

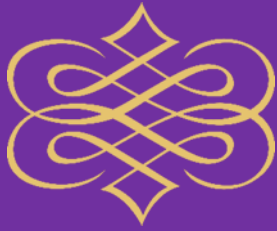


# Office of Professional Learning

2019-2020

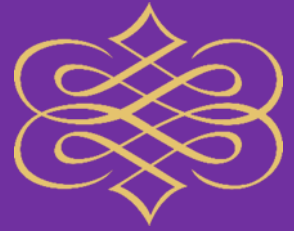
## Professional Learning Request Process





2019 - 2020

# Professional Learning Dates



## PROFESSIONAL LEARNING

can start

**Monday, June 17, 2019**



**ALL COURSES**

**&**

**ATTENDANCE**

must be completed by

**Tuesday, June 9, 2020**

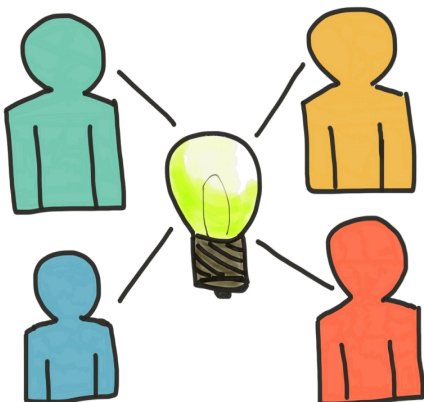
**TRUENORTHLOGIC**

**SURVEYS**

must be completed by

**11:59PM**

**Thursday, June 11, 2020**



All courses must be

**School-Based Planning Team**

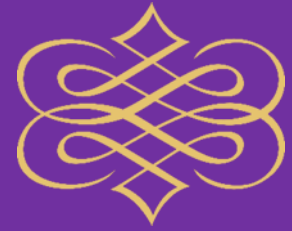
and

**Joint Professional Development Committee**

approved before they can be held.



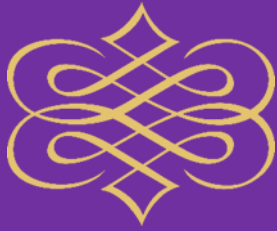
# 2019 - 2020 PD Request Submission Deadlines



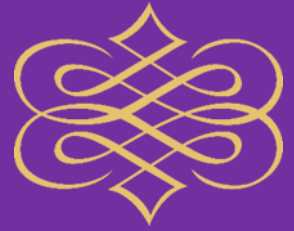
If you plan on holding a PD during	Your request must be submitted to your school, program, or department Truenorthlogic Manager by
<b>July</b>	Friday, July 5, 2019
<b>August</b>	Monday, July 22, 2019
<b>September</b>	Monday, August 19, 2019
<b>October</b>	Monday, September 23, 2019
<b>November</b>	Monday, October 21, 2019
<b>December</b>	Monday, November 18, 2019
<b>January</b>	Monday, December 16, 2019
<b>February</b>	Monday, January 13, 2020
<b>March</b>	Monday, February 10, 2020
<b>April</b>	Monday, March 16, 2020
<b>May</b>	Wednesday, April 15, 2020
<b>June</b>	Monday, May 18, 2020

**\*\*\*\*PLEASE READ\*\*\*\***

- Your course request will not be reviewed without School Based Planning Team approval.
- Your PD can't be held until you receive notification of Joint Professional Development Committee approval via email from the Office of Professional Learning.



# Professional Development Request Process



## Before a request can be sent to Office of Professional Learning (OPL)

- 1) A **2019-2020** Professional Development Request Form must be completed.
- 2) The request must be approved by one of the following:
  - If you work in a school - School-Based Planning Team
  - If you work in a program - Program-Based Planning Team
  - If you work in a department - Department Executive Director
- 3) Your school, program, department Course Requestor must email the approved form in PDF format to their assigned Truenorthlogic Manager (Kelli M. Briggs or Mitchel Hansinger).



## After a course is submitted to OPL

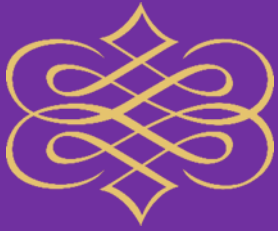
- 4) Truenorthlogic Manager sends the request to the Joint Professional Development Committee (JPDC) for further review.
- 5) JPDC reviews the request and notifies the Truenorthlogic Manager if the course is approved, denied, or needs to be revised.
- 6) Truenorthlogic Manager emails JPDC decision to Course Requestor to let them know if the course can be built in Truenorthlogic.

## Truenorthlogic Process

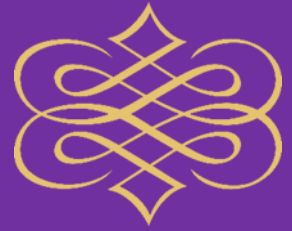
- 7) Course Requestor builds the course in Truenorthlogic.
- 8) The Level 1 Approver (Administrator) reviews, approves, and sends the course for Level 2 review by the Truenorthlogic Manager.
- 9) After Level 2 approval, the course is sent for final approval by Sylvia Cooksey, Executive Director of Professional Learning. She will then release the course to show up in Truenorthlogic.

