

Brockton Public Schools

Professional Development Guide



Kathleen A. Smith, JD

Superintendent of Schools

Brockton, Massachusetts



City of Brockton

# BROCKTON PUBLIC SCHOOLS

Kathleen A. Smith, JD ♦ Superintendent of Schools

**BROCKTON KIDS COUNT**

**Office of the Superintendent**

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Dear Teachers:

The Brockton Public Schools annually updates and publishes the Professional Development Guide for distribution to certified staff. The guide contains an overview of our school system's procedures for approval of professional development activities, including up-to-date forms for each step of the approval process.

***Please note: The procedures and forms contained within this book must be utilized to ensure that prior approval is granted prior to any activity or offering, regardless of the funding source (district funds, school funds, grant funds, and Article 36).***

As a school system, we are committed to offering professional development opportunities as a key to achieving our overall vision: Instructional excellence for every student, every day. Brockton's offerings are developed to support teachers in their professional growth in the educator evaluation process, and are informed by the state requirements for movement through various phases of licensure and re-certification.

***Requirements for re-certification for all staff members are that you must earn at least 15 PDPs in English Language Education and 15 PDPs in Special Education. Teachers should regularly refer to our district website, as activities will be posted there to meet a variety of needs.***

As a district, we are also committed to strong professional development offerings for paraprofessionals, parents and community members. Look for information on programs for these groups throughout the year.

My best wishes for a successful school year.

Sincerely,

Kathleen A. Smith, JD  
Superintendent of Schools

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## Mission of The Brockton Public Schools

The Brockton Public Schools ensures student success by fulfilling the educational, social and emotional needs of all students in the pursuit of instructional excellence.

The Professional Development Plan of the Brockton Public Schools provides for a wide variety of opportunities for professional growth which will:

- ① align professional development activities with the District Strategic Plan, School, Improvement Plans and the individual educator;
- ① reflect the MA Common Core State Standards;
- ① promote excellence in teaching and learning in all areas of the curriculum;
- ① provide access for all students to challenging, engaging educational experiences which prepare them for the future;
- ① create a learning environment that reflects understanding, acceptance and appreciation of all cultures and learning styles;
- ① enhance an individual's ability to perform as an educator;
- ① include training for other members of the school community.

High quality professional development should include:

- ① support of the District Strategic Plan, School Improvement Plans and the individual educator;
- ① integration of the MA Common Core State Standards;
- ① opportunities for reflection and processing;
- ① collegiality and collaboration across and within professional roles and responsibilities;
- ① expansion of educators' knowledge of subject matter;
- ① incorporation of research-based strategies for teaching, learning, and assessment;
- ① discipline-specific and interdisciplinary approaches to teaching, learning, and assessment that reflect increased student achievement;
- ① participant involvement in the design, implementation, and evaluation of professional development programs and activities;
- ① encouragement of and support for experimentation and risk taking;
- ① follow-up that focuses on the application of professional development to the improvement of student learning;
- ① opportunities for training for members of the school community, classroom paraprofessionals and others;
- ① strategies for reaching out to and involving families and the community.

## Professional Development Points

A Professional Development Point (PDP) is defined as a unit of measurement of professional development activities. One clock hour is equivalent to one professional development point. The formulas for converting hours and Continuing Education Units (CEUs) to PDPs are as follows:

### Courses for Credit

- ④ Upper-level undergraduate course or approved equivalent  
1 semester hour = 15 PDPs
- ④ Upper-level undergraduate course or approved equivalent (only when content is substantially new to the educator)  
1 semester hour = 22.5 PDPs
- ④ Graduate-level course or approved equivalent  
1 semester hour = 22.5 PDPs
- ④ Audit courses  
1 semester hour = 7.5 PDPs

### Continuing Education Units (CEUs)

- ④ Courses provided by professional development providers that meet specific standards are often measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education.  
1 CEU=10 PDPs

## MA Department of Elementary and Secondary Education (DESE)

### **Regulations and Activities Eligible for PDP'S**

Educators who participate in the following professional development programs within a five-year renewal cycle are eligible to receive 1 PDP per contact hour, but may not apply more than the identified maximum number of points per year toward recertification. Educators may apply the earned PDPs toward either the content-based pedagogy/professional skill area or the elective points or both, depending upon whether or not the pedagogical activities are content-based.

### **Conference, Institute, Seminar, Workshop, Educational Improvement Activity**

- ④ The Department will offer 1.5 PDPs per clock hour for professional development activities that:
  - total at least 10 hours;
  - include a product or pre- and post-content assessment; and
  - include a follow-up component.
- ④ For those Department-sponsored activities that do not have a pre- and post-content assessment, only 30 PDPs can be counted toward recertification in a five-year cycle.
- ④ The Department will not offer PDPs for one-day workshops or conferences, informational sessions or meetings.

PDPs for participation in such eligible offerings will be issued by the MA Department of Elementary and Secondary Education.

### **Undergraduate and Graduate Courses, Seminars or Institutes**

- ④ Colleges and universities offer upper-level undergraduate and graduate-level courses of study. School districts, collaboratives, museums, scientific institutes, cultural institutions and other providers may offer equivalent courses of study after obtaining approval from the MA Department of Elementary and Secondary Education.

