4 Staff	District Directors & Supervisors

**Online Professional Development - January 19, 2020**

*The following required Professional Development are available on-line and will be completed on January 19, 2020.*

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 1<sup>st</sup> of the current school year:*

Title of Workshop	Audience	Persons Responsible
<b>School Safety Teams</b>	PD for school safety team members	Building Principal
<b>Use of Nebulizer</b>	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal & Director of Special Services/Nurses
<b>Diabetic Student Health Plan</b>	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
<b>School Nurse Delegate for Glucagon</b>	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
<b>Training of Delegates for Epinephrine Administration</b>	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
<b>Integrated Pest Management</b>	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

## 2019-2020 Programmatic Grades 5-8 Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March and May 2019)

In-Service Day 1, 2, (September 3 and 4, 2019)

In-Service Day 3 (October 14, 2019)

One 75 minute Staff Meeting

One 60 minute Staff Meeting

**Grade Level:**                     **5-8**                    

July 2019				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 2, 2019	Building a Foundation in Mathematics - Mathematical Thinking: Multiple Representations	Full Day	Math Teachers Grade 5	Math Supervisor
July 24, 2019	HibsterVention/Multi--Tiered System of Supports	12:30-3:00pm	All support staff (School Counselors, CST, Nontraditional School Psychologists, SACs)	Director of Guidance
July 25-26, 2019	AVID Site Team	9 am -12 pm	Site Teams	Director of Counseling
July 8 - 12, 2019	Master Teacher Institute in Holocaust Education: Mini-Course at Rutgers University	Five Full Days	Selected Teachers 5-8	Director of Curriculum & Instruction, Supervisor
August 2019				
August 7, 2019	HibsterVention/Multi--Tiered System of Supports	12:30 pm - 3:00 pm	All support staff (School Counselors, CST, Nontraditional School Psychologists, SACs)	Director of Guidance
August 13 - 14, 2019	Leveled Literacy Intervention	Full Day	SPED and Intervention Teachers	Supervisors of ELA
August 6 & 21,	AVID WICOR	Full Day	AVID Content	Director of Guidance

2019			Teachers	
August 5 - 9, 2019	Orton Gillingham Comprehensive Training	Full Day	Reading Specialist and SPED	Supervisors of ELA
August 19 - 25, 2019	Amistad Summer Institute for Teachers	Seven Full Days	Selected Teachers 5-8	Director of Curriculum & Instruction, Supervisor
<b>September 2019</b>				
September 3, 2019– AM	Principal’s Meeting: Welcome – School and District Procedures and Expectations  <b>District Mandated Trainings:</b> - School Safety - Code of Conduct -Recognition of Student Substance Abuse -Potentially Missing /Abused Children -Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED	AM	All Staff 5-8	Building Principal  Director of Guidance  Director of Personnel and Evaluation  Director of Curriculum and Instruction  Nurses
September 3, 2019 - PM	SEL - HIBSTERVENTION, Multi-tiered System of Supports and Code of Conduct	12:30pm - 3:00pm	All Staff 5 - 8	Building Principal  Director of Guidance  Director of Personnel and Evaluation  Director of Curriculum and Instruction
September 4, 2019- AM	Department PD - Intervention	AM	All Staff 5-8	Director of Guidance , Vice Principals, Directors of C&I, Supervisors, Instructional Leaders
September 4, 2019- PM	AVID Strategies (Building Based)  Science, Art CTE - Chemical Safety	PM	All Staff 5-8	Director of Guidance, Vice-Principals, & Schools Counselors &

	Training			Supervisors
September 4, 2019	CST & Related Services Meeting	AM/PM	CST members, psychologist, Social Worker, BCBA, Speech, & Selected Staff	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meetings - Principal led	After school	All Staff 5 - 8	Building Principal, House Leaders, Vice-Principals, Instructional Leaders.
60 minutes	Department Meeting Director and Supervisor Led	After School	All Staff 5-8	Directors of C&I, Supervisors Instructional Leaders
<b>October 2019</b>				
October 14, 2019 AM	CPI Training	AM	All Staff 5-8	Director of Guidance, School Counselors, School Principals
October 14, 2019 PM	Department PD 5 - 8 Social Studies: Financial Literacy	PM	All Staff 5-8	Directors of C&I, Supervisors, Instructional Leaders
	Dual Language Training	AM/PM	All DLP Staff 5-7	Director and Supervisors of BL/ESL.
	Program Book Expectations and Assessment of Functional Living Skills - Autism classrooms	AM/PM	Selected Sp.Ed. Staff	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal led	After School	All Staff 5-8	Building Principal, House Leaders, Vice-Principals, Instructional Leaders
60 minutes	Department Meeting Director and Supervisor Led	After School	All Staff 5 - 8	Directors of C&I, Supervisors, Instructional Leaders
<b>November 2019</b>				

