

Plattsburgh City School District
Professional Development Protocols and Procedures



This document outlines the protocols and procedures necessary to ensure that Plattsburgh City School District is offering high quality professional development that is aligned to district and building initiatives and supports the ongoing growth of our educators.

The Professional Improvement Committee (PIC) is responsible for the totality of offerings for the October Superintendent's Day. This committee will also be the clearinghouse for all Book Study and Professional Learning Community work that is attached to the receipt of in-service credit offered by the District. For clarification, college courses, NCTRC offerings or building based offerings (not involving in-service credit) can all still occur and do not need to come through PIC.

PIC will continue to use our own educators to provide the high quality professional development that occurs in October. This process will include the completion of a proposal form, please see attached, by a presenter. The proposals will be reviewed and approved through the PIC Committee.

Book study and Professional Learning Communities (PLC) will also be part of the professional development process that PIC oversees. Below find the PCSD definition of these two opportunities.

Book Study

Defined as: A presenter will set up group meeting times in order to have an in-depth focus on a piece of literature. In a book study, participants will read **outside of meeting times**. Meeting times are meant for discussion and/or modeling of the practices covered in the book. Please include what topics you will discuss and/or practices you will model in your description on the proposal form.

- Participants must purchase their own book

- There must be a total of 7.5 hours of meeting time for a participant to earn .5 credit.

Professional Learning Community (PLC):

Defined as: A group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students. The presentation occurs in person and at specific dates and times. The focus of PLCs is ongoing “job-embedded learning,” rather than one-shot professional development sessions. In addition, PLCs emphasize teacher leadership, along with their active involvement and deep commitment to school improvement efforts.

- Topics must be a research based practice that is aligned with district/SIP building goals and student learning outcomes.
- Reflection entries to be completed and reviewed by presenter at each meeting.
- Participants must be prepared to demonstrate how the learning experience will/has been implemented within their classroom based upon information/strategy learned in the PLC. This will be required in order for participants to earn credit.
- Participants will earn 1.0 in-service credit for 15 hours of contact time within the PLC.
- Presenters will earn 1.5 in-service credits or \$500 (pending availability of finances) for 15 hours of contact time with PLC, preparation, reflection journal review and review of demonstrated learning.

Any professional development opportunity that is attached to in-service credit will be open to all district participants. Book studies and PLCs will not be building specific if participants are being awarded in-service credit. PIC believes that this will allow all educators to have equal access to professional development opportunities regardless of the location of the offering.

Professional Learning Community/Book Study Procedures

1. In November and February there will be an all call sent to staff to illicit submissions of Professional Learning Community/Book Study Proposal Forms. This e-mail will include a deadline for form submission.
2. The Director of Curriculum will review each proposal and make preliminary recommendations to the PIC committee regarding approval or disapproval. Approval will be based on the purpose and objective of the experience and alignment of the experience to district and building goals. PIC will then review each proposal for a final determination of approval.
3. Notification of approval/disapproval will be given to each individual submitting a proposal.
4. An All Staff notification will be sent outlining the experiences being offered by our district.
5. Individuals can sign up for these offerings by completing the In-Service Credit Application and forwarding that completed application to the Director of Curriculum. This notification will include a deadline for application submission.
6. The Director of Instruction will compile a list of participants for each presenter. If there are not enough participants to run the opportunity it will be cancelled. The presenter will also receive a copy of the PCSD Professional Development Protocols and Procedures document which includes guidelines to follow for offering professional development opportunities within the district.
7. Presenters will:
 - a. Conduct the workshop
 - b. Hand in to the Director of Curriculum verification that all participants have completed the reflection entries and demonstration
8. Participants will:
 - a. Sign up for workshop using the In-service Credit Application Form

- b. Attend all sessions and complete all assignments including a reflection entry each session
- c. Complete the Summary Form which should state how demonstration of the learning impacted teaching and learning for the participant. This form should be initialed by the individual who reviewed or observed the demonstration (presenter or Director of Curriculum)
- d. Complete an evaluation form for the offering
- e. Send a signed summary of completion to Carrie Zales. Once finalized this will be sent to Dawn Stetz

Plattsburgh City School District Professional Improvement Committee
Guidelines for District PD Offerings