PDPs or graduate credits for successful completion of such coursework will be issued by the sponsoring college or university.

### **Offerings through Professional Development Providers**

- ④ PDPs may be awarded by registered providers to educators who complete a professional development activity and demonstrate proficiency in the relevant subject area or skill through an appropriate end-of-course assessment that satisfies Department guidelines. All end-of-course assessments must assess at least 10 hours of professional development on a given topic.
  - 1 PDP per clock hour
  - PDPs for participation in such offerings will be issued by the providers.

### **Follow-up to Attendance at a Professional Conference**

- ④ Educators who attend a professional conference may extend their learning by developing a school-based activity or curriculum, or by publishing written material as described in the next section. These activities will assist educators in earning PDPs for recertification.

PDPs for successful completion of approved activities which document the extension of learning after attendance at a workshop or conference will be issued by the Brockton Public Schools.

### **National Board of Professional Teaching Standards**

- ④ 120 PDPs for successful completion of National Board Certification (30 PDPs in content, 60 PDPs in pedagogy and 30 PDPs in elective).

PDPs for local staff members' successful completion of the National Board Certification program will be issued by the Brockton Public Schools. There will be **no** PDPs issued for partial completion of this program.

#### **Visiting Team for Accreditation or Inspection**

- A visiting team member or school faculty member preparing for a visit through the New England Association of Schools and Colleges may accrue 30 PDPs in five years.

PDPs for participation in local accreditation activities will be issued by the Brockton Public Schools according to the guidelines established above.

#### **Mentoring**

Participants in a teacher mentoring program may accrue 15 PDPs per year from districts that have submitted a mentoring plan to the MA Department of Elementary and Secondary Education.

PDPs for mentors participating in Brockton's approved mentoring program will be issued by the Brockton Public Schools.

#### **School/District Activity**

School Improvement Activity, Workshop, Seminar, Institute, Study Group, Educational Project, Distance Learning, Mentoring

- Educators who participate in school and district based in-service programs that focus on strengthening professional knowledge and skills in content may receive PDPs after the successful completion of a professional development program with a minimum of 10 hours on a topic, with an observable demonstration of learning that could include a written product or other documentable product.
  - 1 PDP per clock hour

#### **Examples:**

- District-based professional development program focused on implementing the district's new reading curriculum
- Curriculum development: new curriculum unit developed and officially distributed by the district
- Series of content seminars for teachers
- Training for school council members
- Activities that promote increased parent involvement
- Training in second language acquisition
- Training in working with culturally and linguistically diverse populations

PDPs for completion of an approved school or district activity will be issued by the Brockton Public Schools.

#### **School-Based Activity**

- Educators may earn PDPs for developing and implementing an activity for students, parents or teachers that incorporates the learning standards of the Common Core State Standards. Educators may earn 1 PDP per clock hour with a maximum of 30 points in a five-year cycle when the school-based activity is distributed or implemented by a local school, district or university. Educators may count PDPs from school-based activities toward the recertification content requirement when the activity is directly related to the content area of the certificate.

#### **Examples:**

- Design and coordinate a series of Family Mathematics Nights within a school.
- Design and coordinate extended learning activities for students.
- Design and implement a series of seminars for teachers and/or parents. Training topics might include:

- developing and implementing standards-based units,
- designing instructional practices that support learning in a standards-based classroom,
- supporting special needs students within a standards-based classroom,
- supporting gifted and talented students within a standards-based classroom.

PDPs for completion of an approved school-based activity will be issued by the Brockton Public Schools.

**Presenters at Workshops**

- Presenters for graduate-level courses or approved equivalents for educators are eligible to receive 45 PDPs per semester hour for the first time the course is taught in a five-year renewal cycle.

PDPs for presenters of graduate-level courses will be issued by the sponsoring institution.

- Presenters who develop and present a district or school-based professional development series are eligible to receive twice the number of PDPs given to participants for the first time the presentation is given.

PDPs for presenters of district or school based professional development activities will be issued by the Brockton Public Schools according to the guidelines established above.

**Professional Product**

- Educators may earn PDPs through an educator-designed professional development activity that result in a professional product.
- Published Written Materials
  - Doctoral dissertation 90 PDPs in five years
  - Master's or CAGS thesis 45 PDPs in five years
  - Book(s) 90 PDPs per book
  - Chapters or articles in a professional book or journal 30 PDPs per chapter or article
  - Published results of action research 30 PDPs in five years

PDPs for successful completion of a professional product will be issued by the Brockton Public Schools according to the guidelines established above

**Curriculum Development**

- Educators who author a new curriculum unit that is published in a school or district guide or formally shared in other ways, including software, student unit frames or professional resource, can earn 15 PDPs per curriculum unit and may accrue up to 60 PDPs in five years.

PDPs for successful completion of a curriculum unit will be issued by the Brockton Public Schools according to the guidelines established above.

