

MILLTOWN PUBLIC SCHOOLS

Professional Development Plan

2019-2020

BOE approved April 8, 2019

Parkview School



Joyce Kilmer School



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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 PD Chairperson, representing grades 4-5

Amy Klinger, PV PD Chairperson, representing grade 3 and special areas

Jackie Citro, Assistant Principal, representing administration

Nikki Agugliaro, representing special education

Tracy Hanzes, representing grades PreK-K

Jennifer Topham, representing grades 1-2

Sara McGowan, representing middle school

Consulting Members

Bill Veit, JK Principal

Eric Siegel, PV Principal

Heather Vitale, ELA Chairperson

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INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

All educators have ongoing opportunities to engage in professional learning as guided by an Individual Professional Development Plan (PDP). Teacher PDPs should be developed in consultation with their direct supervisors, and must be annually updated by October 31st. At least 2 goals must be included in the PDP each year. Teachers must have at least one goal derived from the results of observations and evidence in the teacher's annual performance evaluation. A second goal must be aligned to either work on a professional learning community (PLC) or a school/district improvement goal. PDP goals are separate and in addition to student growth objectives (SGOs) that are required under AchieveNJ to measure teacher effectiveness.

IMPROVEMENT PLANS

Teachers who are identified as demonstrating unsatisfactory performance by the Principal or direct supervisor may be placed on an improvement plan. An improvement plan is meant to target specific areas that require immediate professional growth. Improvement plans are typically developed and implemented during the course of the same school year. The Principal or direct supervisor sets benchmark dates for expected improvement, and may include specific professional learning activities in the improvement plan in order to prompt progress in identified areas. In some instances, the PDP may be revised to reflect the goals of the improvement plan.

CORRECTIVE ACTION PLANS

Teachers who receive a summative rating of ineffective or partially effective on the annual summative evaluation according to the NJDOE formula under AchieveNJ will be placed on a corrective action plan (CAP). A CAP is developed in consultation with the Principal or direct supervisor and the School Improvement Panel (ScIP). The CAP replaces the PDP and will include specific professional development requirements, along with timelines and responsibilities in implementing the plan. Teachers with a CAP will receive an additional observation and mid-year conference. The ScIP will monitor progress and provide targeted coaching and support to assist with improvement of practice. A CAP may necessitate more than the minimum 20 hour PD requirement for the year.

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PROFESSIONAL DEVELOPMENT STRUCTURE

Milltown Monday PD Opportunities

Milltown Mondays are contracted after school time for teachers to attend PD sessions.

- A. Educators' Academy: A series related to a focus area identified by the PD committee. Non-tenured teachers are required to attend annually, while tenured teachers may be excused from the series with a practice score of 3.0 or higher and a recommendation from the principal.
- B. District Series: A series related to a focus area identified by administration that relates to a district goal or initiative.
- 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. Non-tenured teachers are required to participate annually, while tenured teachers are required to participate every other year.
- D. Articulation Discussions: Milltown School District schedules special education, ESL, BSIP, G&T, and cross-content articulations throughout the school year. Transition articulation is scheduled with special area teachers from both schools, as well as Good Day PreSchool and Spotswood High School.
- E. Faculty Meetings: Building principals share news relevant to the schools. Faculty meeting time at each school is split every other month to allow for department meetings.
- F. Data Analysis: Review of state and district standardized test procedures and results, for formative and summative purposes, in order to drive instructional change.
- G. Coaching: Coaching is facilitated by LA and Math chairpersons before school, and contracted consultants during the school day. Grade level, department or individualized coaching may be scheduled in order to improve instruction and teacher practice. The district's mentoring program involves novice teachers and their mentors in peer coaching observations.