75 minutes	Regular Staff Meetings - Principal Led	After School	All Staff 5-8	Building Principal Vice Principals House Leaders
	SpEd and ESL/Bilingual Department Meeting	After School	SpEd/ESL/ Bilingual Staff	
60 minutes	Department Meeting Director and Supervisor Led	After School	All Staff 5-8	Directors of C&I, Supervisors, Instructional Leaders
	SpEd and ESL/Bilingual Department Meeting	After School	SpEd/ESL/ Bilingual Staff	Director and Supervisor of SpEd/ESL/Bilingual Staff
<b>December 2019</b>				
75 minutes	Regular Staff Meeting - Principal led	After School	All Staff 5-8	Building Principal, House Leaders, Vice-Principals, Instructional Leaders
60 minutes	Department Meeting Director and Supervisor Led	After School	All Staff 5-8	Directors of C&I, Supervisors, Instructional Leaders
<b>January 2020</b>				
January 9, 2020	<b>½ Day PD</b> Online Mandated PD	PM	All Staff 5-8	Building Principal, Vice Principals, Instructional Leaders
75 minutes	Regular Staff Meeting - Principal Led	After School	All Staff 5-8	Building Principal, Vice Principals, House Leaders
60 minutes	Time given back to staff to compensate for ½ day PD			
<b>February 2020</b>				
February 20, 2020	<b>-½ Day PD</b> NJSLA Focus: Content Area/Department Professional Development	PM	All Staff 5 - 8	Director of C&I, Supervisors, Instructional Leaders
	Dual Language Training	PM	All DLP Staff in 5-7	Director and Supervisors of BL/ESL
	Decision Tree Protocol for LLD	PM	LLD Teachers/ Paras	Sp.Ed. Director/Supervisor

75 minutes	Regular Staff Meeting - Principal Led	After School	All Staff 5-8	Content Area Directors and Supervisors
	SpEd/ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	Director and Supervisor of SpEd/ESL/Bilingual Staff
60 minutes	Time given back to staff to compensate for ½ day PD			
<b>March 2020</b>				
March 19, 2020	-½ Day PD NJSLA Focus: Content Area/Department Professional Development	PM	All Staff 5 - 8	Director of C&I, Supervisors, Instructional Leaders
	Instructional Tactics and Strategies for the LLC classroom	PM	LLC Teachers /Paras	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal Led	After School	All Staff 5-8	Content Area Directors and Supervisors
	SpEd/ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	Director and Supervisor of SpEd/ESL/Bilingual Staff
60 minutes	Time given back to staff to compensate for ½ day PD			
<b>April 2020</b>				
75 minutes	Regular Staff Meetings - Principal Led	After School	All Staff 5-8	Building Principal Vice Principals House Leaders
	SpEd and ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	
60 minutes	Department Meeting Director and Supervisor Led	After School	All Staff 5-8	Directors of C&I, Supervisors, Instructional Leaders
	SpEd and ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	Director and Supervisor of SpEd/ESL/Bilingual Staff

May 2020				
May 20, 2020	-½ Day PD NJSLA Focus: Content Area/Department Professional Development	PM	All Staff 5 - 8	Director of C&I, Supervisors, Instructional Leaders
75 minutes	Regular Staff Meeting - Principal Led	After School	All Staff 5-8	Content Area Directors and Supervisors
	SpEd/ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	Director and Supervisor of SpEd/ESL/Bilingual Staff
60 minutes	Time given back to staff to compensate for ½ day PD			
June 2020				
House Meeting 45 minutes	-Social Emotional Learning and Appropriate house topics as needed -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	District Supervisors, Building Principal and PLC Leaders
Faculty Meeting 45 minutes	-End of the year and closing procedures	After School	All Staff 5-8	Building Principal
PLC Meeting 30 minutes	-PLC	During School	All Staff 5 – 8	District Supervisors, Building Principal and PLC Leaders

