

South Brunswick School District

*Professional Development Plan
2017 ~ 2018*

Middlesex County



*Prepared by:
Jennifer K. Diszler
Assistant Superintendent for Curriculum, Instruction and Administration
Board Approved August 2017*

Table of Contents

	Page
A. District Professional Development Plan	3
B. Attachments to District PD Plan	6
▪ 2017-2018 PD Days	
▪ Mandated Policy Training for 2017-2018	

District Professional Development Plan for the 2017-2018 School Year

District Name	Superintendent Name	Plan Begin/End Dates
South Brunswick School District	Scott Feder	July 1, 2017- June 30, 2018

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rational/Sources of Evidence
1	<p>By June 2018, staff will use a student information system (SIS) to seek and communicate pertinent information for students, parents, and other staff through the transition to Genesis. In addition staff will be introduced to utilizing an online presence for the purpose of family communication of their programs and telly their classroom/program/school story.</p>	All staff	<p>Due to aging servers and hardware upgrades a switch in student information systems platform was deemed imperative. Genesis was compared to nine other systems, including PowerSchool, and it was determined that it was the most timely, cost effective, and provides extensive user resources to aid in a transition. In addition, we assessed social media online presence, evaluated current practices and determined that there was a need to streamline content, expectations and guidelines the 2018-2019 school year in order to more effectively communicate to families.</p> <p>Sources of Evidence:</p> <ul style="list-style-type: none"> ● Genesis reports ● Slice protocol of online presence and comparing against the Fall 2016 data ● List of school and district PD offerings ● Stakeholder data collection feedback through survey
2	<p>In order to improve Pre-K through 12 vertical/horizontal articulation in a more intentional, consistent and ongoing manner, the South Brunswick School district will provide opportunities for all stakeholders to build professional learning communities across divisions in order to provide authentic and organic places to stay aligned and connected programmatically.</p> <ul style="list-style-type: none"> ● Full implementation of the 3-12 inquiry and research model ● Classroom visits - teachers and admin beginning with the transition years (5 to 6 and 8 to 9) ● Focused vertical articulation time (expanded job alike) to identify 	All professional staff	<p>There is a need to create a more systematic, intentional articulation between many facets of our school system.</p> <p>Sources of Evidence:</p> <ul style="list-style-type: none"> ● Meeting Agendas ● Classroom visit schedules/protocols/feedback and reflections ● Job-alike schedule and agendas

	<p>areas of strength and areas for further exploration</p> <ul style="list-style-type: none"> ICS/ICR training and implementation grades 5-12 		
3	<p>In order to cultivate the individual needs of all students in a more intentional manner, the South Brunswick School district will create a culture of innovation where all stakeholders use meaningful assessments/data to naturally ask questions that identify, evaluate and reflect on assessment results/data sets to evaluate and inform our practice. This practice will lead to goal setting and action steps that will allow South Brunswick to achieve at high standards.</p> <ul style="list-style-type: none"> Teachers will review grading practices and explore assessments to determine reliability and validity. While administrators will use the evaluation process to focus on use of meaningful assessments. 	All professional staff	<p>With all of the data we have, we need to look more deeply beyond cause and effect to find patterns and relationships between variables. The patterns, associations, or relationships among all this data can provide information, which can be converted into knowledge about historical patterns and future trends. Then, we can develop an action plan to improve student/staff learning environments.</p> <p>Sources of Evidence:</p> <ul style="list-style-type: none"> Data Team Rosters Meeting Agendas & Sign-In Sheets Data Day sign in sheets and agendas
4	<p>Administrator Goal: By June 2018, all administrators will partake in legal training around various topics in school law, ethics, and/or governance.</p>	Principals, AP's, Supervisors, Central Office	<p>As per the school law requirement, detailed in N.J.A.C. 6A:9-15.8, every school administrator must complete professional development in school law, ethics, and/or governance every year.</p> <p>Evidence: Board minutes, meeting agendas, and PD records</p>

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> Last day of school 2017 - introduction to Genesis training and share of timeline of launch. Summer trainings for specific groups that need specialized functions in Genesis. Optional Summer office hours and JumpStart for staff to get an advanced look at Genesis. August 25th admin workshop - Train building-based turn key trainers for Fall launch. Opening days -Personalized opportunities for staff to learn attendance/gradebook and other needed functions. Fall PD day - Personalized opportunities for staff to learn report card and other needed functions. 	Each building will have turnkey trainers to train and assist staff throughout the school year.
2	<ul style="list-style-type: none"> Specific early release days will be set aside for focus on this area. The October full PD day will allow time for vertical articulation across all content K-12 	In addition to specified district time, each building leadership team will develop opportunities for this PD goal.