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- H. In-service Days: In-services are scheduled in the district calendar. Typically there is a 2-day Welcome Back in-service, a Fall in-service day, and Winter in-service day. A fifth day is scheduled on an as-needed basis, as determined by the PD committee.
- I. 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.
- J. 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.
- K. 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.
- L. Observations and Evaluations: All teachers receive formative observations as per AchieveNJ, in addition to their annual evaluation by district administrators. Summative ratings are calculated according to the NJDOE guidelines.
- M. Study Groups: Study groups may be formed by teachers with a common interest. Virtual interaction using Google Classroom will 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.
- N. 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.
- O. Other Committees: The district encourages teacher participation on various committees, such as Collaborative Leadership and the HIB School Safety Team, in order to support school operations.
- P. State Mandated Training: NJ state statute and regulation require teachers and administrators, and other educational support staff to receive PD in a number of areas not directly related to curriculum and instruction. The training recipients and frequency varies widely by topic area.

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- Q. School Safety Specialist: NJ state statute requires at least one administrator to hold a certificate in school safety. Initial training is required, as well as annual training to renew the certificate.
- R. Induction: Newly hired teachers participate in a 2-day induction that focuses on district programs and operations. Newly hired novice teachers are also required to attend a 4-part series on the Danielson model.

NJDOE ANNUAL 20 PD HOURS REQUIREMENT

A minimum of 20 hours annually is required for each certificated staff member to maintain their teaching certification. Professional development hours will be tracked in the district staff management system. Participation in district sponsored professional development will be granted by the Curriculum Director for activities aligned with the teacher's Professional Development Plan (PDP) goals and required in-service sessions. Evidence of participation in preapproved off-site professional development will be uploaded by the teacher to their system account. The Superintendent will monitor completion of the 20 hour requirement.

A minimum of 5 hours of professional development aligned with the personalized learning goal in each teacher's PDP is required. Tenured teachers, who have met the eligibility requirements to be excused from the Educators' Academy, are expected to earn hours toward their personalized learning goal through online learning modules, graduate courses, EdCamps, and/or off-site workshops and convention sessions. In addition to evidence of completion of the hours, excused teachers must complete at least one of the following to be approved for their professional development hours:

- Reflection of the PD experience posted as linked, shared Doc on the district Google Classroom PD site
- Facilitation of an EdCamp session on their topic with photo of Session Board and registration confirmation
- Participation of an EdCamp session on their topic with photo of Session Board and registration confirmation
- Presentation at a faculty meeting on the topic
- Presentation at an in-service session on the topic
- Participation in a PLC, in a year when teacher is not required to participate

DOMAIN 1 and TECH

Research by [Hall and Hamilton, 2017](#), discusses that "by integrating technology into the familiar Danielson Framework for Teaching, teachers are able to view technology use as more

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purposeful and advantageous” (p. 84). Therefore, Domain 1 will focus on elements of planning for technology integration as it aligns with each indicator under that Domain. This approach allows Domain 1 to function similarly to Domain 4, as evidence will be associated with work in planning for technology integration throughout the year, rather than just related to one particular observation lesson. This allows teachers to demonstrate effective use of technology for instruction, assessment and differentiation in various respects throughout the school year.