### Online Professional Development - January 19, 2020

*The following required Professional Development are available on-line and will be completed on January 19, 2020.*

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 1<sup>st</sup> of the current school year:*

Title of Workshop	Audience	Persons Responsible
<b>School Safety Teams</b>	PD for school safety team members	Building Principal
<b>Use of Nebulizer</b>	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
<b>Diabetic Student Health Plan</b>	PD/training for appropriate staff members in the care of students with diabetes	Building Principal  Director of Special Services
<b>School Nurse Delegate for Glucagon</b>	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
<b>Training of Delegates for Epinephrine Administration</b>	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal  Supervisor of Nurses
<b>Integrated Pest Management</b>	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

## 2019-2020 Programmatic 9-12th Grade Professional Development Calendar

In-service Professional Development Days – four half day sessions (January, February, March and May 2019)

In-Service Day 1, 2, (September 3 and 4, 2019)

In-Service Day 3 (October 14, 2019)

One 75 minute Principal Meeting a month (September 2019 - June 2020)

One 60 minute Department Meeting a month

**Grade Level:** 9-12 (including PLP)

July 2019				
Date	Activity/Topic	Time	Audience	Persons Responsible
June 17-19, 2019	Springboard Initial Institute	Full Day	Selected ELA Teachers 9-12	ELA Supervisor
June 20-21, 2019	Springboard Writers Workshop	Full Day	All ELA Teachers Gr. 9	ELA Supervisor
July 8-12, 2019	Master Teacher Institute in Holocaust Education: Mini-Course	Full Day	Selected Teachers	Supervisor of Social Studies
July 15-17, 2019	Avid Summer Institute in Philadelphia Philadelphia	8:30 a.m. 3:00 p.m.	Staff	Director of Counseling
July 15-18	AP Physics Training	Full Day	Selected Physics Teachers	Science Supervisor
July 18, 2019	Arts Alignment & Development of Common Benchmark Assessments	Full Day	Grades K-12	VPAM Supervisor
July 22-26, 2019	NGSS Summer Institute		Grades K-12 Science Teachers	Science Supervisor
July 24, 2019	HibsterVention/Multi--Tiered System of Supports	12:30-3:00 p.m.	Support Staff	Director of Counseling

August 2019				
August 7, 2019	HibsterVention/Multi--Tiered System of Supports	12:30-3:00 p.m.	Support Staff	Director of Counseling
August 12-16, 2019	Rutgers University Investigative Science Learning Environment (ISLE) Physics Workshop.	Full Day	Selected Science Teachers	Science Supervisor

August 19, 20, 21, 2019	Buck Institute - Project Based Learning	8:30 am 3:00 pm	PLP and Academy teachers	Building Principal, Director of Curriculum & Instruction
August 19 - 25	Amistad Summer Teacher Institute	7 Full Days	Selected Teachers (6-12)	Supervisor of Social Studies
August 26-29, 2019	Sheltered English Instruction (SIOP)	Full Day	Selected Teachers	Director of Bilingual
August 28-29, 2019	New Teacher Orientation - Danielson - Department Meeting - School Tour	Full day	New Staff	Building Principals, Directors, Supervisors
<b>September 2019</b>				
September 3, 2019 – AM	Principal’s Meeting– Welcome – School and District Procedures and Expectations District Initiatives/District Mandated Trainings  <b>District Mandated Trainings:</b> - School Safety - Recognition of Student Substance Abuse - Potentially Missing /Abused Children - Equity and Affirmative Action - Bloodborne pathogens - Communicable Diseases / AED	AM	Grade 9 Teachers and Administrators	Building Principal Director of Guidance Director of Personnel and Evaluation Director of Curriculum and Instruction
September 3, 2019- PM	SEL- HIBSTERVENTION, Multi Tiered System of Supports and Code of Conduct	PM	All Grades 9 Staff	Director of Guidance, Vice-Principals, & School Counselors