	- ICS/ICR Think Tank will meet over the Summer and a plan of implementation will occur over the course of the school year.	
3	- Specific data days will occur over the course of the school year for protocol practice, exploration of grading practices, and assessment reliability. (early release days and February PD day)	
4	- During one of the admin workshops or in an after school opportunity throughout the year, a legal representative will present on current school law topics.	Some administrators may attend workshops outside of the district to fulfill this goal. The FEA and NJPSA often offer workshops on school law. Admin could use their PD budget to attend one of these opportunities.

3: PD Required by Statute or Regulation

State-mandated PD Activities

- All staff will be trained on the mandated policies that govern the district during the opening days of school.
- All admin will have inter-rater reliability training as per the AchieveNJ mandate and staff will have a refresher training at the start of the school year. All new staff and new administrators will be fully trained in AchieveNJ and the evaluation system.
- Identified staff members will annually review the Student Code of Conduct, HIB Policy, Mentor Plan, and any other mandated policy defined as needing annual review prior to the end of the school year.

4: Resources and Justification

Resources

- A portion of the South Brunswick School District budget has been allocated for the purpose of professional development for all staff members. The moneys will be used for professional development materials, supplies, in-district consultant stipends, out-of-district consultant fees, online subscriptions, memberships to external professional development organizations/programs, PD travel, PD equipment, and paraprofessional trainings. The South Brunswick School District relies heavily on in-house trainers in order to keep PD costs down.
- All administrators have a PD dollar allotment which they can use for outside PD with the approval of central administration.

Justification

Some initiatives listed above are a continuation of work begun previously and others are an extension, synthesis, or new area of focus. High quality professional learning experiences are necessary to support these initiatives and improve educators' practice. Emphasis will be placed on promoting teachers and administrators as reflective practitioners, and effective data use to drive instruction at the student, class, school, and district levels. Each goal is a direct reflection or response to the specific needs of the South Brunswick School community. They have been developed collaboratively, and will continue to evolve throughout the year in order to ensure our staff and students' needs are being met. This school district plan supports and implements professional learning that addresses the NJ Student Learning Standards and aligns with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.

Attachments:

- 2017-2018 South Brunswick School District Professional Development Calendar
- SBSD Mandated Policy Training Plan

Signature: _____

Superintendent Signature

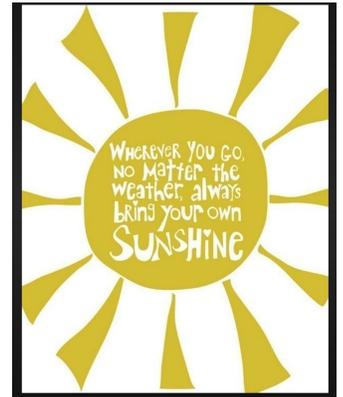
_____ Date

Attachments:

South Brunswick School District 2017-2018 Professional Development Days

My approach creates the climate; my mood makes the weather. ~ Make it a sunny day!

Over the course of the school year, there are days when school is not in session. This allows for staff to be immersed in professional development to better their effectiveness and ultimately improve student achievement.



View the table below to see the dates and topics for this year's professional development days:

Dates	Type of Day	Focus
Tuesday - 9/5	Full PD Day	Opening Day MPT/GCN/MLP Training Building Time
Wednesday - 9/6	Full PD Day	Opening Preparation Building Time
Tuesday - 10/10	Early Release Day	School Planning SGO Assessments/Action Plan Writing
Thursday - 10/19	Full PD Day	Full PD Day Teacher Keynote Mandated Policy - Highlighted Policy - Transgender Genesis Training PK-12 Articulation
Wednesday - 12/6	Early Release Day	Building Based Goals - Curriculum goal focused
Thursday - 1/25	Early Release Day	Data Day/Mid-Year Check In on SGO's
Friday - 2/16	Full PD Day	Professional Development District Goals
Tuesday - 4/10	Early Release Day	SPGO Endpoint Analysis
Wednesday - 5/23	Early Release Day	Professional Development Building Based Plans
Thursday - 6/7	Early Release Day	Professional Development Building Based Plans
Friday - 6/22	Early Release Day	Building Based Day
Monday - 6/25	Full PD Day	Building Close-out procedures

Mandated Policy Training for the 2017-2018 School Year

Every year staff must receive mandated policy training. We use the Global Compliance Network (GCN) tutorials to cover much of our mandated policy training. We will continue with the same approach for the upcoming school year. Here is what you need to know:

