

MILLTOWN PUBLIC SCHOOLS

Professional Development Plan

2018-2019

BOE approved 6/11/18

Parkview School



Joyce Kilmer School



MILLTOWN PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT PLAN
2018-2019

INTRODUCTION

Professional development activities are linked to the goals developed from the annual needs assessment survey, state mandated training, and state and/or district initiatives. Professional development is planned to address both adult and student learning needs. Any professional development that is included in this PD plan and therefore initiated in the district is in direct reaction to an identified priority need during the course of the school year and requires attention in the form of professional development to ensure a high standard of professional and student learning progress.

PROFESSIONAL DEVELOPMENT COMMITTEE

Topics for various PD sessions are developed according to committee recommendations in form, duration and content. The committee also seeks and confers with expert consultants in order to provide support for a particular PD topic. Committee chairpersons act as liaisons for outside consultants to arrange visits and contact with teachers. The committee typically meets 3 times in planning for the following school year. Members may also serve on ad-hoc committees in relation to additional planning, such as a shared PD day agendas.

LPDC MEMBERS

Stephanie Brown, Superintendent/Curriculum Director

Jill Maiorano, JK Chairperson

Amy Klinger, PV Chairperson

Eric Siegel, Principal, representing administration

Alyson Nechamkin, Director, representing special education

Jennifer Topham, representing grades PreK-1

Leslie Thompson, representing grades 2-3

Jackie Citro, representing grades 4-5

Sara McGowan, representing middle school

Consulting Members

Bill Veit, JK Principal

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PROFESSIONAL DEVELOPMENT STRUCTURE

Milltown Monday PD Opportunities

Milltown Mondays are contracted time for teachers to attend PD sessions. The opportunities below are included on Monday afternoons or at in-service days throughout the year.

- A. Educators' Academy: After-school sessions will be held throughout the course of the school year on Monday afternoons. Activities are results oriented. Most topics are offered as a series, and require professional learning to be reflected in evidence of instructional application. Both in-district and contracted presenters facilitate the sessions as deemed appropriate.
- B. Study Groups: All teachers hold a seat on one of the study groups that is related to their PDP. The study groups meet virtually using Google Classroom and focus on a relevant topic to that group. There may be a book or series of articles that guide monthly prompts to generate dialogue on the topic.
- C. Professional Learning Communities (PLCs): Collaborative learning teams focus on a topic of common interest and study formative assessment data in order to increase student achievement in that area. PLCs meet 5 times per year. Meeting agendas focus on SmartGoal and action plan development, baseline data review, benchmark data reviews, and final goal attainment reporting.
- D. Articulation Discussions: Milltown School District schedules special education, ESL, I&RS, G&T, curriculum and transition articulations throughout the school year. Teachers meet to communicate student expectations and problem solve. Traditionally, transition articulations have been grouped as Pre-K through 1st, which has included the town's one private preschool, grades 2-4, grades 5-7, and grades 8-9, which has included the high school guidance counselor from our receiving district. Curriculum articulations are typically scheduled together as Pre-K-1st, 2nd-3rd, 4th-5th, and 6th-8th. ESL, G&T and I&RS generally occur annually, while special education articulations are held quarterly.
- E. Faculty Meetings: Building principals share news relevant to the schools. Faculty meetings are also forums for trainings or data review and related discussion.
- F. Data Analysis: Review of state and district standardized test results for formative and summative purposes in order to drive instructional change.

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Other PD Opportunities

- G. In-service Days: In-services are scheduled in the district calendar. Typically there is one Welcome Back in-service, a Fall in-service, and Winter in-service. The two remaining in-service days are scheduled differently each year.
- H. Off-site Workshops: The district is committed to supporting the professional development of teachers through registrations at outside workshops and conferences. Attendance at such trainings must be preapproved by the Curriculum Director and directly related to the teacher's current assignment.
- I. Turn-key Trainings: Teachers who attend off-site workshops or conferences report back to the building administrator regarding their learning experience. Those teachers may be asked to report out at faculty meetings or turn-key train, as deemed appropriate.
- J. Graduate Courses: All teachers are encouraged to continue formal graduate work through an accredited college or university. The district also encourages staff members to pursue graduate credit when offered as an option through seminars or online courses.
- K. Observations and Evaluations: All teachers receive 3 formative observations for the year, in addition to their annual evaluation by district administrators. This evaluation process serves to provide feedback and focus for professional growth.
- L. Coaching: The district's mentoring program involves novice teachers and their mentors in peer coaching observations. Coaching may also involve chairpersons and outside experts who offer small group or individualized attention in order to assist teachers with implementation of new instructional practices.
- M. Differentiated PD Projects: Teachers may submit a project proposal for participants to be granted PD hours. This allows for pursuit of personal professional interests or administratively suggested improvement related to professional growth.
- N. Other Committees: The district encourages teacher participation on various committees, such as LPDC and Bully Prevention in order to facilitate the integration of programs within daily practice.

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PROFESSIONAL DEVELOPMENT CALENDAR

The PD committee is charged with developing the professional calendar for the school year. Focus areas for the school year are determined by the committee in conjunction with review of the annual needs assessment. Committee input determines activities by date and type of session. See attached PD calendar for more details.