September 4, 2019 - AM	1:1 Technology and Freshman Academy	AM	All HS Staff	Director of Curriculum & Instruction  Building Principal  Supervisor of Instructional Technology
September 4, 2019 - PM	Department PD Science: - Chemical Safety Training	PM	All HS Staff	Department Supervisors  Instructional Leaders
September 4, 2019- PM	CST and Related Services Meeting	AM/PM	CST members, psychologist, Social Worker, BCBA, Speech, & Selected Staff	Sp.Ed. Director/Supervisor
September 4, 2019- PM	Department PD ESL/WL: Can-Do Descriptors ACCESS Results & Goal Setting New Curriculum Review	PMCST	ESL/WL Staff	Department Director, Supervisors, ESL coach & BERS
75 minutes	Regular Staff Meeting - Principal Led District Mandated Trainings: - School Safety Data System - Educator Evaluation for teachers and staff - Integrated Pest Management - I&RS Referral - Lyme Disease - SGOs	After School	All HS Staff	Building Principal
60 minutes	Department PD - Director & Supervisor Led	After School	Selected Department Staff members	District Directors and Supervisors/ Instructional Leaders

45 minutes	PLC Time	Times will vary	All HS Staff	District Directors, Supervisors, Building Principal, VPs, Instructional Leaders, Coaches, and PLC Leaders
<b>October 2019</b>				
October 14, 2019 AM	PAHS All Campuses - Content Based PD	9:00 am - 3:00 pm	All HS Staff	Director of Curriculum & Instruction and Building Principal
	Boggs Center Training for the LLD classroom	AM/PM	LLD teachers/paras/BCBA	Sp. Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
60 minutes	Department PD Meeting	After School	Department Staff Members	District Directors and Supervisors, Instructional Leaders
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
<b>November 2019</b>				
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
	SpEd/ESL/Bilingual Department Meeting	After School	SpEd/ESL/Bilingual Staff	Director, Supervisor of SpEd/ESL/Bilingual
60 minutes	Department PD - Director & Supervisor Led	After School	Selected Department Staff members	District Directors and Supervisors
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors

<b>December 2019</b>				
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
60 minutes	Department PD - Director & Supervisor Led	After School	Selected Department Staff members	District Directors and Supervisors/ Instructional Leaders
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
<b>January 2020</b>				
January 9, 2020	Mandated Online Trainings: Safe Schools	½ day PD (PM)	All HS Staff	Director of Curriculum and Instruction, Content Supervisors
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
60 minutes	Time given back to compensate for ½ day PD			
<b>February 2020</b>				
February 20, 2020	Department PD - NJSLA	½ day PD (PM)	All HS Staff	Director of Curriculum and Instruction, Content Supervisors
	Boggs Center Training for the LLD classroom	AM/PM	LLD teachers/paras/ BCBA	Sp. Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
	SpEd/ESL/Bilingual Department Meeting	After School	All HS Staff	SpEd/ESL/Bilingual Director, Supervisor

45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
60 minutes	Time given back to compensate for ½ day PD			
<b>March 2020</b>				
March 19, 2020	Department PD - NJSLA	½ day PD (PM)	All HS Staff	Director of Curriculum and Instruction, Content Supervisors
	Program Book Expectations	PM	LLD teachers/ paras/ BCBA	Sp.Ed. Director/Supervisor
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
60 minutes	Time given back to compensate for ½ day PD			
<b>April 2020</b>				
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
	SpEd/ESL/Bilingual Department Meeting	After School	SpEd/ESL Bilingual Staff	SpEd/ESL/Bilingual Director, Supervisor
60 minutes	Department Meeting - Director & Supervisor Led	After School	Department Staff members	District Directors and Supervisors/ Instructional Leaders
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors

<b>May 2020</b>				
May 20, 2020	Special Education	½ day PD (PM)	All HS Staff	Building Principals and VPs, Director of Curriculum and Instruction, Content Supervisors
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Director of Curriculum & Instruction, Director of Guidance and District Supervisors
60 minutes	Time given back to compensate for ½ day PD			
<b>June 2020</b>				
75 minutes	Regular Staff Meeting - Principal Led	After School	All HS Staff	Building Principal
45 minutes	PLC Time	Times will vary	All HS Classroom Teachers	Building Principals and VPs, Director of Curriculum and Instruction, Content Supervisors
60 minutes	Department Meeting - Director & Supervisor Led	After School	All HS Staff	District Directors and Supervisors/ Instructional Leaders