## After a course has been completed

- 10) The Instructor or Course Requestor must complete the attendance and send all documents via email **ONLY** to their Truenorthlogic Manager to be kept on file.  
**Note: All attendance must be completed within two weeks of course completion.**
- 12) The Instructor or Course Requestor must email their Truenorthlogic Manager once the attendance has been completed so credit can be issued for the course.
- 13) An email will be sent out notifying participants that credit has been issued.
- 14) In order to be eligible for the Professional Development Incentive, the feedback device, known as the **SURVEY, must be completed.**



## Conferences Out-of-District & Online PDs College Courses



**Follow the Professional Development Request Process  
listed on the previous page.**

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### **Stipulations for Conferences**

- 1) You can earn a maximum of 20 hours for a conference.
  - 2) After the conference, you need to email your school, program, or department assigned Truenorthlogic Manager an itinerary and certificate of completion.
  - 3) There must be a contact person and number listed on your pd request form for verification purposes.
- 

### **Stipulations for Out-of-District & Online Workshops**

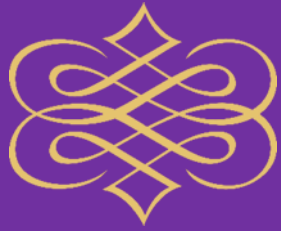
- 1) You can earn a maximum of 20 hours for an out-of-district or online professional development.
  - 2) After the learning experience, you need to submit a certificate of completion.
  - 3) There must be a contact person and number listed on your request form for verification purposes.
- 

### **Stipulations for College Courses**

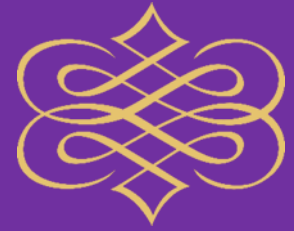
- 1) You may earn 4 hours per credit hour with a maximum 24 hours per school year.
  - 2) You may not use courses in a masters or doctoral program if you are working toward Administration Certification. The masters or doctoral program must be related to your current tenure area.
  - 3) Once you complete the course, you must email a copy of an official college transcript to the assigned Truenorthlogic Manager for your school, program, or department.
- 

**CREDIT WILL NOT BE ISSUED UNTIL ALL THE PROPER  
DOCUMENTATION HAS BEEN SUBMITTED TO THE  
OFFICE OF PROFESSIONAL LEARNING.**

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# Professional Development Request Form Tips



## Things to think about when answering each question...

### Course Description

- What will this professional learning experience teach participants?
- What is this based on? (For example: a book by \_\_\_\_\_; a webinar; an article, a guest speaker)
- What will they do?
- What researched-based materials will you use?
- Will participants have to attend every session to get credit? Or can participants get credit for each session they attend?
- Who are you targeting?



### Why is this Professional Learning being offered?

- What is the needs assessment?
- What data proves the need?
- If this PD has been presented before, what new information will be covered?
- Will it target new staff?
- What new approach will you take?

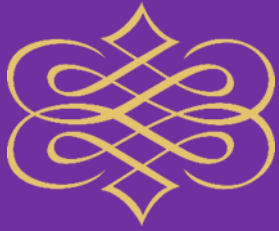
### How is this Professional Development connected to student, teacher, school, program, and or district needs?

- How will this connect to RCSD initiatives?
- What part of your SCEP does this address?
- How will this connect to your school vision/mission or data?

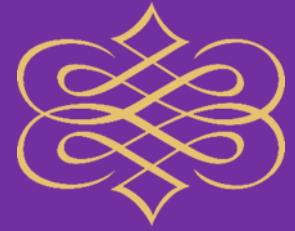
### How will this professional learning experience impact student performance and achievement?

- What will students be able to do as a result of this PD?
- How will you measure this?
- How will this be evaluated? How often?





# Professional Learning Guidelines



## Professional Learning is...

A comprehensive, sustained, and intensive approach to enhancing and improving teachers' and principals' effectiveness in raising student achievement

Aligning with rigorous state, student academic achievement standards as well as school improvement goals

Focusing on student content standards and educator performance standards

Providing sustained support for long term changes

Participating in study groups among peers focused on a shared need or topic.

Applying and reflecting on new or enhanced strategies and knowledge

Engaging in District-Wide approved Professional Learning Courses or Designs

Learning from an on-time event, episode, workshop such as CPR, First Aid, On-Line, etc.



## Professional Learning isn't....

Supervising of students before, after school, during evening activities, or on trips unrelated to PD and/or District initiatives

Planning for or attending "Family" nights

Engaging with parent or community at events

Planning for meetings, expeditions, or conducting professional development opportunities

Serving on a committee

Requesting PD credit for vacation or travel

Participating in Yoga, Zumba, etc.