FOCUS AREAS

Technology

- Future Ready Schools: NJSBA (Jeremy Reich)
 - Superusers

Social Emotional Learning

- The Culture Piece, Inc: Chris Hagedorn
- School Climate Transformation Project: Rutgers & Citro
- Personality Profiles: John DiNicola
- Paraprofessional Behavioral Coaching: Rutgers
- Conflict Resolution: NJ State Bar Association
 - lunch duty staff

Inclusion

- Co-teaching: Chelsea Bronson

Language Arts

- Guided reading and writing: Rutgers: Cynthia Bratteson

Science and Math

- Algebra integration in Science
- Math grades 2 & 3: GDK Math: Frank Gardella

Gifted Education

- G&T/Enrichment/Honors: Rutgers: Liz Beasley

Data Analysis

- MAP: Staff facilitator
- PARCC: Soar the Scores: Tom Ferry

Other

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- CPR/AED: Barton & Giglio
- ESL articulation: Scordado
- Health: Nurses
- Speech Language Pathology: Speech Teachers

SESSION TOPICS

PD Opportunities	Session Topics Subject to Change
Educators' Academy	<ul style="list-style-type: none"> ● Social Emotional Learning ● Teacher Evaluation System (as needed)
PLCs	<ul style="list-style-type: none"> ● School Climate Transformation Project ● Collaborative Leadership ● G&T/Enrichment ● Algebra in Science ● Tech Integration Domain 1 (FRS)
Articulation	<ul style="list-style-type: none"> ● Middle School Department Articulation ● Grade Level Articulation ● Grade Level Transition ● PreK-K-1 Transition ● Middle to High School Transition ● Buddy teachers ● Morning Meeting
Faculty Meetings	<ul style="list-style-type: none"> ● SGOs ● Asthma ● Blood Borne Pathogens ● FERPA
Common Planning Time	<ul style="list-style-type: none"> ● I&RS ● Teacher planning ● Technology ● Data Analysis ● Compliance training
Department meetings	<ul style="list-style-type: none"> ● Special Education ● Middle School content areas
Project Proposals	<ul style="list-style-type: none"> ● 1. LA Scope and Sequence gr. 4-5 ● 2. Passport Elective ● 3. Staff Resources Desktop ● 4. Math Rtl gr. 1

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	<ul style="list-style-type: none"> ● 5. Math Differentiation gr. 1 ● 6. G&T/Enrichment PLC ● 7. Phys. Ed. Recess Curriculum PV & JK ● 8. Wingman Program ● 9. SCTP Teacher Handbook ● 10. EdCamp ● 11. Interventions Brochure ● 12. Kindergarten LA Curriculum ● 13. Math BSIP Envisions 2.0 ● 14. Math RtI Differentiation gr. 2 ● 15. Math RtI gr. 2 ● 16. Math RtI Differentiation gr. 3 ● 17. Special Education ● 18. Special Education Handbook ● 19. PreK Curriculum
Data Analysis	<ul style="list-style-type: none"> ● Student PARCC data review ● SGP/mSGP data review ● MAP data analysis
Technology	<ul style="list-style-type: none"> ● Future Ready Schools Superusers ● Domain 1 ● Genesis and Google Classroom grade transfer
Turn-key training	<ul style="list-style-type: none"> ● RazKids ● Branching Minds ● Future Ready Schools
Coaching	<ul style="list-style-type: none"> ● Mentoring and Induction Program ● Math gr. 4-8 (chairperson) ● Math gr. 2-3 (consultant) ● Language arts gr. 4-8 (chairperson) ● Language arts gr. K-5 (consultant) ● Inclusion and co-teaching (consultant) ● Social Emotional Learning (consultant) ● Paraprofessional Behavioral Coaching (consultant)
Observation & Evaluation	<ul style="list-style-type: none"> ● Danielson ● Domain 1: Tech integration
Committees	<ul style="list-style-type: none"> ● Future Ready Schools ● Collaborative Leadership

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	<ul style="list-style-type: none"> ● Local Professional Development (LPDC) ● School Safety and Liability ● HIB School Safety Team ● Intervention and Referral Services (I&RS) Team ● 504 team
Annual	<ul style="list-style-type: none"> ● See attached compliance training
Out-of-District	<ul style="list-style-type: none"> ● Conflict Resolution ● Inclusive Education ● Passive Restraint ● Other as related to topics above and in individual growth plans
Credit Courses	<ul style="list-style-type: none"> ● Per tuition reimbursement requests

BUDGET

Testing: 218-390

\$2,000 HIB prevention survey, Paula Rust

Contract Related Service: 216-320

\$32,000 Inclusive Education Specialist

Curriculum Stipends: 221-104

\$5,000 Summer project proposals

\$2,000 Unanticipated committee work

Providers: 221-320

\$13,500 Soar the Scores data analysis

\$16,000 Literacy consultant

\$20,300 Social Emotional Learning

\$ 3,728 G&T consultant

\$ 750 Behavioral Profiling

\$11,350 GDK Math

Staff: 223-104

\$1,008 New Staff Orientation

\$1,008 New hire transition

\$2,688 New staff induction: Danielson training videos

\$12,800 Future Ready Schools Superusers

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\$3,375 Staff Facilitators and Turn-key trainers
\$10,000 Unanticipated training

Supplies: 223-610

\$3,000 PLC and Study Group materials
\$1,000 New Staff Orientation
\$2,000 Educators Academy

Off-site training: 223-580

\$15,000 Workshops
\$2,000 Admin invites
\$1,500 Chairperson workshops
\$1,500 Mileage
\$2,250 NJCIE summer inclusion

Other: 223-320

\$1,000 CPR/First Aid training
\$1,325 CPI training
\$10,000 Future Ready Schools
\$4,952 Special Education overview
\$1,500 Frontline Danielson modules and calibration

Tuition Reimbursement

\$15,000