

SCHOOL BOARD OF BRADFORD
COUNTY FLORIDA

PROFESSIONAL DEVELOPMENT HANDBOOK 2008-2009

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BRADFORD COUNTY SCHOOL DISTRICT MISSION STATEMENT

Our Responsibility: QUALITY EDUCATION FOR ***ALL*** STUDENTS

To achieve the district's mission and strategic objectives, The Office of Assistant Superintendent will provide the means for self-renewal, and professional growth and improvement by instructional, administrative and support staff personnel in the Bradford County School District

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All Professional Development Forms may be accessed and downloaded from the District Website: www.mybradford.us Make sure all forms are signed by you and your principal before submitting.

Go to *department* link on the left, then click on *teachers*, then scroll to the bottom of the page.

Or request forms from the Assistant Superintendent's Office.

Professional Development points can be checked at:
www.my-points.org

BRADFORD COUNTY PROFESSIONAL DEVELOPMENT SYSTEM

Bradford County's District Staff Development Plan is designed to provide professional growth of our instructional personnel that links and aligns in-service activities with student and instructional personnel needs as determined by student achievement data, the school report card, school improvement plans, and personal and professional growth. In-service activities focus primarily on subject content and teaching methods, technology, Sunshine State Standards, assessment and data analysis, classroom management, school safety and family involvement. The National Staff Development Council standards are embedded into the staff development system.

The district conducts formal and informal needs assessments annually for the purpose of identifying professional development training for the upcoming school year. Student Achievement Data, which includes student attendance, discipline data, formal state and standardized assessments, and informal data such as portfolios and pre and post assessments is the primary basis that determines the district needs. District level administrators and principals meet to analyze the student achievement data. School level meetings; teams meetings and subject area meetings are scheduled for the purpose of reviewing and disaggregating the data. The need for any training activity is related to specific performance data for the students to whom the teacher is assigned. The school report card is also analyzed to determine district needs.

Once conclusions are drawn from the student achievement data, the School Improvement Plan is developed. Through a series of questions, teachers and administrators use the goals of the School Improvement Plan to construct their Individual Professional Development Plans. Teachers are given an opportunity to reflect on their personal goals as a teacher based on their previous performance appraisals and their personal goals for the coming year. The skills, knowledge, or performance improvement of the students should be identified. Areas to be worked on are identified and incorporated into the Individual Professional Development Plan.

The Individual Professional Development Plan pulls together student achievement data, previous performance appraisals, personal goals, and other data. The plans should include targeted areas to be addressed, clearly defined training objectives, specific measurable improvements, in-service needs related to specific student performance data for those who the teacher is assigned, and documented results related to student achievement.

Progress of the Individual Professional Development Plans is monitored through activities such as portfolios, observations, and collegial conversations. It is the teacher's responsibility to document the requirements of the plan have been met. The principal or an assistant principal is responsible for scheduling feedback conferences on a mutually agreed upon schedule prior to the annual evaluation of the teacher. Student progress and achievement will be reviewed throughout the process.

Reading, Math, Writing, Science, and Technology are major areas of focus in our district. We have devoted approximately 50% of professional training into the area of reading. All seven schools are Florida Reading Initiative (FRI) Schools.

Newly hired teachers are required to attend the FRI training provided each summer. All schools have a reading coach. These coaches model effective instructional strategies and provide training for the teachers. They attend monthly coach's cadre meetings. Principals attend monthly principal's cadre meetings. Their meetings focus on Action Research, Reading Instruction and Learning Community Activities.

Staff development training occurs throughout the school year, as well as during the summer. Early release days are designated specifically for professional development training. Pre-planning and summer days are scheduled for training. Teachers are paid a stipend for participating during non-working days. The district also provides substitutes for teachers to participate in trainings.

The Bradford County School District is a member of the North East Florida Education Consortium. They are a great support for small rural districts such as ours. We are afforded the opportunity to offer a broader range of training to meet the needs of all instructors at reduced cost. Some of the classes that have been offered help prepare teachers for the state certification exams for meeting certification requirements, as well as ESOL and Reading Endorsement requirements. ESOL and Reading Endorsement classes are taught online via the Internet through NEFEC. This has afforded our teachers more opportunities to attend training sessions after working hours. NEFEC conducts an annual survey to determine professional development needs of the district.

The Bradford County School District also has a partnership with the Schultz Center/CROWN for teaching and leadership development. The Schultz Center is helping to improve student achievement through high quality leadership training and staff development.

Resources available for professional training include:

- Title I
- Title II
- Title V
- IDEA
- District Staff Development Allocations
- State Training Allocations

The Principal Leadership Plan is for assistant principals and teachers aspiring to become principals or assistant principals in our district. NEFEC schedules meetings through out the school year providing training/leadership experiences and activities.