**Brockton Public Schools**  
**Procedures & Forms for an Individual Professional Development Plan**

The following section includes SUGGESTED forms to be used by Brockton educators for writing and maintaining professional development opportunities for re-licensure.

Educators must maintain the documentation record log, professional development plan and application for five years following the date of recertification.

The most updated guidelines for licensure and re-certification can be found by utilizing the following link:

[www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure)

### School District Professional Development Activities

**No cost options.** These activities may be in the form of in-service training, workshops or conferences during the school day; in-service training after the school day, on weekends, during the summer, and/or curriculum work paid for by the district.

Activity	Goal	Dates	C&P PDPs	Gen. Ed PDPs
Activity	Goal	Dates	C&P PDPs	Gen. Ed. PDPs
Activity	Goal	Dates	C&P PDPs	Gen. Ed. PDPs
Activity	Goal	Dates	C&PPDPs	Gen. Ed PDPs
Activity	Goal	Dates	C&P PDPs	Gen. Ed. PDPs

Professional Development Points:

Content & Pedagogy \_\_\_\_\_ + General \_\_\_\_\_ = Total District PDPs \_\_\_\_\_

### Non-District Professional Development

These activities may be in undergraduate/graduate courses; DESE Summer Institutes; MTA Workshops and Summer Institutes; or other related activities.

Activity	Provider	Dates	Goals	C&P PDPs	Gen. Ed. PDPs	Cost	Funding
Activity	Provider	Dates	Goals	C&P PDPs	Gen. Ed. PDPs	Cost	Funding
Activity	Provider	Dates	Goals	C&P PDPs	Gen. Ed. PDPs	Cost	Funding
Activity	Provider	Dates	Goals	C&P PDPs	Gen. Ed. PDPs	Cost	Funding
Activity	Provider	Dates	Goals	C&P PDPs	Gen. Ed. PDPs	Cost	Funding

**Professional Development Points:**

Content & Pedagogy \_\_\_\_\_ + General \_\_\_\_\_ = Total Non-District PDPs \_\_\_\_\_  
 District PDPs \_\_\_\_\_ + Non-district PDPs \_\_\_\_\_ = TOTAL PDPs \_\_\_\_\_

**Graduate Degree Program Information:**

If you are currently working on an advanced degree, complete below:

Institution: \_\_\_\_\_ Degree: \_\_\_\_\_  
 Area: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

## Procedure for Supervisor's Approval of an Individual Professional Development Plan

Supervisors are required to review each educator's Individual Professional Development Plan at least every two years. A supervisor may require an educator to amend the plan or may withdraw approval for a plan that had been previously approved; however, any PDPs that were earned after initial approval will be counted toward recertification.

The supervisor's sign-off attests that the individual's plan indicates 80% alignment with school and district goals.

- ④ The principal or designee will approve a teacher's plan.
- ④ The superintendent will approve a principal's plan.
- ④ The chair of the school committee will approve a superintendent's plan.
- ④ All other plans will be approved by the educator's immediate supervisor.

Plans may be amended at any time during the recertification cycle by the teacher, with approval of the educator's supervisor.

Approval of a plan cannot be unreasonably withheld. If a plan is not approved, the supervisor should clearly state the reason for disapproval so the plan can be amended.

If the plan is not approved by a supervisor the appeal options are:

- ④ review by the Superintendent (or designee) for teachers,
- ④ review by the School Committee chair for Principals,
- ④ review by the MA Department of Elementary and Secondary Education for the Superintendent of Schools.

If a supervisor disapproves a plan she/he must clearly state, in writing, what is not acceptable and what modifications are required for approval. This documentation must be given to the educator within a period of two weeks of submission of the plan.

An educator may also seek additional review from the MA Department of Elementary and Secondary Education.

The Brockton Public Schools will use the Supervisor's Approval Form as developed by the MA Department of Elementary and Secondary Education, or the sign-off of an educator's Individual Professional Development Plan. A copy of the Supervisor's Approval Form is on p.10 of the Brockton Public Schools Professional Development Plan.

## Supervisor's Approval Form Individual Professional Development Plan

<b>Educator's Name:</b> _____	<b>Certificate Number:</b> _____	
<b>Initial Review &amp; Approval</b>	<b>Date:</b> _____	
<p>The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.</p>		
_____ Supervisor's Name (Print)	_____ Title	_____ Signature

<b>Educator's Name:</b> _____	<b>Certificate Number:</b> _____	
<b>First Two Year Review</b>	<b>Date:</b> _____	
<p>The signature below indicates that this educator's Individual Professional Development Plan was reviewed. Please check one:</p>		
<p><input type="checkbox"/> The Plan remains consistent with the educational needs of the school and/or district.</p>		
<p><input type="checkbox"/> The Plan was reviewed and amended.</p>		
_____ Supervisor's Name (Print)	_____ Title	_____ Signature

<b>Educator's Name:</b> _____	<b>Certificate Number:</b> _____	
<b>Second Two Year Review</b>	<b>Date:</b> _____	
<p>The signature below indicates that this educator's Individual Professional Development Plan was reviewed. Please check one:</p>		
<p><input type="checkbox"/> The Plan remains consistent with the educational needs of the school and/or district.</p>		
<p><input type="checkbox"/> The Plan was reviewed and amended.</p>		
_____ Supervisor's Name (Print)	_____ Title	_____ Signature