Attending staff/department meetings

Planning for opening day activities or events

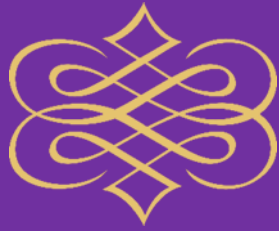
Attending a theater production(s) unrelated to any previous PD

Preparing of materials for parent teacher nights, open house, etc.

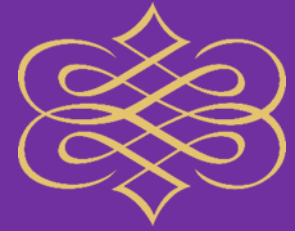
Attending Open House, School concerts, etc.

Performing expected professional duties e.g. Data entry, report cards, attendance, parent teacher conferences, etc.

Creating lesson plans/Unpacking unit plans



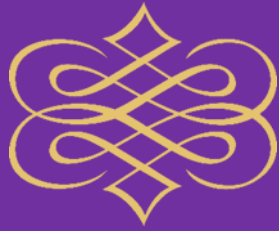
2019 - 2020  
 Truenorthlogic  
 Manager Assignments



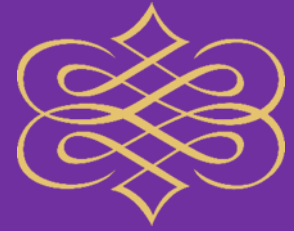
**Kelli M. Briggs**

Clara Barton School No. 2	Math
Nathaniel Rochester Community School No. 3	Science
George Mather Forbes School No. 4	Social Studies
John Williams School No. 5	English Language Arts
Roberto Clemente School No. 8	ARTS
Dr. Martin Luther King Jr. School No. 9	Health, Athletics, & Physical Education
Dr. Walter Cooper Academy School No. 10	Department of Multilingual Education
The Children's School Of Rochester No. 15	Assessment & Testing
John Walton Spencer School No. 16	Special Education
Enrico Fermi School No. 17	Career in Technical Education
Henry Lomb School No. 20	Rochester Teachers Association
Abraham Lincoln School No. 22	External School Operations
Francis Parker School No. 23	Library Media Systems
Nathaniel Hawthorne School No. 25	African-American and African Studies
Henry Hudson School No. 28	<p style="text-align: center;"><b>Kelli M. Briggs</b></p> <p style="text-align: center;">30 Hart Street, Room 436</p> <p style="text-align: center;">Rochester, NY 14605</p> <p style="text-align: center;">Phone: (585) 262-8000, ext. 4360</p> <p style="text-align: center;">Email: <a href="mailto:kellimonique.briggs@rcsdk12.org">kellimonique.briggs@rcsdk12.org</a></p> <p style="text-align: center;">Preferred Communication: Email</p>
Pinnacle School No. 35	
Andrew J. Townson School No. 39	
Abelard Reynold School No. 42	
Montessori Academy School No. 53	
Flower City School No. 54	
Early Childhood School of Rochester No. 57	
Joseph C. Wilson Foundation Academy	
East Upper & Lower Schools	
Edison Career & Technology High School	
James Monroe High School	
Joseph C. Wilson Magnet High School	
Vanguard Collegiate High School	
Integrated Arts & Technology	





2019 - 2020  
 Truenorthlogic  
 Manager Assignments



**Mitchel Hansinger**

Virgil I. Grissom School No. 7	Pre-K
Anna Murray-Douglass Academy School No. 12	Rochester Early Childhood Education Center
Dr. Charles T. Lunsford School No. 19	RAP
Adlai E. Stevenson School No. 29	OACES
John James Audubon School No. 33	Office of Parent Engagement
Dr. Louis A. Cerulli School No. 34	Young Mothers and Interim Health Academy
Theodore Roosevelt School No. 43	Home/Hospital Tutoring Program
Lincoln Park School No. 44	All City High
Mary McLeod Bethune School No. 45	The LyncX Academy
Charles Carroll School No. 46	NorthSTAR Academy
Helen Barrett Montgomery School No. 50	Rochester International Academy
Frank Fowler Dow School No. 52	Youth & Justice
World of Inquiry School No. 58	<p style="text-align: center;"><b>Mitchel Hansinger</b></p> <p style="text-align: center;">30 Hart Street, Room 442</p> <p style="text-align: center;">Rochester, NY 14605</p> <p style="text-align: center;">Phone: (585) 262-8000, ext. 4420</p> <p style="text-align: center;">Email: <a href="mailto:Mitchel.hansinger@rcsdk12.org">Mitchel.hansinger@rcsdk12.org</a></p> <p style="text-align: center;">Preferred Communication: Email</p>
Rise Community School	
Leadership Academy for Young Men	
Northeast High School	
Northwest Junior High at Douglass	
Rochester Early College International High School	
School of the Arts	
School Without Walls	