

The School District of the City of St. Charles



Professional Development Academies Spring Semester

Spring 2010

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February 2010

Dear St. Charles Staff Member,

We are off to an exciting year in the St. Charles School District! We know that increasing student learning is our most important job as educators. We also know that we have a huge task in front of us. As a district, we are dedicated to ensuring that learning occurs for each child, every day without exception. In order to better serve the students of the district, we must continue to learn and grow ourselves. This booklet outlines the fall academies that have been designed to offer on-going learning opportunities for our district staff.

It is our hope that the professional development offerings in this booklet offer valuable learning for everyone.

Enjoy!

DPDC Executive Committee

Danielle S. Tormala, Associate Superintendent
Steve Wilson, Chair
Ted Happel, Co-chair
Chris Jarus, Past Chair

Professional Development Mission and Belief Statements School District of the City of St. Charles

The mission of the St. Charles Professional Development Committee is to provide educators the appropriate instructional strategies and classroom practices necessary to ensure effective learning occurs for every student every day.

We believe effective professional development:

- 1) Is focused on increasing student achievement
 - a. Expands our capacity to support student learning
 - b. Provides teachers with instructional and assessment strategies

- 2) Helps teachers put theory and research into practice
 - a. Expands personal and shared theory while building skills, capabilities and content knowledge
 - b. Encourages reflection on classroom practice
 - c. Promotes continuous inquiry and improvement

- 3) Is aligned to district, building and individual goals

- 4) Is embedded in the daily life of schools

- 5) Is a collaborative effort on the part of the entire learning community

- 6) Is data driven, goal oriented and measurable

- 7) Increases leadership capacity

- 8) Requires substantial time, resources and support

REGISTRATION PROCESS

Workshop registration is available online at www.stcharles.k12.mo.us. Click on the Professional Development link. Please take an opportunity to review all academies that will be offered.

1. Click on a specific academy.
2. View the details for that specific topic.
3. Follow the procedures for academy registration
4. Print a copy of the registration form for your records.
5. Deadline for Registration is Friday, October 2, 2009

If you choose to participate in an academy you must make every effort to attend all the dates of the academy for which you register.

CANCELLATION PROCESS

If you cannot attend an academy for which you have registered, you must contact Liz McCarthy at 636.443.4085, or email emccarthy@mail.stcharles.k12.mo.us.

WAIT LIST PROCEDURE

Each academy has a limit for the number of participants. If you find that an academy you wish to attend is at capacity, and you would like to be placed on the wait list, please contact Liz McCarthy at 636.443.4085, or email emccarthy@mail.stcharles.k12.mo.us.

Continuing Education Units and Stipend Information

(Certified Staff Members Only)

Certified staff members who participate in the Fall Academy will have a choice of earning either a stipend or continuing education units (CEUs). Participants will be asked to indicate whether they prefer to receive a stipend or CEU at the first meeting of the workshop.

Stipends

Participants who choose to receive a stipend for their participation will earn \$10 per hour for the professional development academy. Stipends for the workshop attendance will be paid in two lump sums. One payment will be made in January for the first semester's attendance in the professional development academies. A second payment will be made in May for the second semester's attendance.

Guidelines for Earning CEUs – EFFECTIVE JULY 1, 2009

Participants who wish to earn CEUs for completing a summer in-service workshop will earn credits up to Master's +30 but not beyond of the salary schedule. A *Continuing Education Unit Documentation Form* is provided on page 6.

Participants must complete the professional development in-service, fill out all the pertinent information on the *Continuing Education Unit Documentation Form*, and have the workshop instructor sign the form. The workshop instructor's signature is required for approval. At the conclusion of the professional development academy, participants must submit a signed CEU form to Curriculum & Instruction Department at Central Office for final approval. All CEU forms must be submitted to the Curriculum & Instruction Department no later than May 1 for application toward the next year's salary schedule. Once the CEU documentation has been approved, a copy will be returned to the participant and another will be forwarded to the Human Resources Department for application toward the salary schedule. Please keep a copy of the signed CEU form for your records.

Board Policy GCBA Regarding Continuing Education Units

Credit on the salary schedule may be granted for undergraduate credit earned after the bachelor's degree or master's degree, district workshops, curriculum work, some foreign travel, and other in-service offerings. Applications must be submitted to the assistant superintendent for curriculum and instruction for approval. CEU applications that are denied may be appealed to the CEU committee composed of three (3) teachers and three (3) administrators.

CEU CREDITS WILL BE AWARDED ON THE RATIO OF 1 CREDIT FOR EVERY 17 HOURS OF TRAINING. THE TABLE BELOW WILL HELP YOU TO CONVERT TRAINING HOURS TO CEU CREDITS.

<u>Hours of Training</u>	<u>CEU Credits</u>
1	.06
2	.12
3	.18
4	.24
5	.29
6	.35
7	.41
8	.47
9	.53
10	.59
11	.65
12	.71
13	.76
14	.82
15	.88
16	.94
17	1.00

**City of St. Charles School District
Continuing Education Unit (CEU) Documentation – Revised 7-1-2009**

Certified Staff Member's Name _____

Home Building _____

Current Degree Level Earned: _____

CEUs may be applied towards the B.S. +15, B.S. +24, and MA +30 channels of the salary schedule.