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FOCUS AREAS

Differentiation

Educator's Academy series

Dr. Kathleen Rotter, consultant

Positive School Climate and Culture

District PD series

Jaclyn Citro, Rutgers School Climate Transformation Project

United Way, district series

Chris Hagedorn, consultant

Paraprofessional Behavioral Coaching: Rutgers

Conflict Resolution, teacher turn-key trainers

Responsive Classroom, off-site summer series

Technology

Future Ready Schools

Jeremy Reich, NJIT and NJSBA

FRS teacher chairperson

Superusers, teachers

Co-Teaching

Special education department chairpersons

Inclusion: Dr. Kathleen Rotter, consultant

Language Arts

Grades K-5

Writing: Cyndi Bratteson, Rutgers, consultant

Handwriting

Math

Frank Gardella, GDK, consultant, Grades K-3

Go Math!, Houghton-Mifflin, Grade 7

Data Analysis

MAP: Staff facilitator

NJSLA: Dr. Tom Ferry, Soar the Scores, consultant

Other

CPR/AED: Barton & Giglio

CPI: Copperthwaite

ESL articulation: Scordato

Speech: Proloquo2Go: Potter & Harmon

Health: Nurses

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SESSION TOPICS

PD Opportunities	Session Topics Subject to Change
Google Form links	State mandated topics, see appendix
Educators' Academy	Differentiation
District Series	Positive Schoolwide Climate and Culture
PLCs	School Climate Transformation Project Collaborative Leadership Handwriting
Articulation	Middle School Department Articulation Vertical Content Area Articulation Grade Level Articulation Grade Level Transition PreK-K-1 Transition Middle to High School Transition Buddy teachers
Faculty Meetings	HIB
Common Planning Time	I&RS [PV] Teacher planning Technology or Data Analysis Coaching
Department meetings	Special Education BSIP ESL Middle School content areas
Data Analysis	Student NJSLA data review SGP/mSGP data review MAP data analysis
Technology	Future Ready Schools

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Turn-key training	CPI CPR/AED
Coaching	Mentoring and Induction Program Math gr. 4-8 (chairperson) Math gr. K-3 (consultant) Language arts gr. 4-8 (chairperson) Language arts gr. K-5 (consultant) Co-teaching (chairperson) PSCC (consultant) Paraprofessional Behavioral Coaching (consultant)
Observation & Evaluation	Danielson ScIP series
Committees	Curriculum Collaborative Leadership Local Professional Development (LPDC) School Safety and Liability HIB School Safety Team Intervention and Referral Services (I&RS) Team 504 team
Annual	See attached compliance training
Out-of-District	Responsive Classroom Other as related to topics above and in individual growth plans
Credit Courses	Per tuition reimbursement requests
In-service	Branching Minds Genesis

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PROJECT PROPOSALS

Full Day Kindergarten [#1] 10 hrs. \$39/hr.

Foundations & Kindergarten Guided Reading [#4] 4 hrs. \$39/hr.

Science – Grade 1 [#5] 5 hrs. \$39/hr.

Social Studies – Grade 1 [#6] 5 hrs. \$39/hr.

Differentiated LA Tech – Grade 1 [#7] 5 hrs. \$39/hr.

Math – Grade 1 [#8] 5 hrs. \$39/hr.

Special Ed. Life Skills [#9] 10 hrs. \$39/hr.

ELA Honors – Grades 6-8 [#10] 10 hrs. \$39/hr.

SIOP, ESL PD Sessions [#11] 5 hrs. \$135/hr. (Sheltered Instruction Observation Protocol)

Buddy Program [#12] 10 hrs. \$39/hr.

Cross-Curricular History-Algebra [#13] 4 hrs. \$39/hr.

Science Curriculum [#14] 10 hrs. \$39/hr.

Conflict Resolution [#15] 10 hrs. \$39/hr.

Boys to Men [#16] 10 hrs. \$39/hr.

Youth-in-Government [#17] 7 hrs. \$39/hr.

Enrichment Curriculum [#18] 10 hrs. \$39/hr.

Handwriting Grades 1-2 [#19] 8 hrs. \$39/hr.

Future Ready Schools [#20] 10 hrs. \$39/hr.

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BUDGET
\$218,500

Contract Related Service: 216-320

\$11,200 Inclusive Education Specialist

Curriculum Stipends: 221-104

\$7,500 ScIP and DEAC

\$1,500 First 6 Weeks of School

\$8,500 Unanticipated committee work

Providers: 221-320 [Title II and Title IV additional]

\$13,500 Soar the Scores data analysis

\$18,000 Rutgers Literacy

\$3,000 PSCC

\$27,300 GDK Math

\$12,000 SEL/PSCC: United Way: District series

\$15,000 Differentiation: Dr. Rotter: Educators' Academy

Staff: 223-104

\$35,000

Beyond Hours meetings

New Staff Orientation

New hire transition

New staff induction: Danielson training videos

Staff Facilitators and Turn-key trainers

CPR/CPI training for completion of online modules

Online PD modules for personalized learning

Supplies: 223-610

\$3,000 PLC and Study Group materials

\$1,000 New Staff Orientation

\$2,000 Educators Academy

Aide Training: 223-106

\$4,000 Stipends for in-service days

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Registration/Travel: 223-580

18,000	Workshops
\$2,000	Admin invites
\$2,000	Mileage
\$3,000	Responsive Classroom
\$2,000	NJCIE summer conference (Coalition for Inclusive Education)

Other: 223-320

\$5,000	CPR/CPI online module registration fee
\$3,000	Frontline Danielson modules and calibration

Supplemental Salaries: 230-100-101-050/060

\$9,000	Summer Project Proposals
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Tuition Reimbursement

\$15,000	Graduate courses
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APPENDIX

STATE MANDATED TRAINING

**Google Form
as follows**

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Milltown Public Schools

Milltown Public Schools

NJ COMPLIANCE TRAINING

Please enter the date you viewed the link.

