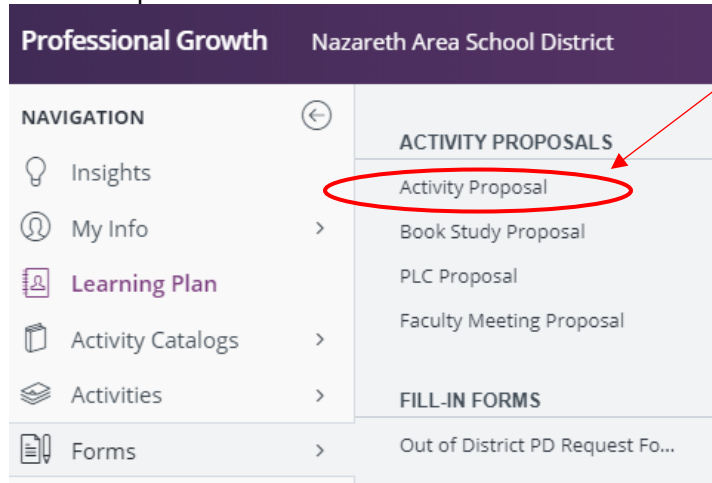


2019-2020 My Learning Plan Activity set-up

1. Click on Activity Proposal in the left-hand pane of the screen



2. Populate the Instructor/Facilitator/Presenter Information section - Select the staff member who will be delivering the instruction or enter the name of the presenter in the box below

Nazareth Area School District

Activity Proposal

Instructions

Instructor/Facilitator/Presenter Information

In-District Instructor(s)

---Not Assigned---

- ADAMS, CHRISTINE L
- ADAMS, CHRISTOPHER
- ALLEN, JENNIFER
- AMATO, ROSARIO A
- APPERT, LAURA A
- APRUZZI, KELLY A
- AYERS, Timm
- BADESSO, BETHANY RAE
- BARTHOLOMEW, SUSAN E
- BAUDER, ROBERT PAUL

If not on list above, please enter:

If an outside presenter, please enter name and organization

INSTRUCTOR(S) IS/ARE PREPARING AND DELIVERING

Activity Information

Category

- Safety & Security (2018-2019)
- Technology (2018-2019)
- Micro-credentialing (2018-2019)
- Mandated Reporting (2018-2019)
- Teacher Induction (2018-2019)
- Curriculum Development (2018-2019)
- Instructional Strategies (2018-2019)
- Keynote Speaker (2018-2019)

3. Select the **category** to capture more specific details about the topics provided by the professional development being offered (e.g. for state-mandated reporting):

Safety & Security - Sessions provided to train on safety and security. This can include:

- Navigate
- Safety and security after school meetings
- Technology safeguards

Technology - Sessions providing training on software or new IT initiatives

- Apple initiatives
- Moby Max

Micro-credentialing - Sessions using the micro-credentialing online modules

Mandated Reporting - Sessions on mandated reporting

Teacher Induction - training provided through the Teacher Induction Program

Curriculum Development - Sessions where staff worked on developing and revising curriculum

Instructional Strategies - Sessions where staff are learning new instructional strategies

Keynote Speaker - Staff listening to the Keynote speaker address

Student Health - Topics addressing student health, including concussion training, nurse training, mental health

Data Review/Analysis - sessions involving the analysis and review of data

ESOL - sessions specific to the design, delivery and assessment of learning for ESOL students

Gifted - sessions specific to the design, delivery and assessment of learning for gifted students

Psychologists - sessions training on skills used specifically by school psychologist (e.g. screening processes)

Special Area training - Music, Art, Library, PE-specific training for special area teachers

Special Education staff training - sessions specific to the design, delivery and assessment of learning for Special Ed students

Speech/Hearing - sessions specific to the design, delivery and assessment of learning for speech/hearing students

STEAM/STEM – sessions training on the integration of STEAM/STEM in instruction.

Other - any sessions covering material not on the list above

4. **Is this part of a multi-session activity** - Please enter No as all activities will be entered as single session
5. **Is this the first time you are offering this workshop** - Indicate if this is a new workshop or not
6. **Activity Title** - Please follow the naming convention outlined in the chart below:

Type	Naming Convention	Example
6-hour PD day session	yyyy-yyyy PD Day: title	2019-2020 PD Day: NaviGate
Electronic faculty meeting	yyyy-yyyy Electronic Faculty Meeting: Building	2019-2020 Electronic Faculty Meeting: LNES
Building faculty meeting	yyyy-yyyy Faculty Meeting: Building #Number	2019-2020 Faculty Meeting: NAHS #3
After-school meetings	yyyy-yyyy ASM: title	2019-2020 ASM: Lexia Strategies
After-school SLO meetings	yyyy-yyyy ASM SLO: Season Building	2019-2020 ASM SLO: Fall NAMS
PLO Summer workshop	yyyy-yyyy Summer PLO: title	2019-2020 Summer PLO: Grade 6 ELA Curriculum Day
PLO workshop during school year	yyyy-yyyy PLO: title	2019-2020 PLO: Schoology gradebooks online