1. Proposals must be submitted to Carrie Zales at Duken.
2. Presenters need to ensure the following:
 - Book studies and PLCs will begin and end on time. Participants must be present for the duration of each working session/meeting.
 - Presenters will communicate directly to participants in their group. Changes in the schedule will be communicated to all participants in a timely manner.
 - Presenters and participants will sign in at each session.
 - If a participant must miss **one** session due to an emergency, it is the participant's responsibility to let the presenter know.
 - Presenters may offer one make up session at the end of the workshop for those participants who have missed one session. Participants who have missed more than one session or who miss the makeup session **May be eligible for partial in-service credit as per the Superintendent.**
 - For PLCs only, presenters must have participants reflect at each session in writing/e-mail, review these reflections and sign each entry (they can respond if desired).
 - For PLCs only, presenters must participate in viewing the demonstration that each participant is required to complete as part of the summary of the learning experience. These demonstrations need to show that the information gleaned from the learning experience is being implemented and incorporated into the teaching practice of the individual. Demonstrations can include but are not limited to lesson plan/unit, project, photographs, logs, videotaped demonstration, observed demonstration and/or student work.
 - For PLCs only, have each participant complete an evaluation form for the offering.



PCSD Professional Learning Community/Book Study Proposal Form

Type of Learning Experience (check one): Book Study PLC

Title of Learning Experience:

This is my 1st time presenting the Learning Experience _____

This is a repeat Learning Experience _____

Name of workshop presenter:

Dates and duration of workshop:

Brief description of learning experience: *(include the purpose; objective or focus of the experience; alignment to CCSS, 21st Century skills, and/or District goals; and expected outcomes of the learning experience.)*

Resources needed: (book title/author if this is a book study)

Please indicate the length of the Learning Experience:

½ credit (7.5 hours) _____ 1 full credit (15 Hours) _____

Please indicate which type of compensation you would prefer (only for PLCs):

In-service Credit _____ Monetary Stipend _____

Credit/Stipend Approved _____

Signature of Director of Curriculum

Signature of Superintendent

**PROFESSIONAL STAFF DEVELOPMENT
INSERVICE CREDIT APPLICATION**

Please complete and return the following information to the Superintendent of Schools when applying for prior approval of inservice credit consideration.

Note: This form must be submitted and approved prior to the start of the professional development activity.

Name _____

Current Teaching Assignment/School _____

Name of Learning Experience _____

Name of Facilitator, Professional Organization or NYS Accredited Institution providing this experience _____

(Note: NCTRC offerings do not require an application.)

Brief Description of Learning Experience *(Include the purpose, objective or focus of the experience, NYS Standards alignment, expected Professional development outcomes)*

Date(s) of Experience _____

Proposed Contact Hours (15 hrs. = 1 credit) ____

I understand that the awarding of inservice credit is in lieu of any payment for participation (registration fees, use of substitute, etc.) and for work outside of the school day.

Signature of Applicant _____ Date _____

Signature of Principal _____ Date _____

Signature of Director of Curriculum _____ Date _____

----- **FOR SUPERINTENDENT'S OFFICE USE ONLY** -----

_____ Approved _____ Not Approved Date _____

Signature of Superintendent _____

Copy to: Personnel File and Staff Member

Adoption date: March 23, 2006

Revised: January 2016

**PROFESSIONAL STAFF DEVELOPMENT
INSERVICE CREDIT SUMMARY**

In order for inservice credit, within one (1) month of completion of the pre-approved learning experience for inservice credit, this form must be completed and returned along with a copy of the approved Inservice Credit Application to the Superintendent of Schools. Submissions later than one (1) month will not be processed, except for extenuating circumstances.

Name _____

Current Teaching Assignment/School _____

Name of Learning Experience _____

Date(s) of Experience _____

Description of Learning Experience *(Include Professional Development outcomes, Reflections on application to professional responsibilities, Self-evaluation/assessment of involvement in the experience.)*

Contact Hours Completed (15 hrs. = 1 credit)

I certify that I understand that the awarding of inservice credit is in lieu of any payment for participation (registration fees, use of substitute, etc.) and for work outside of the school day.

Signature of Applicant _____ Date _____

Signature of Principal _____ Date _____

Signature of Director of Curriculum _____ Date _____

-----**FOR SUPERINTENDENT'S OFFICE USE ONLY**-----

Awarding of Inservice Credit

Inservice Credit(s) Granted _____ (15 hrs. = 1 credit)

Superintendent of Schools _____ Date _____

Copy to: Personnel File and Staff Member

Adoption date: March 23, 2006

Revised: January 2016