## On-line Professional Development - January 19, 2020

*The following required Professional Development are available on-line and will be completed on January 19, 2020.*

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 1<sup>st</sup> of the current school year:*

Title of Workshop	Audience	Persons Responsible
<b>School Safety Teams</b>	PD for school safety team members	Building Principal
<b>Use of Nebulizer</b>	PD for certified school nurses or other persons authorized to administer asthma medication	Building Principal Supervisor of Nurses
<b>Diabetic Student Health Plan</b>	PD/training for appropriate staff members in the care of students with diabetes	Building Principal Director of Special Services
<b>School Nurse Delegate for Glucagon</b>	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
<b>Training of Delegates for Epinephrine Administration</b>	PD for selected and recruited, appropriate staff members who volunteered to administer epinephrine medication	Building Principal Supervisor of Nurses
<b>Integrated Pest Management</b>	PD/training for appropriate staff members and school community members to learn about potential pest problems	Director of Building & Grounds

## 2019-2020 Programmatic Professional Development for District Administrators

In-service Professional Development Days – four half day sessions (January, February, March and May 2019)

Additional PD days

**Audience:** District Administrators

July 2019				
Date	Activity/Topic	Time	Audience	Persons Responsible
July 3rd, 2019	Hazard Communication Standard (Chemical Safety)	8:00 am - 4:00 pm	District Administrators	Director of Bldg & Grounds, Supervisor of Science
July 9th, 2019	ALEKS for Administrators	8:00 am - 12:00 pm	District Administrators	Supervisors of Math
July 10th, 2019	Danielson Training	8:30 am - 3:00 pm	District Administrators	Assistant Superintendent, C&I Directors
July 12, 2019	RAZ KIDS	8:30 am - 12:30 pm	Grades K-4 Administrators	Supervisor of Technology
July 15-17 2019	AVID Summer Institute	Full Day	Administrators	Director of Guidance
July 15, 2019	Performance Matters - Advanced	8:00 am - 11:00 am	Administrators	Directors of C&I, Supervisor of Technology
	Performance Matters - New Admin.	12:00 pm - 3:00 pm	New Administrators	
July 16, 2019	STRONGE TRAINING	8:30 am - 3:00 pm	Administrators	Assistant Superintendent
July 17, 2019	STAR - New Admin	8:00 am - 11:00 am	New Administrators	Directors of C&I, Supervisor of Technology
	STAR - Advanced	12:00 pm - 3:00 pm	Administrators	Directors of C&I, Supervisor of Technology
July 22, 2019	McKinney Vento	9:00 am - 11:00 am	Administrators	Director of Special Funded Programs
July 24, 2019	HIBsterVention, Multi-Tiered System of Support	9:00 am - 11:30 am	Administrators	Director of Guidance, District Psychologist

July 22-25, 2019	Responsive Classroom	8:30 am - 3:30 pm	Administrators and Teachers K-4	Director of Guidance
July 22-23, 2019 (2 Sessions); July 25-26, 2019 (1 session); July 29-30, 2019 (2 sessions)	CPI Training	8:30 am - 3:00 pm	Administrators	Director of Guidance
<b>August 2019</b>				
August 6, 2019	STRONGE TRAINING	8:30 am - 3:00 pm	Administrators	Assistant Superintendent
August 7, 2019	HIBsterVention, Multi-Tiered System of Support	9:00 am - 11:30 a.m.	Administrators	Director of Guidance, District Psychologist
Aug. 12-13, 2019 (2 Sessions); Aug. 14-15, 2019 (2 Sessions)	CPI Training	8:30 am - 3:00 pm	Administrators	Director of Guidance, District Psychologist
August 12th, 2019	Danielson	8:30 am - 3:00 pm	Administrators	Assistant Superintendent, Directors of C&I
August 12-15, 2019	Responsive Classroom	8:30 am - 3:30 pm	Administrator and Teachers K-4	Director of Guidance
August 15, 2019	Basics of Behavior & Behavior Management	9:00 am - 12:00 pm	Administrators	Director of Special Services
August 15, 2019	McKinney Vento	9:00 am - 11:00 am	Administrators	Director of Special Funded Programs
August 19, 2019	Performance Matters - Advanced	8:00 am - 11:00 am	Administrators	Directors of C&I, Supervisor of Technology
	Performance Matters - New Admin	12:00 pm - 3:00 pm	New Administrators	
August 19, 2019	RAZ KIDS	8:30 am - 12:30 pm	Grades K-4 Administrators	Directors of C&I, Supervisor of Technology
August 21, 2019	STAR - New Admin.	8:00 am - 11:00 am	New Administrators	Directors of C&I, Supervisor of