Make-up sessions	yyyy-yyyy Make-up: name of session being made up	2019-2020 Make-up: Faculty Meeting: NAHS #4
Act 48 work sessions with no PD credit	yyyy-yyyy Act 48: title	2019-2020 Act 48: Grade 7 science curriculum work

Associate Professional Development:

Type	Naming Convention	Example
6-hour PD day session	yyyy-yyyy Associate PD Day: title	2019-2020 Associate PD Day: Gmail
Safety & Security ASM	yyyy-yyyy Associate PD Safety ASM: building season	2019-2020 Associate PD Safety ASM: Shafer Fall
Online learning module	yyyy-yyyy Associate PD Online Module: title	2019-2020 Associate PD Online Module: Lexia

7. **Activity Description** - Enter at least 2 sentences of detailed information on what will happen during the activity

Date(s) of Activity

of Meetings ← Step 8: Please enter 1

MeetingDate 1

Meeting 1 Date ← Steps 9 - 12

Start & End Time :00 To :00

Location

Max # of participants

Technology Needs

Do you require any technical needs? YES ← Step 13 NO

Technical Needs PROJECTOR

8. **# of meetings** - Please enter only one as all sessions will be single instead of multiple sessions

9. **Meeting Date** - Enter the date of the meeting

10. **Start & End Time** - Enter the start and end times

11. **Location** - Enter the room and building for the training. Enter online if the session is an online one.

12. **Max # of participants** - Consider the size of the room you book, etc. when selecting this number

13. **Do you require any technical needs?** - Please **also contact IT directly** to ensure that your technical needs will be addressed.
14. **What building is the activity in?** - Specify the building where the training will take place. Select Out of District if it is an online session the participants will complete on their own time.
15. **What room is the activity in?** - Specify the room where the training will take place. Enter online if it is an online session participants work in their own time
16. **Focus of activity:**
Make & Take - for activities where the participants leave with materials they compiled/constructed in the session
Round Table Discussion - for activities consisting only of discussion and problem-solving
Direct instructional delivery - for activities where the participants are the recipients of the instruction
Active participation - for activities where the participants actively engage in the session

Workshop Location Information

What building is this activity in? --- Click To Select --- Steps 14 and 15

What room is this activity in?

Focus of activity for participants (check all that apply)

MAKE & TAKE
 ROUND TABLE DISCUSSION Step 16
 DIRECT INSTRUCTIONAL DELIVERY
 ACTIVE PARTICIPATION

Step 17

Provider

Provider --- Click To Select ---

If not on list, enter here

Total Number of Hours

Please enter numbers only

Total Number of Hours + Step 18

PDE Category --- Select an Act 48 Category --- Step 19

--- Select an Act 48 Sub-Category ---

Building/District/Professional Development goal(s) addressed:

District/PD Goals Goal : Using and integrating technology into practices Step 20

In instructional practice

17. **Provider** - select the provider from the list or enter the new one on the line below
18. **Total Number of hours** - enter the total number of hours (not including lunch breaks) to be completed by participants
19. **PDE Category and Sub-Category** - select the Act 48 PDE category and sub-category matching the activity OR select Not Eligible for Act 48 for activities that aren't eligible, like faculty meetings.
20. **District/PD Goals** - Select at least one goal for the activity

21. **Learning Outcomes** - Enter at least one sentence for the skills/practices to be developed by the participants

22. **Actions to be taken by participants** - Enter at least one sentence listing specific actions to be taken by participants

23. **Content Area** - Select the content area for the material being trained

24. **Building/Department Restrictions** - If you would like to restrict access to enroll in the activity, click on the departments and buildings to be allowed to enroll in the activity. **NOTE:** If you do not restrict to a specific department or department(s), associate staff in any of the groups/buildings you selected will see the activities in the catalog.

Learning Outcomes (skills/practices developed) of participants

Characters left 2048

Actions to be taken by participants

Characters left 2048

Content Area of Activity

Please select:

- ADMINISTRATION
- ART ELEMENTARY K-6

Building Restrictions

Please select the buildings to restrict this activity to.

- Kenneth Butz
- Lower Nazareth
- Shafer Elem
- Intermediate School
- Middle School
- High School
- District Office

Department Restrictions

Please select the departments to restrict this activity to.

- Administration
- Art Elementary K-6
- Art Secondary 7-12

Grade Level Restrictions

Please select the grade to restrict this activity to.

- Kindergarten
- Grade 01
- Grade 02
- Grade 03
- Grade 04
- Grade 05
- Grade 06
- Grade 07
- Grade 08
- Grade 09
- Grade 10
- Grade 11
- Grade 12
- Other

Group Restrictions

Please select the group to restrict this activity to.

- Cyber School Teachers
- Data Specialists

25. **Purposes** - Serve to capture the categories of contractually required professional development hours. Enter the hours of the session into the appropriate purpose from the list below.

