

# IN-DISTRICT Professional Learning PROPOSAL FORM

## PURPOSE

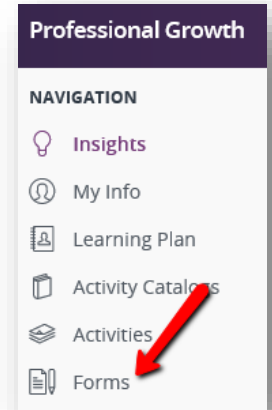
Use this form to propose PROFESSIONAL LEARNING activities at faculty meetings, departmental, grade level, team/coordinator meetings, special committees, study groups, and formal learning sessions designed to meet the goals of the District.

Please note:

1. MEETINGS to discuss processes or general information are not acceptable Professional Learning (PL) activities
2. Continuing Teacher and Leader Education (CTLE) credit only applies to sessions that are 60 minutes

## Who should use this form?

- Team leaders
- Coordinators
- Coaches
- Administrators
- Reading teachers
- Literacy coaches
- Teachers who want to propose Professional Learning activities



## What is PROFESSIONAL learning growth?

Professional Learning growth is defined as those processes and activities designed to enhance the learning knowledge, skills, and attitudes of educators that, in turn, improve the learning of students (Guskey 16).

## What are the characteristics of high-quality Professional Learning?

Any activity designed to enhance the knowledge, skills, and attitudes of educators and, as a result, the improvement of student achievement; The activity is intentional, meaning that it has a clearly defined purpose (input) to guide change and growth; The design of the PL is the beginning or part of an ongoing process and planned over a period of time, where teacher reflection is a continuous effort as part of the learning cycle.

## INSTRUCTIONS

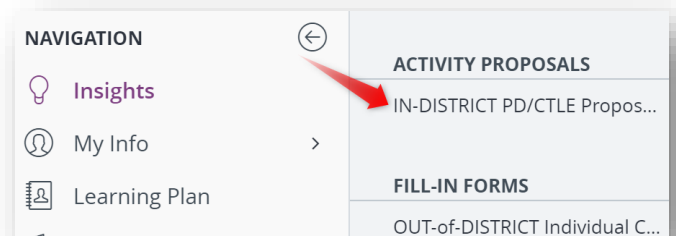
*There is nothing you can break or do wrong when completing the form. And if something needs to be changed, we can do it behind the scenes. By completing this form, we streamline the process reducing the number of emails about your proposal. We can have people stop guessing by making our thinking visible.*

1. Log in to Frontline (former MLP)
2. On the left side menu, click on **Forms**
3. **Select the In-District PD/CTLE Proposal**

Filling out the form is self-explanatory. Each section has

instructions, and the following list offers explanations about those sections that may cause confusion.

- **NYS CONTENT STANDARDS**- Select the primary subject by the proposed session
- **DELIVERY METHOD**- the delivery method is the information required by the state education department when reporting PL hours. In this case, a select **f. study group** for book studies or group discussions about curriculum, instruction, or assessment practices.
- **TOPIC**- To receive CTLE credit, the session must focus on ANY OF THE FOLLOWING THREE TOPICS: content, pedagogical practices, or content & pedagogy specific to ELL groups. Select the focus of the work that you are planning to facilitate. Curriculum, for example, is content.
- **ACTIVITY DESCRIPTION**- Describe the content of the session and what registrants will be doing to learn the new content and skills.
- **OUTCOME** This section is specific to state the objectives/goals of the session. Goals should not be more than three. The outcome is what we measure; It is a qualitative or quantitative value



- **PURPOSE-** CTLE credits can only be granted if the session meets CTLE requirements: It is CONTENT, PEDAGOGY or ELA specific. Meetings where delivery of information or learning goals are not clearly defined, can't count for CTLE hours. You may request PD.
- **PROVIDER-** Always select Brighton Central School
- **GOALS AND OBJECTIVES-** No more than three should be selected. If you want more information about the meaning of each goal, please click on the goal title.

IN DISTRICT PD PROPOSAL FORM

Instructions

ACTIVITY INFORMATION

ACTIVITY TITLE

Department Name

School

☐ BHS  
☐ CO  
☐ CRPS  
☐ FRES  
☐ TCMS

NYS CONTENT STANDARDS

Select one content standard

--- Click To Select ---

DELIVERY METHOD

--- Click To Select ---

TOPIC (Select only one)

To define PD's core content focus

☐ Content  
☐ Pedagogy  
☐ ELL  
☐ Other

DESCRIPTION

Why are you offering this session? Describe how the design of this activity will enhance the professional knowledge, skills, and attitude student achievement.

Activity Description

OUTCOME

What are the program goals? Describe anticipated product/ quantifiable progress/ indicator of success/ evidence

Outcome

HOURS AND ENROLLMENT

Enter the number of PD hours that you are seeking for this activity.

Enter the maximum number of participants you are planning to have in this event.

Hours

Maximum Enrollment

GOAL(s) AND OBJECTIVE(s)

Select one District objective

Goal : ASSESSMENT

☐ Design Aligned & Balanced Assessments  
☐ Engaging Students in Monitoring their Learning  
☐ Feedback  
☐ Formative Assessment  
☐ Grading & Reporting

Goal : INSTRUCTIONAL TECHNOLOGY

☐ Information, Media and Technology Skills  
☐ Support Assistive Technologies (Special Populatio  
☐ Technological solutions to pedagogical problems

Goal : CURRICULUM

☐ 21st Century Core Knowledge and Themes  
☐ Content Knowledge  
☐ Prioritizing Essential Learning  
☐ Using Backwards Design to Refine Units

Goal : EQUITY

☐ Culturally Responsive Instruction  
☐ Social and Emotional Learning & Interventions  
☐ Teaching English Language Learners  
☐ Teaching Students with Special Needs

Goal : INSTRUCTION

☐ Differentiation and Interventions  
☐ Engaging Students in Learning: Relevance, Discourse, Creation  
☐ Student Centered Pedagogies: Voice & Choice, Co-Creation, Social  
☐ Supporting Cultures of Thinking  
☐ Thinking Dispositions (Habits of Mind)

Goal : PROFESSIONAL GROWTH

☐ Continuous reflection to plan professional growth  
☐ Engagement in ongoing professional growth/actualization of skills  
☐ Teaching Standards, Portfolios, Evidence of Learning

PURPOSE(s) (for credit request)

Select a purpose(s)

☐ Professional Development  
☐ Continuing Teacher and Leader Education (CTLE)  
☐ SpEd Student Planning Time  
☐ Compliance  
☐ Graduate Credit  
☐ CLERICAL Professional Development Hours  
☐ BEPA 20 Hour Professional Standards Program

FACILITATOR

Choose one or more names from the instructors' list. Press and hold (CTRL) to select multiple names. If the name does not appear on the list, select -not assigned- and type the facilitator's name in the box below.

Select Instructor/Facilitator

KERR, EILEEN  
KHANDEHAR, ALPA  
KOPP, JULIE  
KRAMER, JENNIFER  
KUNZ, JED  
LAMBERT, KATIE  
LIENER, MICHAEL

Other Instructor/ Facilitator

LOCATION, TIME AND DATES

# of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time

Location

Sub Needed for Date #1

Absence Start/End Time1

Location of Absence1

PROVIDER

Select Brighton Central School District

Provider

If not on list, enter here

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