	STAR - Advanced	12:00 pm - 3:00 pm	Administrators	Technology
August 22, 2019	ALEKS for Administration	8:00 am - 12:00 pm	Administrators	Supervisors of Math
August 26-27, 2019	Administrators Retreat	Full Day	Grades PreK-12 Administrators	Superintendent of Schools, Assistant Superintendents, Directors
August 28-29, 2019	New Staff Orientation	Full Day	Administrators	Director of Personnel & Evaluation, Directors of C&I, Building Principals, District Supervisors

**Academic Year**

PD Activities will be:

- Administrator Retreat: Incident Command Systems and other PD based on Areas of Focus
- Elementary and Secondary PLCs (Monthly)
- Supervisor and IL Admin Meetings (Monthly)
- General Leadership Meetings (Monthly)
- Online Trainings: HIB, School Safety, Recognition of Abuse, Suicide, Alcohol/Tobacco/Other Drugs Prevention & Intervention, Potentially Missing Abused Children Reporting
- Additional Trainings as needed:
  - Amplify PD for K-4 Principals and administrators
  - Guided Reading Refresher for K-4 Administrators
  - Close Reading for 9-12 Administrators
  - Literacy Framework Refresher for K-8 Administrators

## 2019-2020 Programmatic Professional Development for Non-Certificated Staff Members

NON-CERTIFICATED STAFF MEMBERS				
Technology				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2019	Mandated PD: Safe Schools	TBD	All technology support specialists	Director of Technology
October 2019	Instructional Software Support PD (IReady, Dreambox, ALEKS, etc)	TBD	All technology support specialists	Director of Technology Supervisor of Ed. Tech
November 2019	Extreme Online Course 3 – 5 days	TBD	District Infrastructure Manager	Director of Technology
December 2019	Infinite Campus Training	TBD	District SIS Administrator	Director of Technology
January 2020	Industry Conference 3 – 5 days	TBD	District Media Specialists (Ch34)	Director of Technology
February 2020	TECHSPO	TBD	Director of Technology	Director of Technology
Administrative Assistants				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2019 (staff dev. 1&2)	Mandated PD & Principal Meetings	Full Day	Administrative Assistants	Principals
October 2019	No PD – October 9, 2018	Full Day	Administrative	Principals

	Enrollment Count		Assistants	
January 2020	Student Enrollment and McKinney Vento	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
February 2020	Google Docs – Advanced	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
March 2020	Infinite Campus Training	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
May 2020	MS Excel & MS PowerPoint	1:30pm – 3:30pm	Administrative Assistants	Presenter: TBD
<b>Transportation</b>				
<b>DATE</b>	<b>PD/Activity/Topic</b>	<b>TIME</b>	<b>AUDIENCE</b>	<b>PERSON RESPONSIBLE</b>
September 2019	Mandated Policy Training 9/3 & 9/4/19. NJ-DMV, Blood Borne Pathogens CPR/EPI-PEN & Basic First Aid	2 Full Days	Transportation Staff	Trans. Manager
October 2019	Working with Students with Disabilities	TBD	School Bus Drivers and Bus Aides	Trans. Manager Supervisors of Special Education
November 2019	Basic First Aid	TBD	Transportation Staff	Trans. Manager
December 2019	Winter Weather Driving	TBD	Bus Drivers and Bus Aides	Trans. Manager
January 2020	Review of State Law Changes	TBD	School Bus Drivers and Food Service Drivers	Trans. Manager

