

BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT

Professional Development Points

The District's Role

The BMRSD is a registered provider for PDPs. The authority to grant PDPs is given to the district by the Department of Education. As a provider the District is authorized to provide PDPs for locally sponsored/provided/directed activities or trainings. These types of activities would include (but not be limited to) the following:

- District approved study group
- District approved Curriculum development
- Mentoring
- District provided training
- DOE mandated training
- Professional Growth Plan Projects
- District Committee Work

As the PDP provider, the District must have documentation to support the PDP award. The documentation should include:

- List of participants
- Dates, times for training/meetings
- Agendas from trainings/meetings
- A product (lesson plan, published document, curriculum, log, reflection)
- A pre-assessment (if applicable). Could be a statement of need.

**District sponsored activities/trainings that require sub coverage will be organized through the Curriculum office and reflected on the BMRSD webpage Curriculum Calendar.

All other PDP requests will need to be pre-approved by the building principals **first before sub coverage can occur. Teachers need to refer to the curriculum calendar on the webpage before requesting dates from your principal. **Please complete the PDP approval form at the end of this document.**

Please refer to the chart below for more details regarding PDPs as mandated by the DOE.

The Educator's Role

The educator is responsible for keeping documentation for his/her professional development activities. When seeking PDPs awarded by the District for individual project/activities (professional growth plan project, implementation of new learning from a conference) the educator must submit the necessary documentation to the Curriculum Office.

Teachers are encouraged to carefully read the regulations and guidelines for recertification issued by the Department of Education with special attention to:

- PDPs required for licenses based on date/year of issue
- PDPs required per topic
- PDPs limits for certain activities
- Documentation suggested for self initiated activities

Activity	# PDPs	Documentation
Conference Attendance	NA	Teacher should save the following: <ul style="list-style-type: none"> • Proof of attendance • Conference materials • Assessment, evaluation
Conference Attendance/Implementation of learning * (see DOE guidelines for further details)	Up to 10	<ul style="list-style-type: none"> • Proof of attendance • Plan for implementation • Product or lesson plan
Committees/Councils <ul style="list-style-type: none"> • District coordinated sponsored such as Curriculum Planning Council, Strategic Plan Action Groups. 	15	<ul style="list-style-type: none"> • List of participants • Agendas • Attendance sheets • Product, summary report
Curriculum Development <ul style="list-style-type: none"> • District coordinated or sponsored 	As agreed.	<ul style="list-style-type: none"> • List of participants • Plan and scope of work • Attendance sheets • Product
Curriculum Development <ul style="list-style-type: none"> • Individual project • Group project 	As agreed must be pre-approved	<ul style="list-style-type: none"> • Approved proposal for work • Action plan • Timeline • Product proof of implementation
Department of Education Trainings	NA	Teachers should save the following for documentation <ul style="list-style-type: none"> • Proof of attendance • Agenda • Training materials • Evaluation/reflection • PDP certificate if issued
Mentor	As agreed	<ul style="list-style-type: none"> • Mentor/mentee log including the dates and topics
Presenting	As agreed (2x) minimum 10 maximum 24	<ul style="list-style-type: none"> • A minimum of 3 separate sessions in a professional development series. Only counted first time training done in 5 yr cycle • All training materials

Activity	# PDPs	Documentation
Professional Growth Plan Project	As agreed must be pre-approved	<ul style="list-style-type: none"> • Approved Professional Growth Plan • Action Plan • Summary of work completed • Product
Study Group (district directed in-service time)	Up to 15 must be pre-approved	<ul style="list-style-type: none"> • List of participants • Approved Study Group proposal • Dates, Attendance sheets • Action Plan • Product (or samples of) • Evaluation/reflection if appropriate.
Study Group (district sponsored outside of school day)	Up to 15 must be pre-approved	<ul style="list-style-type: none"> • List of participants • Approved Study Group proposal • Agendas • Attendance sheets • Plan • Product, reflection, evaluation
Training – Mandated ** <ul style="list-style-type: none"> • Yearly mandated training sessions on topics such as harassment, confidentiality, restraint. 	As agreed	<ul style="list-style-type: none"> • List of participants • Agendas • Attendance sheets • Samples of training materials • Evaluation, assessment if appropriate.
Training – Other*** <ul style="list-style-type: none"> • Trainings offered by the district during the school day or outside of the school day. 	As agreed	<ul style="list-style-type: none"> • List of participants • Training agenda and materials • Attendance sheets • Evaluation, assessment

* While the Department of Education no longer allows PDPs for a single conference the value of implementing the learning gained at a conference is recognized. Thus a teacher could combine conference attendance, planning/further study and classroom implementation for a total of 10 PDPs.

Principals should submit documentation for this training at the **conclusion of the trainings. Up to 5 PDPs will be awarded to each participant.

***Principals, Grade Level Leaders, Curriculum Leaders, Department Heads, Directors may submit PDP request form for training that is a regular “part” of a staff meeting. For example 30 minutes of each faculty meeting could be focused on examining student work. Documentation should be submitted at the conclusion of the meeting cycle.