New Staff: All topics all required.

Renewed Staff: 1-7

Renewed Teachers: 1-12; and 12.a: Dyslexia--if you are a K-3 teacher.

Your email address (sbrown@milltownps.org) will be recorded when you submit this form. Not **sbrown**?

[Sign out](#)

* Required

1. Name *

2. 1. School Safety <http://unesdoc.unesco.org/images/0026/002613/261350e.pdf>

Example: December 15, 2012

3. 2. Blood Borne Pathogens

<https://drive.google.com/a/milltownps.org/file/d/0B0EpmcVioFNWU21CNFBvVHlydktUSk1JQXdEZ2pBVHkzWEhz/view?usp=sharing>

Example: December 15, 2012

4. 3. Code of Student Conduct <http://www.milltownps.org/?PN=Pages&SubP=Level1Page&L=0&DivisionID=17158&PageID=34589>

Example: December 15, 2012

5. 4. Acceptable Use of Technology

<https://drive.google.com/a/milltownps.org/file/d/0B0EpmcVioFNWNGY5dHIKUIRjds13bmpyWnpMOUZxQkRObDVJ/view?usp=sharing>

Example: December 15, 2012

6. 5. HIB <http://www.milltownps.org/Common/News2/HomePagePopUps/Default.asp?ItemID=64911&ISrc=District&Itype=News>

Mark only one oval.

Option 1

7. 6. Equity <https://www.youtube.com/watch?v=Rkh2oKBfH4w>

Example: December 15, 2012

8. 7. Affirmative Action

<https://drive.google.com/a/milltownps.org/file/d/0B0EpmcVioFNWUWZxZEK4ZzdIZXF1eUE4dWZNN3NSSII6cDRF/view?usp=sharing>

Example: December 15, 2012

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9. **8. Suicide Prevention** <https://www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis/preventing-youth-suicide/preventing-youth-suicide-tips-for-parents-and-educators>
Example: December 15, 2012
10. **9. Substance Abuse and ATOD Prevention** <https://www.weareteachers.com/7-things-every-teacher-should-know-about-teens-and-drugs-and-alcohol-use/>
Mark only one oval.
 Option 1
11. **10. Educator Evaluation** <http://www.milltownps.org/Default.asp?PN=Pages&SubP=Level1&PageID=34073>
Example: December 15, 2012
12. **11. FERPA** <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
Example: December 15, 2012
13. **12. Special Education** <https://www.nj.gov/education/specialed/>
Example: December 15, 2012
14. **12.a. Dyslexia: required for PreK-3 teachers only** <https://www.youtube.com/watch?v=Y2MNFvSLc>
Mark only one oval.
 Option 1
15. **Anti-bullying Bill of Rights Act** https://www.njleg.state.nj.us/2010/Bills/PL10/122_.PDF
Example: December 15, 2012
16. **Child Abuse and Prevention** <https://drive.google.com/a/milltownps.org/file/d/0B0EpmcVioFNWWUITWpheVZIVExidVhKSTB5bzBCtGF0V0h3/view?usp=sharing>
Example: December 15, 2012
17. **Law Enforcement Operations** <https://www.state.nj.us/education/students/safety/behavior/law/moa.shtml>
Example: December 15, 2012
18. **NJ SMART** <https://www.nj.gov/education/njsmart/background/>
Example: December 15, 2012
19. **Workers Compensation** <https://drive.google.com/a/milltownps.org/file/d/0B0EpmcVioFNWb1FUci1BN0NTMXhocDZHM1dyM183N0pfNmdv/view?usp=sharing>
Example: December 15, 2012