The New Teacher Orientation Training is scheduled for teachers new to the district. The training is provided prior to the beginning of the school year with on-going support being offered to the teachers. The workshop provides an overview of the following:

- District Employee Handbook ., District Vision, Mission, and Expectations Code of Ethics & The Principles of Professional. Conduct of the Education Profession in Florida
- Certification
- Professional Development Plans
- Curriculum alignment with Sunshine State Standards, "Florida Comprehensive Assessment Test (FCAT), "No Child Left Behind (NCLB) " Florida Reading Initiative (FR!) and Safety Drills and Procedures
- Classroom Management
- Beginning Teacher Program for 1st year teacher mentoring

RENEWING YOUR PROFESSIONAL EDUCATORS CERTIFICATE

- To begin the renewal process, please request the yellow form “*Application for Renewal or Reinstatement of a Florida Educator’s Certificate*” from Patti Priest or Lisa Prevatt. They can be reached at 904-966-6010 or 904-966-6032.
- You may renew your certificate **after July 1 of the year prior to the expiration date.**
(Example: If your certificate expires June 30, 2009, you may renew anytime after July 1, 2008.) **However, renewals are generally processed late in the fall, after the Human Resources Department has completed other tasks related to newly hired employees, insurance changes and other back-to-school employment functions. Your patience and understanding are appreciated.**
- The Human Resources Office will send a letter of reminder during the current school year in which your certificate will expire.
- If you need to check the number of in-service points you have available to renew, please access your in-service records through the My-Points.Org. website at: <http://www.my-points.org> or call Patti Priest at 904.966.6010.
- If you are renewing your certificate with college course work, we must receive an official transcript from the institution in which you completed the course work. Please have the official transcript sent to:

Mrs. Lisa Prevatt
Assistant Superintendent
School Board of Bradford County
501 West Washington Street
Starke, FL 32091
- To renew, you must: a.) earn 6 college credit hours **OR** b.) earn 120 in-service points, **OR** c.) combine 60 points and a 3 hour course during the five-year validity period on your certificate. This amount will renew up to 2 areas of certification (i.e. Elementary Education and ESE.) If you need to renew and you are certified in more than 2 areas, please call 904.966.6032 or 6023 and we will assist you.
- One in-service point equals one hour of learning activity in a workshop, at a conference, or via the Professional Activity Plan. A 3-hour college course is the equivalent of 60 in-service points.

- After review of your professional development file and points posted on my-points.org, Mrs. Prevatt will complete the in-service information section of the application for renewal and sign. The form will then be sent to you; complete all sections on the front and back, and sign. Instructions for implementation of the process will be included.
- Call Robin Lee, 904.966.6023, Human Resource office, for an appointment to return the yellow renewal form and a check (made out to the School Board of Bradford County or SBBC), or \$75 cash. This will cover renewal. Fingerprinting is processed at no charge.
- QUESTIONS: Please call the Assistant Superintendent's office: 904.966.6010.

Summary of steps to follow:

1. After you've accumulated 120 in-service points and no sooner than July 1 of the last year of your validity period, call the Assistant Superintendent's office – 904.966.6010 to request a copy of the yellow Florida Educator's Certificate renewal application form.
2. Upon receipt, complete all sections of the form pertinent to your personal information, and sign.
3. After you receive your application, call the Human Resources office for an appointment to submit the form, with a check made out to the School Board of Bradford County (SBBC), or cash, in the amount of \$75.
4. If you are renewing with college course credit, you must request an official transcript to be sent to Mrs. Lisa Prevatt, Assistant Superintendent.
5. Except for unusual circumstances, this completes your responsibilities in the process.

SEE ATTACHMENT A – APPLICATION FOR RENEWAL OF FLORIDA EDUCATOR'S CERTIFICATE – ADOBE Format

SAMPLE - REQUIRED FORM FOR RENEWING YOUR CERTIFICATE, provided by Assistant Superintendent's office.

SCHOOL BOARD OF BRADFORD COUNTY, FL

Matrix of In-service Documentation Requirements for Professional Development Activities

Form or Action Required as indicated by checkmarks (✓) *

ACTIVITY	PDR0000 PD FOLLOW-UP FORM	PDR0001A PDR0001B PD PRE & POST PHASE	PDR0002 PD RECORD	PDR0003 EVAL- UATION	PDR0004 TIME & ACTIVITY LOG	PDR0005 IN-SERVICE ATTENDANCE ROSTER	PDR0006 VIDEO/CD/ DVD SUMMARY
Out-of-District Workshop/Activity	✓		✓		✓		
In-District Workshop	✓		✓	✓	✓	✓	
Conference		✓	✓		✓		
Classroom Visitation		✓			✓		
Video / CD / DVD (max 60 pts a year)			✓	✓			✓
Learning Communities (max 30 pts a year)		✓			✓		
Action Research (max 30 pts a year)		✓			✓		

* For university course credit, have official transcripts sent directly to the **Assistant Superintendent**.