Current School Year 20____ - 20____

Date Submitted _____

Workshop/Activity Name	Location of Workshop/Activity	Date(s) Attended	Hour(s) Attended	# of CEUs Verified OFFICE USE ONLY	Authorized Instructor's Signature

NOTE: Attach any documentation from the workshop. A copy should be made for your records. This form and other documentation should be submitted to the Curriculum & Instruction department at Central Office for final approval.

Central Office Use Only

CEU Credit Approved by: _____ **Date:** _____

Date submitted to the Human Resources Department: _____

Using CAFÉ Strategies to Reach ALL Readers

Description: This academy will allow teachers to dialogue about the different ways they are using the CAFÉ strategies to differentiate in guiding reading, goal setting, conferring and organizing daily communication arts lessons. Come to share and dig deeper into effective strategies that meet the needs of all readers.

Presenter(s): Susan Rhoads

Target Group: K-8 Communication Arts Teachers

Academy Dates: **Please note that the dates listed are a part of the workshop series and participants are expected to attend all sessions.**

The academy has been scheduled for the following TUESDAYS: 2/16, 2/23, 3/2, 3/9, 3/16, & 3/30

Time: 4:00 – 5:30 PM

Location: Monroe Library

Supplies Needed: A copy of The CAFÉ book by Gail Boushey and Joan Moser

Stipends / CEUs: Certified staff members who attend the workshops will have a choice between receiving a stipend (\$10 per hour) or CEU credit (see district policy on page 4)

Register online at: www.stcharles.k12.mo.us

Registration is limited to 25 participants, so register early.

Marzano Book Study: Learning Goals, Student Feedback, and Effective Teaching Strategies

Description: Do your students know what they are supposed to be learning? What kinds of feedback can you provide to increase student achievement? Participants in this academy will study the work of Robert Marzano to create a system of individual student feedback on learning goals and standards-based grading using formative assessments. We will also examine effective teaching strategies. Participants will develop goals and tasks to be used in the classroom.

Presenter(s): Lauren Mertz, Teacher

Target Group: K-12 Educators

Academy Dates: Please note that the dates listed are a part of the workshop series and participants are expected to attend all sessions.

The academy has been scheduled for the following dates: Tuesdays, 2/16, 2/23, 3/2, 3/9. 3/16, 3/30

Time: 4:00 – 5:30 PM

Location: Lincoln Elementary

Supplies Needed: We will be working from Designing and Teaching Learning Goals and Objectives by Robert Marzano.

Stipends / CEUs: Certified staff members who attend the workshops will have a choice between receiving a stipend (\$10 per hour) or CEU credit (see district policy on page 4)

Register online at: www.stcharles.k12.mo.us

Registration is limited to 25 participants, so register early.

Technology for Teachers

Description: This class will teach you how to create a website that you can use as an interactive tool with your students as well as a communication tool with parents. Also, we will explore the SMART Notebook software that you can use with your 3M projector. If the class is interested, we can also discuss how to use video streaming on your 3M board via the Discovery Channel Streaming website and how to use PowerPoint to create presentations that you can show on your 3M board.

Presenter(s): Tina Lauer, Monroe Elementary

Target Group: Anyone who would like to create a website and learn how to use the SMART Notebook software for the 3M board. If interested in the Discovery Channel Streaming website, please see your building principal to set up an account.

Academy Dates: Please note that the dates listed are a part of the workshop series and participants are expected to attend all sessions.

The academy has been scheduled for the following dates: Thursdays: 2/18, 2/25, 3/4, 3/11, 3/18, & 4/1

Time: 4:00 – 5:30 PM

Location: Monroe Elementary Computer Lab

Supplies Needed: None

Stipends / CEUs: Certified staff members who attend the workshops will have a choice between receiving a stipend (\$10 per hour) or CEU credit (see district policy on page)

Register online at: www.stcharles.k12.mo.us

Registration is limited to 25 participants, so register early.

MAP Strategies

Description: We will explore test taking, and teaching and learning strategies that teachers can use in the weeks leading up to the MAP test that will give students the tools to be successful.

Presenter(s): Chris Hylton 5-8 Teacher Leader

Target Group: Teachers in grades 3-8

Academy Dates: Please note that the dates listed are a part of the workshop series and participants are expected to attend all sessions.

The academy has been scheduled for the following dates:

Tuesdays: 2/23, 3/2, 3/9, 3/16, 3/30, 4/6

Time: 4:00 – 5:30 PM

Location: Hardin MS Library

Supplies Needed: a 2 inch binder

Stipends / CEUs: Certified staff members who attend the workshops will have a choice between receiving a stipend (\$10 per hour) or CEU credit (see district policy on page 4)

Register online at: www.stcharles.k12.mo.us

Registration is limited to 25 participants, so register early