NOTE: For any activities that qualify for Act 48 (which are most PD activities other than logistic-only faculty meetings), be sure to click on Act 48 as well as the other purpose from the list below.

NOTE: Be sure that the total number of hours listed in the box next to each purpose you select is the same as the total number of hours you entered for the overall session.

Associate Professional Development:

Associate PD - PD Day - One of the 6-hour PD day sessions occurring on the following dates:

- August 20, 2019 (Only for associates who selected Option B)
- August 21, 2019 (Only for associates who selected Option B)
- August 22, 2019
- August 23, 2019
- October 14, 2019
- November 11, 2019
- January 20, 2020 (Only for associates who selected Option A)
- February 17, 2020 (Only for associates who selected Option A)

Associate PD - Safety & Security ASM - One of the two after school meetings on safety & security (Only if associates selected Option B)

- Dates TBD by building principals

Associate PD - Online Module - One of the online professional development modules provided by the district for Associates. This also includes the specific online activities assigned for the aquatics and library associates.

Associate PD - Other - This includes anything that doesn't fall into one of the categories above for associate staff. Currently, the only PD that should fall into this category are the following:

- Nurse Associate training to complete the 3-hour non-ASM Option B component
- Data Associate data uploads and projects to fulfill the 3-hour non-ASM Option B component

Professional Staff Professional Development:

PD Day - Professional Staff - One of the three 6-hour PD day sessions occurring on the following dates:

- August 20, 2019
- August 21, 2019
- November 11, 2019

Electronic Faculty Meeting - The one 1-hour electronic faculty meeting delivered in September

Building Faculty Meeting - One of the eight 1-hour building faculty meetings occurring monthly from October through May.

After-school Meeting (not SLO) - The six 1.5-hour after school meetings that are NOT one of the two SLO meetings. This does include the after school meetings dedicated to safety and security.

After-school Meeting - SLO - One of the two 1.5-hour after school meetings that are dedicated to the support of teacher in the SLO process.

PLO workshop - One of the sessions used to obtain the required 9 hours of Professional Learning Opportunities. This category includes both summer and school year PLO sessions as well as the make-up PLO sessions offered after the last teacher days for the current school year.

Teacher Induction Program - Sessions provided as part of the teacher induction program that do not count towards contractual Professional Development hours.

Admin PD/Meeting - Sessions providing training for administrators such as summer Admin meetings.

Act 48 hours - Any sessions that qualify for Act 48 including the items below. BE SURE to select this for any activity that qualifies for Act 48 hours in addition to any other purposes that applies.

1. Sessions occurring during work hours (e.g. curriculum work) that do not qualify for contractual professional development hours but do count towards Act 48.
2. Faculty meetings where teachers are taught (instead of just covering logistical details)

26. **Act 48 criteria met by completing workshop** - select the appropriate Act 48 criteria if the activity qualifies for Act 48 hours.

27. Click on the Blue Submit button to submit the proposal

Purpose(s) for Attending

Select a purpose from the grid below. Indicate the appropriate allocation of hours/credits in the space provided

Description	Hours
<input type="checkbox"/> Associate PD - PD Day	<input type="text" value="0"/>
<input type="checkbox"/> Associate PD - Safety & Security ASM	<input type="text" value="0"/>
<input type="checkbox"/> Associate PD - Online Module	<input type="text" value="0"/>
<input type="checkbox"/> Associate PD - Other	<input type="text" value="0"/>
<input type="checkbox"/> PD Day - Professional staff	<input type="text" value="0"/>
<input type="checkbox"/> Building Faculty Meeting	<input type="text" value="0"/>
<input type="checkbox"/> Electronic Faculty Meeting	<input type="text" value="0"/>
<input type="checkbox"/> After-school Meeting (not SLO)	<input type="text" value="0"/>
<input type="checkbox"/> After-school Meeting - SLO	<input type="text" value="0"/>
<input type="checkbox"/> PLO workshop	<input type="text" value="0"/>
<input type="checkbox"/> Teacher Induction Program	<input type="text" value="0"/>
<input type="checkbox"/> Admin PD/Meeting	<input type="text" value="0"/>
<input type="checkbox"/> Act 48 hours	<input type="text" value="0"/>

Act 48 criteria to be met by completing workshop

- ENHANCE EDUCATOR'S CONTENT KNOWLEDGE IN THE AREA OF THE EDUCATOR'S CERTIFICATION/ASSIGNMENT
- INCREASE EDUCATOR'S TEACHING SKILLS BASED ON THE RESEARCH/EFFECTIVE PRACTICE
- PROVIDE EDUCATORS WITH ASSESSMENT AND/OR DATA ANALYSIS SKILLS
- EMPOWER EDUCATORS TO WORK EFFECTIVELY WITH PARENTS AND THE COMMUNITY
- ENHANCE EDUCATOR'S ABILITY TO TEACH DIVERSE LEARNERS IN INCLUSIVE SETTINGS

Comments

Comments

Characters left 2