ATTENDING OUT- OF- DISTRICT WORKSHOP COLLEGE COURSE INDEPENDENT STUDY ACTIVITY

If you wish to receive in-service points you must do follow-up.
The procedures are as follows:

1. Review the information on the seminar, conference, workshop, course or activity in which you are interested:
 - Does it relate to your Individual Professional Development Plan?
 - Does it relate to one of your school's goals for improvement?
 - Does it relate to FCAT Reading, Math, Science, Florida Writes, Sunshine State Standards in your content area, or integrate technology to meet the standards or develop critical thinking skills?
 - Does it relate to your appraisal evaluation?
2. Prior to attending an out-of-county in-service event, registering for a college course or completing an otherwise independent activity, obtain form **PDR0001A**; complete the front. After the principal has signed the approval, collect the form.
3. After completing the workshop and within 30 days, unless otherwise specified by the instructor, complete the back of the form, **PDR0001B**. Complete the **TIME AND ACTIVITY IMPLEMENTATION LOG (PDR0004)**, as well as, **back-up documentation** as specified by the Assistant Superintendent. Then submit all forms to the Assistant Superintendent's Office.
4. The number of points you earn is calculated by the number of hours of participation in the training. Lunch is excluded. For follow-up the "number of points" **MAY NOT** exceed the number of the workshop's direct instructional hours. (Example: if you are in a six hour training, then the maximum number of follow-up points could only be six for a total of 12 hours). **If follow-up is not completed, in-service credit will not be issued. Make a copy of your in-service records prior to sending the forms to the Assistant Superintendent's office.**
5. The instructor should assign follow-up. If they require you to send the follow-up to them for final approval, they will notify you of the status of your follow-up and you will then report that information to us, with confirming documentation.
6. **NEFEC** (North East Florida Educational Consortium) instructors will have a roster for you to sign at their workshops. If you attend this conference it is imperative that you sign the roster. They will use this roster to input your activity under your name on My Points.Org. However, until you have completed the follow-up it will remain as **In-Progress Status**. Once you have submitted your follow-up to the instructor, they (NEFEC) will credit you the in-service points on My-Points.Org. **When attending a NEFEC in-service workshop it is not necessary to turn the forms listed above into us, UNLESS instructed by NEFEC to do so for credit by us.**

FORMS REQUIRED FOR THESE ACTIVITIES:

- **PDR0001A & PDR0001B (Front/back) – SBBC PD Pre- and Post- Phase**
- **PDR0004 – SBBC Time and Activity Implementation Log**
- **Back-up Documentation as specified by Assistant Superintendent**

IN-DISTRICT WORKSHOP PROCEDURES

If you wish to receive in-service points you must do follow-up.
The procedures are as follows:

1. When attending an in-service training in the district you are required to sign the In-Service Attendance Roster (**PDR0005**), provided by the workshop facilitator, and complete the appropriate in-service follow-up forms. The person in charge of organizing the training will forward the In-Service Roster to the Assistant Superintendent. Points are verified by hours of attendance at workshop.
2. After completing the workshop and within 30 days, unless otherwise specified by the instructor, complete the in-service follow-up forms and send to the Assistant Superintendent's Office. **Make a copy of your in-service records prior to sending the forms to our office.**
3. The number of points you can earn is calculated by the number of hours of participation in the training. Lunch is excluded. For follow-up the number of points **MAY NOT** exceed the number of the workshop's direct instructional hours. (Example: if you are in a six hour training, then the maximum number of follow-up points could only be six for a total of 12 hours). If no follow-up is completed, you will not receive in-service credit.
4. Every attempt will be made to provide the appropriate follow-up forms at the workshop for your convenience. Forms for use after an in-district activity include:

Forms required for this activity:

- **PDR0000 – SBBC PD FOLLOW-UP FORM**
- **PDR0002 – SBBC PROFESSIONAL DEVELOPMENT RECORD**
- **PDR0003 – SBBC WORKSHOP EVALUATION**
- **PDR0004 – SBBC TIME AND ACTIVITY LOG**

These forms are also available on our district website at: www.mybradford.us

Follow the **department** link, then click on **teachers**; scroll to the bottom of the page.