<b>Educator's Name:</b> _____	<b>Certificate Number:</b> _____	
<b>Final Endorsement</b>	<b>Date:</b> _____	
<p>The signature below indicates the supervisor has reviewed this educator's Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.</p>		
_____ Supervisor's Name (Print)	_____ Title	_____ Signature

**Professional Development  
Spending Categories, Definitions and Allowable Expenses**

**Ordinary Maintenance (OM)**

Expenses other than salaries of Brockton Public School personnel

**Personal Services (PS)**

Hourly payment to current Brockton Public School staff for work outside the school day or for substitute payroll

**Allowable Expenses**

- ④ payment for services of a consultant from outside the system
- ④ materials for a professional development workshop
- ④ pre-approved expenses for refreshments for certain extended workshops
- ④ reimbursement to staff for workshop registrations, in-state or out-of-state
- ④ in-state travel expenses for workshops or conferences

**Expenses Not Allowed**

- ④ the cost of travel to an out-of-state workshop
- ④ student field trips, assemblies or cultural performances
- ④ payment for graduate credit courses, except those offered through the Brockton Public Schools

**Allowable Expenses**

- ④ payment at the hourly rate to local staff for
  - workshop participation, preparation or presentation
  - committee activities
  - curriculum study group
  - preparation of curriculum materials
- ④ pay to substitutes for teachers taking part in professional development during the school day

**All Expenses (including Grants) Require Prior Approval**

- ④ Prior approval must be requested of:
  - Principals/department heads to attend workshops or conferences and be reimbursed for the fees.
  - The Executive Director of Human Resources for professional days to attend workshops during the school day.
  - The Chief Academic Officer for attendance at all workshops which involve out-of-state travel or overnight stays.
  - The Professional Development Executive Committee for all other professional development activities

## Procedure for Approval to Attend a Conference or Workshop

Requests for approval to attend workshops or conferences within Massachusetts that do not involve overnight stays will be determined at the building or department level.

Attendance at any workshops which involve out-of-state travel or overnight stays in-state or out-of-state—will require the prior approval of the Deputy Superintendent of Learning and Teaching. Forms for that purpose are available with the principal, BPS Intranet or program administrator.

This required approval process applies to all sources of funding (including grants and Article 36), not just local professional development funds.

- The staff member should
  - complete and submit a Request for Approval of Professional Development Activity form to their principal, department head or coordinator.
  - request and receive approval for a professional day.
  - complete and submit a Travel Request Memorandum if overnight or out-of-state travel is involved.
  
- The principal/administrator will
  - sign the Request for Approval of Professional Development Activity.
  - retain copies of the form for themselves and forward a copy to the requester.
  - forward *original* form to the Chief Academic Officer for signature.
  - The Chief Academic Officer will review the request with the Professional Development Executive Committee.
  - Notification will be forwarded.
  
- Upon notification of approval the staff member will:
  - register for the workshop
  - pay by check, credit card, or cash.
  - obtain a receipt if paying by cash or copy the cancelled check or credit card statement when received. The employee's name should be on all statements, Travel Expense Voucher and Requisition listing the staff person as a vendor.

\*If a staff member or team is requesting to attend a seminar or workshop which costs a total of \$300.00 or more, the registration may be paid directly through the Professional Development Office.

\*Individuals who wish to utilize this process should be in touch with the professional development administrative assistant at ext. 7566.

\*This option may only be exercised if given lead time of one month or more.

SY 2017-2018 Activity	
Committee Use Only	
Approved by:	
Date:	
Charged to:	

### Professional Development Activity Request for Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 School: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Title of Activity: \_\_\_\_\_  
 Provider: \_\_\_\_\_  
 Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
 Description of PD Activity: \_\_\_\_\_

Total amount of request/budget: \$ \_\_\_\_\_

For a Brockton Sponsored Activity:

# of Participants: \_\_\_\_\_ X # of Paid Hours \_\_\_\_\_ @ \$33.39 or \$40.47 = \$ \_\_\_\_\_

# of Presenters: \_\_\_\_\_ X # of Paid Hours \_\_\_\_\_ @ \$33.39 or \$40.47 = \$ \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Consultant Fee: \$ \_\_\_\_\_ Per hour X # of Paid Hours \_\_\_\_\_ = \$ \_\_\_\_\_

\$ \_\_\_\_\_ Per day X # of Days \_\_\_\_\_ = \$ \_\_\_\_\_

Mileage: \$ \_\_\_\_\_ Per Mile X # of Miles \_\_\_\_\_ = \$ \_\_\_\_\_

Materials: \$ \_\_\_\_\_ Other Expenses: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

<i>Strategic Plan Alignment</i>	<i>Funding (Check One)</i>	<i>Source</i>
<input type="checkbox"/> Instructional Excellence	<input type="checkbox"/> Professional Development	_____
<input type="checkbox"/> Curriculum Alignment	<input type="checkbox"/> Curriculum Projects	_____
<input type="checkbox"/> Digital Literacy	<input type="checkbox"/> Challenge for Change	_____
<input type="checkbox"/> Collaborative Culture	<input type="checkbox"/> Grant (identify)	_____
<input type="checkbox"/> Interventions and Supports	<input type="checkbox"/> Needs of the System	_____
<input type="checkbox"/> Educator Growth and Development	<input type="checkbox"/> School/Department	_____
<input type="checkbox"/> Supportive Environments	Comments: _____	
<input type="checkbox"/> Community Engagement		

Signature of Person Requesting Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be submitted to the Chief Academic Officer for approval at least two working days in advance of the Professional Development Executive Committee meeting in order to be placed on the agenda for that meeting.

