



HBGSD PROFESSIONAL DEVELOPMENT PLAN



OCTOBER 29, 2014
HARRISBURG SCHOOL DISTRICT
1601 State Street
Harrisburg, PA 17103

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Timeline for Professional Development Plan

Prior to the Professional Development Session:

- Submit the HBGSD Professional Development Plan Approval Template to Dr. Carlinda Purcell, Assistant to the Superintendent, via email
 - Professional Development Plans requiring expenditures of district funds must be completed and approved 6 weeks prior to the date of the session and comply with the School Board process for posting items on the Board Agenda (See attached Calendar)
 - Ensure that you have proper budget codes for your professional development session
 - Ensure that you have the hourly rate for professional and paraprofessional compensation, when applicable
 - Professional Development Plans not requiring School Board approval must be submitted 4 weeks prior to the date of the session

Following the Professional Development Session:

- Ensure that you have the correct Overtime Sheets and submit to the Payroll Department within 5 days of the session (if applicable)
- Ensure that you have submitted Professional Development Sign-in Sheets, with PPID numbers, to the Human Resources Department within 5 days, following the session
- Ensure that you have submitted Professional Development Evaluation Sheets to the Human Resource Department for Act 48 credits (if applicable) within 5 days, following the session (see 48 Carat Guidelines attachment)

48 Carats Guidelines

Adapted from "Frequently Asked Questions-Act 48 Continuing Professional Education Requirements" document, Revised October 2014 by PDE

Act 48 requires that continuing professional education courses be "related to an area of the professional educator's assignment or certification." (24 PS 12-1205.2(c). PDE interprets this language as follows:

- Courses or noncredit activities in the content area of the educator's certification.
- Courses or noncredit activities in instructional methods, pedagogy, strategies/tools for the classroom, classroom management, assessment or evaluation.
- Courses or noncredit activities that enable an educator to help students improve their performance in the area of reading/writing/speaking/listening, verbal skills, English or literacy, regardless of the educator's certification.
- Courses or noncredit activities that enable an educator to help students improve their performance in the area of mathematics and mathematical reasoning, regardless of the educator's certification.
- Courses or noncredit activities in the area of inclusive classrooms, i.e., those which:
 - Teach educators how to provide effective instruction to students with mild to severe disabilities within a classroom setting
 - Address research-proven strategies and methods to help special needs learners gain meaningful access to elementary and/or secondary curriculum content
 - Enable teachers to assess the success of instruction with special learners and improvement of outcomes for all students; or Teach methods of motivation and classroom management in settings with special needs learners.
- Courses or noncredit activities in the area of instructional technology that improve the educator's capacity to deliver instruction in a 21st century learning environment through the use of computers, computer software or internet technology.
- Courses or noncredit activities in the area student health, interpersonal skills in a school environment, safe and supportive schools, and resiliency.

Act 48 hours granted for presentations and/or speaking engagements.

- A professional educator is entitled to four preparation Act 48 hours for every one hour of presentation preparation where the audience will be receiving Act 48 hours.
- Act 48 hours will not be given for preparation time to professional educators who speak to audiences where Act 48 hours will not be available to the audience.
- The presentation preparer is eligible for the grant of hours for prep time on a one-time basis per presentation.
- Act 48 hours are granted for preparation of the presentation, not for the presentation itself.

Aligned Goals

District Goals

- Increase student achievement
- Increase student attendance
- Increase family and community engagement
- Create safe schools and a climate conducive to learning

District Level Plan

- Goal 1: Implement effective instructional practices across all classrooms in each school
- Goal 2: Use of standards-aligned assessments to monitor student achievement and adjust instructional practices
- Goal 3: Enhance and sustain a positive school climate and ensure family and community support of student participation in the learning process
- Goal 4: Ensure high quality curricular assets aligned with state standards and fully accessible to teachers and students
- Goal 5: Use of multiple data sources to reflect on the progress of student learning as it relates to the effectiveness of professional practice

CRO Recovery Plan

- Goal 1: Implement a rigorous schedule and monitoring system of classroom walkthroughs and formal observations on a consistent basis
- Goal 2: Reorganize the grade level compositions in the buildings
- Goal 3: Adopt a plan to publicize the implementation of the new Pennsylvania Department of Education teacher effectiveness system and administrative evaluation tool
- Goal 4: Review the PreK-12 curricula to determine alignment to the Pennsylvania core standards
- Goal 5: Establish a structure for professional learning communities
- Goal 6: Develop and extensive, detailed strategy for professional development that is focused on building capacity to improve instruction
- Goal 7: Establish organized parent groups/associations within each building that engage families and the community

Harrisburg School District 2014-2015 Submission Due Dates for Board Agenda Items

The Administration provides the 2014-2015 Submission Guidelines for Board Agenda Items to ensure the effective flow of communication and adherence to board policy and administrative regulations. These guidelines are designed to assist individuals or groups submit items for board approval. The following due dates are in effect from August 1, 2014 through June 30, 2014:

Board Meeting Dates	Column A: Due dates to submit items to the Business Office /Human Resources/Assistant to the Superintendent:	Column B: Due dates to submit items to the Board Secretary:
Monday, August 18, 2014	Monday, August 4, 2014	Monday, August 11, 2014
Monday, September 15, 2014	Tuesday, August 25, 2014	Monday, September 1, 2014
Monday, October 20, 2014	Monday, September 29, 2014	Monday, October 6, 2014
Monday, November 17, 2014	Monday, October 27, 2014	Monday, November 3, 2014
Monday, December 1, 2014- *Reorganization Meeting Only	N/A	N/A
Monday, December 15, 2014	Monday, November 24, 2014	Monday, December 1, 2014
Tuesday, January 22, 2015	Monday, December 29, 2014	Monday, January 5, 2015
Tuesday, February 17, 2015	Monday, January 26, 2015	Monday, February 2, 2015
Monday, March 16, 2015	Monday, February 23, 2015	Monday, March 2, 2015
Monday, April 22, 2015	Monday, March 30, 2015	Monday, April 6, 2015
Monday, May 18, 2015	Monday, April 27, 2015	Monday, May 4, 2015
Monday, June 15, 2015	Tuesday, May 26, 2015	Monday, June 1, 2015

	Send to		
Items: Send these items to the person listed to the right by the due dates in the above chart.	Christine Anderson Senior Administrative Assistant to the Superintendent canderson@hbgsd.us	Roxann Bowman Senior Administrative Assistant-Business Office rbowman@hbgsd.us	Cheryl Sweigart Administrative Assistant-Human Resources csweigart@hbgsd.us
Out-of-State Field Trip Request	X		
Out-of-State Conference Request	X		
Overnight Field Trip Request	X		
Budget Transfer		X	
Fundraiser Request		X	
Use of Facilities Request		X	
Personnel Action			X

Contracts/Agreements/Memoranda of Understanding (MOU)/Proposals

The Board of School Directors requires a review of all contracts, agreements, MOUs, and proposals with or without cost by the Board's Budget and Finance Committee, Chief Financial Officer, and Solicitor prior to approval by the Board. All submissions must be sent to the Chief Financial Officer, Business Manager and Board Secretary 60-days in advance of the effective date of the event, product, purchase, or service.