February 2020	Mirror Adjustments and Safe Review Driving	TBD	School Bus Drivers and Bus Aides	Trans. Manager
March 2020	Fire Extinguisher Training	TBD	School Bus Drivers and Bus Aides	Trans. Manager
April 2020	HIB Review & Law Updates	TBD	School Bus Drivers and Bus Aides	Trans. Manager
June 2020	“What to do” in all types of emergencies	TBD	School Bus Drivers and Bus Aides	Trans. Manager
<b>Security</b>				
<b>DATE</b>	<b>PD/Activity/Topic</b>	<b>TIME</b>	<b>AUDIENCE</b>	<b>PERSON RESPONSIBLE</b>
September 2019	CPR/AED/First Aid Training and Building Principal Meetings	Full Day	Security	Chief of Security & Bldg. Principals
October 2019	ICS 100 Training	Full Day	Security	Chief of Security
January 2020	Safe Schools Training Module	1:30pm-3:30pm	Security	Chief of Security
February 2020	Safe Schools Training Module	1:30pm-3:30pm	Security	Chief of Security
March 2020	Safe Schools Training Module	1:30pm-3:30pm	Security	Chief of Security
May 2020	Safe Schools Training Module	1:30pm-3:30pm	Security	Chief of Security
<b>Food Services</b>				



DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2019	Cleanliness/organization utilization of substitutes in cafeteria HACCP-Food Safety and Self-Inspection checklist Production Records  Mandatory Trainings  All staff reports to their schools for cleaning and receiving of inventory for the start of school.	All Day	Food Service Staff	Food Services Manager  Director of Operations  Building Principal
October 2019	Civil Rights compliance training. HACCP training	All Day	Food Service Staff	Food Services Manager
January 2020	Food Production Records	TBD	Food Service Staff	Food Services Manager
February 2020	Maintaining Food Quality & Appearance	TBD	Food Service Staff	Food Services Manager
March 2020	Portion Sizes/Special Diet	TBD	Food Service Staff	Food Services Manager
May 2020	Summer 2020	TBD	Food Service Staff	Food Services Manager
<b>Buildings &amp; Grounds</b>				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
August 2019	Mandatory Compliance Training  Integrated Pest Management	TBD	All Custodians & Maintenance	Presenter: NJ Schools Board Insurance Group  Operations Manager  Director of Buildings &

				Ground
September 2019	Mandated Trainings for New Staff  Integrated Pest Management	All Day	New Custodians & Maintenance	Operations Manager  Director of Buildings & Ground  Building Principal
October 2019	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 2020	Energy Conservation Eye & Face Protection Fire Extinguisher Safety	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training  Operations Manager  Director of Buildings & Ground
February 2020	General Safety Refresher	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training  Operations Manager  Director of Buildings & Ground
March 2020	Ladder Safety  Lead Safety Awareness	TBD	All Custodians & Maintenance	Presenter: SafeSchools Training  Operations Manager  Director of Buildings &

				Ground
May 2020	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

Home School Liaisons				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2019	Mandated Trainings, Student Support Teams and Building Principal Meetings	2 Full Days	Home School Liaison	Building Principals
October 2019	Infinite Campus Training and Attendance Policy Review	TBD	Home School Liaisons	Director of Special Funded Programs
January 2020	Excel Training	TBD	Home School Liaisons	Director of Special Funded Programs
February 2020	McKinney Vento Refresher	TBD	Home School Liaisons	Director of Special Funded Programs
March 2020	Court Procedures	TBD	Home School Liaisons	Director of Special Funded Programs
May 2020	Google Classroom Training	TBD	Home School Liaisons	Director of Special Funded Programs

Paraprofessionals				
DATE	PD/Activity/Topic	TIME	AUDIENCE	PERSON RESPONSIBLE
September 2019	Staff Meeting Mandated Policy Training	AM/PM	Paraprofessionals	Principals
October 2019	Multi-sensory strategies for reading, writing and spelling	AM/PM	Paraprofessionals (all grade levels)	Director of C&I, LAL Supervisor
January 2020	Online Mandated PD	PM	Paraprofessionals K-4	Principals
February 2020	Syllabication patterns for decoding and encoding	PM	Paraprofessionals	Director of C&I, LAL Supervisor
March 2020	Word Sorts and Spelling Patterns	PM	Paraprofessionals	Director of C&I, LAL Supervisor
May 2020	Special Education Training	PM	Paraprofessionals	Director of C&I, LAL Supervisor