Supervising Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this section for a workshop/conference to be sponsored by Brockton Public Schools

# of PDP's for Participants (if appropriate) \_\_\_\_\_ # of PDP's for Presenter(s) (if appropriate) \_\_\_\_\_

# of PTP's for Participants (if appropriate) \_\_\_\_\_

## Procedure to Apply for Reimbursement After Attending a Conference or Workshop

After attendance at a workshop which had been approved by the principal or program administrator, the participant will:

Complete the Request for Reimbursement form.

Include the following items:

1. Copy of Request for Approval of Professional Development Activity form signed by principal or program administrator
2. Copy of Professional Day Request form, if the activity took place when school was in session
3. Copy of registration, indicating cost of the workshop/conference
4. Copy of applicant's cancelled check (**front and back**), and/or credit card statement
5. Copy of your ticket or boarding pass for ground or air travel
6. Copy of PDP certificate and/or certificate of attendance
7. Expense Voucher, be sure to include MapQuest Directions if mileage is being requested. All reimbursements should be submitted on this form. (**required**)

Submit the Request for Reimbursement form and other documentation to the Professional Development Office. Allow 4-6 weeks for reimbursement.

## Request for Reimbursement After Attending a Workshop or Conference

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Type of PD Activity: \_\_\_\_\_

Date of PD Activity: \_\_\_\_\_

***All of the following items must be included in order to process this request.  
All incomplete requests will be returned.***

1. Copy of **Request for Approval of Professional Development Activity** form signed by principal or program administrator
2. Copy of Professional Day Request form, if the activity took place when school was in session
3. Copy of registration, indicating cost of the workshop/conference
4. Copy of applicant's cancelled check (**front and back**), and/or credit card statement (include a copy of boarding pass and ticket for ground or air travel)
5. Copy of PDP certificate and/or certificate of attendance
6. Expense Voucher for any reimbursements (**required**)
7. Requisition form, listing yourself as a vendor if you are applying for reimbursement
8. Applicant's social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Submit required documentation to the Professional Development Office. Allow 4-6 weeks for reimbursement.

## Procedure for Documenting Extension of Learning Following Attendance at a Conference or Workshop

Under MA Department of Elementary and Secondary Education regulations adopted in December 1999, attendance at a one-day workshop or conference in itself does not qualify for PDPs. However, a staff member may attend a conference and then do a follow-up activity to extend the learning so that both activities will then qualify. It should be noted that a minimum of ten hours is required in order to apply for PDPs.

A staff member who wishes to follow up attendance at a conference or workshop with a learning extension must receive approval before undertaking the follow-up activity. The proposal for the follow-up may be submitted at the same time as the request to attend the conference, or it may wait until after the staff member has attended the conference and has a clearer idea of the kind of follow-up which would be most beneficial.

Requests for approval of follow-up activities and multiple related activities will use the same procedure as any request for approval of a professional development activity. Please consult those procedures (20).

Upon completion of the project, the staff member should submit the form for Documentation of Extension of Learning Following Attendance at a Conference to the Professional Development Office, along with the other requested documentation, in order to be awarded PDPs from the Brockton Public Schools for the combined activities.

### Documentation of Extension of Learning Following Attendance at a Conference

Educators who attend a professional conference may extend their learning by developing a documentable product/project.

A minimum of 10 hours per topic is required for approval. For recertification, the MA Department of Elementary and Secondary Education regulations require educators to keep documentation of products/projects for the five-year cycle.

In order to receive PDPs, all extensions of learning must have prior approval by the Professional Development Executive Committee.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Hours in Attendance: \_\_\_\_\_

Evidence of Attendance at Workshop/Conference (PDP's or Certificate of Attendance) \_\_\_\_\_

Topic/Title: Follow-up Activity \_\_\_\_\_

Notification of Approval: Follow up Activity \_\_\_\_\_

Number of PDP's for Product/Project: \_\_\_\_\_

Total Number of PDP's Requested: \_\_\_\_\_

---

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Procedure for Grouping Multiple Professional Development Activities

Under the MA Department of Elementary and Secondary Education regulations adopted in December 1999, a minimum of ten hours of professional development on a single topic is required in order to qualify for PDPs.

Beginning in 2016-2017, teacher recertification will require 15 PDPs each in topics related to the education of students with disabilities and students whose first language is not English.