The **PDR0000 – SBBC PD FOLLOW-UP FORM** will explain options for support documentation to be turned in with the above listed forms.

CONFERENCE PROCEDURES

If you wish to receive in-service points you must do follow-up.
The procedures are as follows:

1. Review the information on the seminar, conference, workshop or activity in which you are interested:
 - Does it relate to your Individual Professional Development Plan?
 - Does it relate to one of your school's goals for improvement?
 - Does it relate to FCAT reading, math, Science, Florida Writes, Sunshine State Standards in your area, or integrate technology to meet the standards or develop critical thinking skills?
2. Prior to attending a conference event, obtain form **PDR0001A**; complete the front. After the principal has signed the approval, collect the form.
3. After returning from the conference and within 30 days, unless otherwise specified by the instructor, complete the back of the form, **PDR0001B**. Complete the **PDR0002** and **PDR0004** forms, then submit to the Assistant Superintendent's office. **When attending conferences, follow-up activities should be decided upon by you and the principal.**
4. The number of points you earn is calculated by the number of hours of participation in the training. Lunch is excluded. For follow-up the "number of points" **MAY NOT** exceed the number of the workshop's direct instructional hours. (Example: if you are in a six hour training, then the maximum number of follow-up points could only be six for a total of 12 hours). If a follow-up is not completed, in-service credit will not be given. **Make a copy of your in-service records prior to sending the forms to the Assistant Superintendent's office.**
5. **NEFEC** (North East Florida Educational Consortium) offers a *Literacy Through Leadership Conference* annually. It is imperative that you sign the roster. NEFEC will use this roster to input your activity under your name on My Points.Org. However, they most likely will not give follow-up activities. It is your responsibility to meet with the principal and establish a follow-up assignment. The conference will remain **In-Progress** until you have submitted your follow-up forms to the Assistant Superintendent, Lisa Prevatt. We will credit you the in-service points on My Points.Org.

Forms required for this activity:

- **PDR0001A & PDR0001B (Front/back) – SBBC PD Pre- & Post- Phase**
- **PDR0002 – SBBC PROFESSIONAL DEVELOPMENT RECORD**
- **PDR0004 – SBBC TIME AND ACTIVITY LOG**

VIDEO/CD/DVD PROCEDURES

If you wish to receive in-service points you must do follow-up.
The procedures are as follows:

1. Review the information on the Video/CD/DVD you are interested in:
 - Does it relate to your Individual Professional Development Plan?
 - Does it relate to one of your school's goals for improvement?
 - Does it relate to FCAT reading, math, Science, Florida Writes, Sunshine State Standards in your area, or integrate technology to meet the standards or develop critical thinking skills?
 - Does it relate to your appraisal evaluation?
2. In order to earn in-service credit, you must receive approval from either your supervisor or the Assistant Superintendent.
3. Complete the **VIDEO/CD/DVD SSUMMARY FORM – PDR0006** and attach it to **PDR0002** and **PDR0003**, then submit all forms to the Assistant Superintendent's office. **Make copies of your in-service records prior to submitting them.**
5. The maximum points you may receive for **Video/CD/DVD** program review, is **60** points/year.

Forms required for this activity:

- **PDR0002 – SBBC PROFESSIONAL DEVELOPMENT RECORD**
- **PDR0003 – SBBC WORKSHOP EVALUATION**
- **PDR0006 – VIDEO/CD/DVD SUMMARY FORM**

CLASSROOM VISITATION LEARNING COMMUNITIES ACTION RESEARCH - PROCEDURES

If you wish to receive in-service points you must do follow-up.
The procedures are as follows:

- In order to earn in-service credit, **you must receive approval from either your supervisor or Assistant Superintendent, two weeks before the start of your professional development activity.**
 - Prior to engaging in any of the activities listed above, obtain form **PDR0001A**; complete the front. After the principal has signed the approval, collect the form.
 - Upon completion of the activity, complete the back of the form, **PDR0001B**.
 - Complete and maintain form **PDR0004** throughout the professional development activity. When you have completed the activity, all forms must be submitted to the Assistant Superintendent's office.
 - The maximum points you may receive for **CLASSROOM VISITATION** is **10** points/classroom visit.
 - The maximum points you may receive for **LEARNING COMMUNITIES** is **30** points/year.
 - The maximum points you may receive for **ACTION RESEARCH** is **30** points/year.
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FORMS REQUIRED FOR THESE ACTIVITIES:

- **PDR0001A and PDR0001B (Front/back) – SBBC PD Pre- and Post Phase**
- **PDR0004 – SBBC TIME AND ACTIVITY IMPLEMENTATION LOG**