- ALL Staff must log into GCN any time beginning July 1, 2017 to complete the 2 hours of tutorials listed below. (Warning: The system will not keep any records prior to July 1!)
- You have until Monday, September 11th to complete the training.
- Professional Responsibility:
 - Teachers and 10 month secretaries: There will be 2 hours allotted on the opening days specifically for viewing these tutorials, however, if you complete them before school starts, you are excused of this time.
 - Paraprofessionals: You may come in on the opening days during the allotted time or complete the tutorials on your own. You will be vouchered for the 2 hours as per your Para contract, if applicable.
 - ALL 12 Month employees: You will complete the tutorials during the workday, as your schedule permits. If you prefer to complete the training at home on your own time, you may choose to do so. If this is the case, alert your supervisor as to how you plan to do the training before you do it.
 - Building and Grounds (non-clerical): There will be 2 hours allotted this summer specifically for viewing these tutorials if needed, however, if you complete them prior to the training, you will not have to attend this segment.
 - Bus Drivers: There will be 2 hours allotted on the opening days of school specifically for viewing these tutorials, however, if you complete them before school starts, you will not have to attend. You will be vouchered for the 2 hours as per your transportation contract.

Topic	GCN Module Title	Time
Sexual Harassment	GCN - Online Module	22 min.
Alcohol and Drug Awareness	GCN - Online Module	12 min.
Suicide Prevention	GCN - Online Module	16 min.
Concussions	GCN - Online Module	29 min.
Child Abuse	GCN - Online Module	20 min.
State and Federal Laws K-12	GCN - Online Module	12 min.

Here is the login information for GCN (also accessible via the Staff Portal)

<http://site.gcntraining.com/>

Organization ID: 51030S

Personal ID: Staff ID with ONE leading zero

In addition to the topics/modules listed on the previous page, the trainings below will be held at the school level.

TEACH NJ Policies		
Mandatory Training Topic	How Delivered	How Often?
Achieve NJ	September PPT.	Annual
Human Dignity Policies:		
Mandatory Training Topic	How Delivered	How Often?
Affirmative Action and Sexual Harassment	GCN (Sexual Har. 22 min)	Annual
Dyslexia Training	Memo 1 (Sept.)	Periodically to all staff; Annual 2 hour training to all K-3 staff (GCN or other)
Gang Awareness	September PPT.	Annual
Harassment, Intimidation & Bullying (HIB)	September PPT.	2 hour training w/in 5 year period
Substance Abuse (drug & alcohol awareness)	GCN (12 min)	Annual
Suicide Awareness	GCN (16 min)	2 hours every 5 years
Teen Dating Violence	Memo 2 (Oct)	Annual
Health Policies:		
Mandatory Training Topic	How Delivered	How Often?
Asthma	Faculty Meeting	Annual
Diabetes-Awareness		Periodically to all staff- Level I Level II – Identified staff (Nurse)
Bloodborne Pathogens/ Exposure Control	September PPT.	Annual
Nutrition		Periodically to all staff
Use of Peanuts in SB Schools		Periodically to all staff
Medical Emergency Response (AED/MERT)	September PPT.	Periodically to all staff; annual to identified staff
Concussions	GCN (29 min)	Periodically to all staff; Annual-(GCN)- all coaches & identified staff
Right to Know	Training session	Annual -Identified staff members
Safety Policies:		
Mandatory Training Topic	How Delivered	How Often?
School Security and Emergency Planning	Fac. Mtg. Flipchart	Annual
Division of Child Protection & Permanency (DCP&P) (Formally DYFS)	GCN (Child Abuse 20 min)	Annual
Potentially Missing, Abused, or neglected children	GCN (Child Abuse)	Annual
FERPA	GCN (State & Fed Laws 12 min)	Annual
Internet Safety	September PPT.	Periodically to all staff
Cyber Bullying	September PPT.	Periodically to all staff
CIPA	September PPT.	Annual
Acceptable Use Policy (AUP)	September PPT.	Annual
Support Services Policies:		
Mandatory Training Topic	How Delivered	How Often?
Intervention & Referral Services (I&RS)- SST	September PPT.	Periodically to all staff
Section 504 & Americans w/Disabilities Act of 1990		Periodically to all staff
IDEA & Spec. Ed. Admin Code		Periodically to all staff
Business Policies:		
Mandatory Training Topic	How Delivered	How Often?
Energy Management	Memo 2 (Oct)	Periodically to staff; annual to cust.
Purchase		Periodically to all staff
Travel		Periodically to all staff
Food		Periodically to all staff
Family Leave/ Sick Leave/ Vacations	GCN (State & Fed Laws)	Periodically to all staff
Personal Leave/ Military/ Jury Duty		Periodically to all staff