- ④ In order to comply with this section of the MA Department of Elementary and Secondary Education regulations, it is important that the staff member be able to show completion of the minimum of ten hours on the topic in order to include those hours for PDPs in the five-year Individual Professional Development Plan, even if PDPs had previously been awarded for some or all of the separate activities.
- ④ A staff member who wishes to document linkage of several different activities to submit for PDPs should use the form for Documentation for Grouping Multiple Professional Development Activities
- ④ If PDPs are being requested, this form and other documentation must be submitted to the Professional Development Executive Committee.

If the documentation requires no awarding of PDPs, it should be kept by the staff member for inclusion in the Individual Professional Development Plan to be submitted to the MA Department of Elementary and Secondary Education for recertification.

## Documentation for Grouping Multiple Professional Development Activities

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 School: \_\_\_\_\_ Title/Position: \_\_\_\_\_

-  A minimum of 10 hours per topic is required for approval.
-  For recertification, Massachusetts DESE regulations require educators to keep documentation of products/projects for the five-year cycle.
-  Please attach notification of approval for these activities and/or copies of PDP certificates, as applicable.

Topic/Title: _____
Date: _____ Location: _____ Hours Attended: _____

Topic/Title: _____
Date: _____ Location: _____ Hours Attended: _____

Topic/Title: _____
Date: _____ Location: _____ Hours Attended: _____

Topic/Title: _____
Date: _____ Location: _____ Hours Attended: _____
Total Number of PDP's Requested _____

\_\_\_\_\_  
 Supervisor's Signature Date

## Procedure for Approval of a Brockton Sponsored Professional Development Activity

### Activities May Include:

- workshop presentation
- study group
- school/district activity
- school-based activity
- curriculum development committee
- individual professional development project

The procedure described here applies to all professional development activities to take place in the Brockton Public Schools, whether locally funded or grant funded.

The staff member who is instituting the activity should complete the Request for Approval of Professional Development Activity form and submit it to the principal, department head, or coordinator for approval and signature.

The administrator will then forward the form to the Chief Academic Officer for approval and signature.

The Chief Academic Officer will send the form to the Professional Development Office for approval by the Professional Development Executive Committee. The Committee meets periodically during the school year. Individuals, departments and schools must have prior approval of the Committee in order to access funds or receive PDPs.

When approval has been granted, the applicant will be notified in writing.

The staff member conducting the workshop should:

- complete a Request for Use of School Facilities form and send this to the Facilities Office for approval. (This is necessary only if the activity will take place outside regular school hours.)
- prepare a job advertisement for approval by the Executive Director of Human Resources for all activities taking place outside the school day or year for which participants will be compensated.
- design and distribute the workshop announcement.
- notify all applicants as to their acceptance status.

## Procedure for Approval and Payment of Consultant Fees and Other Workshop Expenses

The procedure described here applies to all professional development activities to take place in the Brockton Public Schools, whether locally funded or grant funded.

### The staff member who is arranging for a consultant/workshop should:

- ④ complete the Request for Approval of Professional Development Activity form and submit it to the principal, department head, or coordinator for approval and signature.
- ④ provide information about the consultant, including fees and any charges for materials, mileage or other expenses.
- ④ send the signed form for approval/signature to the Chief Academic Officer, who will then send the form to the Professional Development Executive Committee for approval, with any additional pertinent information attached. The Committee meets periodically during the school year. All projects must have prior approval of the committee in order to access funds. When approval has been granted, the applicant will be notified in writing.
- ④ draw up a Letter of Agreement following the sample example provided on page 23 of this Professional Development book.
- ④ submit the Letter of Agreement to the Professional Development Office, which will secure the signature of the Superintendent and forward the Letter of Agreement to the consultant. The approval of the Superintendent is required before the Letter of Agreement is to be sent to the consultant.
- ④ arrange with the consultant to submit an invoice for services to be sent to the Professional Development Office for activities to be paid under local funds or to the appropriate grant manager for grant-funded activities.
- ④ submit a Requisition (pg. 33) for approved workshop expenses/materials to be entered in MUNIS to the Professional Development Office.
- ④ keep accurate attendance records and submit an Additional Compensation Form (triplicate form available through the Payroll Department) to the Professional Development Office.
- ④ circulate and collect Individual Evaluation Forms and submit the Summary and Request for PDPs form to the Professional Development Office.
- ④ call the Professional Development administrative assistant at ext. 7566 with any questions about these procedures.

## Brockton Public Schools Letter of Agreement

This agreement is made this <Date> day of <Month, Year> by and between the School Department of the City of Brockton, a municipal corporation in the County of Plymouth; and <Name> with the usual place of business at:

Name  
Address  
City/Town/State/Zip

<Name> agrees to provide the following Professional Development Activity:

<Title of Activity>  
<Description of Activity>

The program will be *six full-day sessions, as follows:*

The payment for services rendered shall be: <\$Total Amount Requested>.

\$XXX per session for the consultant,  
\$XXX per day for materials,  
\$XX per day for mileage.

**Mandatory Clause: Said contract will be cancelled if funds are not appropriated or otherwise made available to support continuation of performances during any fiscal year.**

Funding Source: <Funding Source>

June A. Saba-Maguire Chief Academic Officer	Date	Vendor Signature	Date
Kathleen A. Smith, JD Superintendent	Date	<Name> Vendor Name	
		<Number> Vendor SS# or FID#	

Original on File in <appropriate> Office/<appropriate location>

## Procedure for Follow-Up to a Brockton Sponsored Professional Development Activity

The administrator or staff member responsible for conducting a workshop sponsored by the Brockton Public Schools should:

- ① take attendance at the workshop
- ① distribute and collect signed Individual Evaluations from each participant.
- ① compile the Summary of Evaluations from the individual forms and send the summary form to the Professional Development Office.
- ① retain individual evaluations at the building/department.
- ① at the conclusion of the workshop, complete a Brockton Public Schools Additional Employment Compensation Request form to pay the workshop presenter(s) and/or participants, if such payment has been authorized.
- ① submit the completed Additional Employment Compensation Request form to the Professional Development Office for activities to be paid through local funds, or to the appropriate grant manager for grant-funded activities.
- ① complete a form for payment of supplemental substitutes, if they have been approved and utilized, and submit the completed form to the Professional Development Office for substitutes to be paid through local funds, or to the appropriate grant manager for grant-funded substitutes.
- ① complete the Request for PDPs, indicating the number of PDPs to be awarded to each presenter/participant, and send to the Professional Development Office.

## Individual Evaluation

To be completed by participants:

Name \_\_\_\_\_ Title \_\_\_\_\_

School \_\_\_\_\_ Grade/Subject \_\_\_\_\_

Title of Professional Development Activity \_\_\_\_\_

Date of the Activity \_\_\_\_\_

1. The objectives of the workshop were clearly stated by the presenter.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

2. The presenter was interesting, enthusiastic and motivating.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

3. The presenter communicated clearly and was easily understood.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

4. Materials were appropriate and covered the topic content.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

5. The material presented was adequate for the time allocated.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

6. The activities and materials presented were relevant to my professional development.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

7. The stated objectives of the workshop were met.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

8. I would recommend this workshop to someone else.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

9. List the strengths of the workshop

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10. List recommendations for improving the workshop

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## Summary of Evaluations

Presenter: Please **tabulate** the responses and submit the compilation to the Professional Development Office. Hold individual evaluation forms at the building or department.

Title of the Professional Development Activity \_\_\_\_\_

Sponsoring School or Department \_\_\_\_\_

Presenter \_\_\_\_\_ Date of Activity \_\_\_\_\_

Submitted by \_\_\_\_\_ Today's Date \_\_\_\_\_

1. The objectives of the workshop were clearly stated by the presenter.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

2. The presenter was interesting, enthusiastic and motivating.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

3. The presenter communicated clearly and was easily understood.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

4. Materials were appropriate and covered the topic content.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

5. The material presented was adequate for the time allocated

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

6. The activities and materials presented were relevant to my professional development.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

7. The stated objectives of the workshop were met.

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

8. I would recommend this workshop to someone else

**Strongly Agree** \_\_\_\_\_ **Agree** \_\_\_\_\_ **Disagree** \_\_\_\_\_ **Strongly Disagree** \_\_\_\_\_

9. List the strengths of the workshop

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10. List recommendations for improving the workshop

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## Request for PDP'S

Title of Activity \_\_\_\_\_

Sponsoring School or Department \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date of the Activity \_\_\_\_\_ Location of Activity \_\_\_\_\_

Presenter(s) \_\_\_\_\_

Number of PDPs for Participants \_\_\_\_\_ Number of PDPs for Presenter \_\_\_\_\_

(If number of PDPs varies for each participant, please list separately beside each name.)

<u>Participant</u>	<u>Participant Location</u>
<p style="text-align: center; color: purple;">Professional Development  <b>(PLEASE STIPULATE IF STAFF IS A PARAPROFESSIONAL                      – (ptp's)</b></p>	<p style="text-align: center; color: purple;">Central Administration</p>

Please attach a copy of original Request for Approval Form or approval memo.





City of Brockton

# BROCKTON PUBLIC SCHOOLS

Kathleen A. Smith, JD ♦ Superintendent of Schools

**BROCKTON KIDS COUNT**

**June A. Saba-Maguire, Chief Academic Officer**

Office of Learning and Teaching

Phone (508) 580-7265 Fax (508) 580-7008

*juneasaba-maguire@bpsma.org*

## Memorandum

**Date:** September, 2017

**To:** Travelers on Business for the School Department

**From:** June A. Saba-Maguire, Chair, Professional Development Executive Committee

**Re:** **Travel Reimbursement Requirements**

This year, this office has endeavored to facilitate participants who are requested by the School Department to attend professional development workshops/activities by prearranging the participants' registrations, flights, and accommodations, however, it is still the responsibility of the traveler to provide this office with articles necessary to the reimbursement process. Please use the forms we have provided and include the items requested when returning from your travels. Your compliance with these regulations will only serve to expedite your reimbursement.

When preparing your materials for reimbursement please keep in mind that Financial Services will not process them without including the items listed below:

1. Procedure to Apply for Reimbursement after Attendance at a Conference or Workshop (pgs. 15 & 16) found in your Brockton Public Schools Professional Development Plan Teachers' Guide.
2. All requests must have *original* receipts/slips/vouchers. Keep copies for your personal records.
3. Meal receipts must be *original* and itemized; not credit card charge slips which only show the cost of the meal. **See example next page**
4. Expense Vouchers and Requisition Forms require Social Security number and Traveler's signature. Fill out the front and back of voucher. Be sure to include Map Quest Directions.
5. If you have used your credit card to pay for anything, your credit card company statement must be submitted to support reimbursement requests.
6. Please include your [Boarding Passes](#) and the [Hotel Folio](#) in your reimbursement packet.
7. If you access room service for a meal, get an itemized receipt for reimbursement. Having the charge listed on the Hotel Folio will *not* suffice.
8. If you charge a meal for another BPS staff member, please identify name(s) on itemized receipt.

We are making every effort to streamline the reimbursement process but we need your cooperation in order to succeed. Please call with any questions or concerns.



*City of Brockton*

**BROCKTON PUBLIC SCHOOLS**

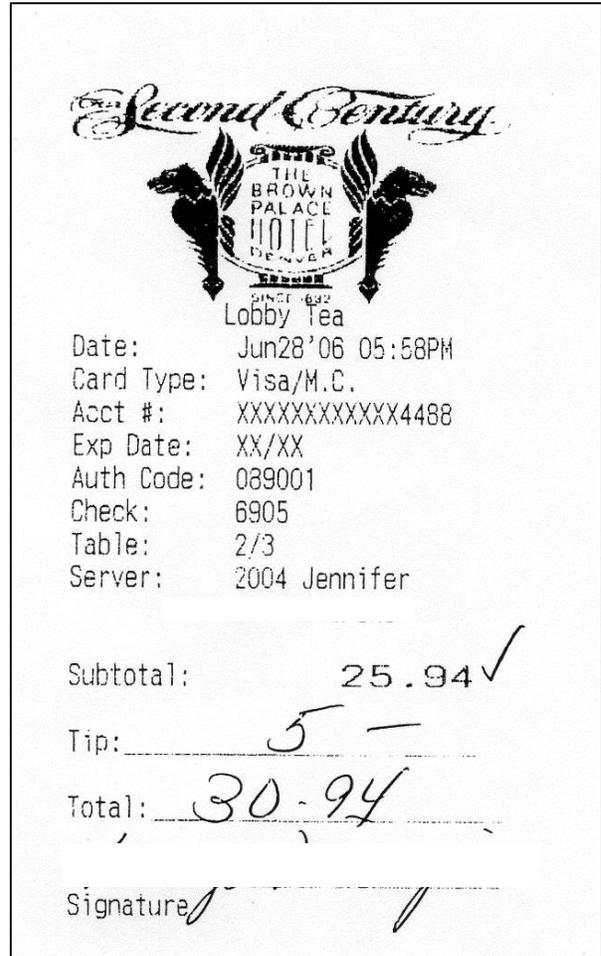
Kathleen A. Smith, JD ♦ Superintendent of Schools

**June A. Saba-Maguire, Chief Academic Officer**  
 Office of Learning and Teaching  
 Phone (508) 580-7265 Fax (508) 580-7008  
*juneasaba-maguire@bpsma.org*

**ACCEPTABLE**



**UNACCEPTABLE**









Requisitions should be filled out completely and sent to the Professional Development Office/Central where they will be entered in MUNIS.

**BROCKTON PUBLIC SCHOOLS**  
**BROCKTON, MASSACHUSETTS**  
REQUISITION

FY \_\_\_\_\_  
 DEPT CODE \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_  
 REQ# \_\_\_\_\_

DATE \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ VENDOR CODE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ ATTENTION: \_\_\_\_\_

SHIP TO SCHOOL: \_\_\_\_\_ FOB:D \_\_\_\_\_ SHIP TO/BILL TO CODE: \_\_\_\_\_ / \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_ CONTRACT # \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ OBJECT: \_\_\_\_\_ PROJECT: \_\_\_\_\_

ITEM	QUAN.	UNIT	DESCRIPTION	CAT.NO.	UNIT PRICE	TOTAL PRICE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
					<b>SHIPPING/HANDLING (15%)</b>	

\_\_\_\_\_  
 ADMINISTRATOR  
 \_\_\_\_\_  
 DEPT. HEAD / COORD.  
 \_\_\_\_\_  
 ADM. SERVICES

CURR. BALANCE \_\_\_\_\_  
 TOTAL REQUISITION AMT \_\_\_\_\_  
 END BALANCE

## **Guidelines for Pay or PDP'S For Local Presenters and Participants In Brockton Sponsored Professional Development Activities**

These guidelines establish the maximum pay and number of PDPs allowed for local presenters and participants in all professional development activities to take place in the Brockton Public Schools, whether locally funded or grant funded. Prior approval is required for authorization of both pay and PDPs.

The actual number of PDPs and hours of pay for preparation, presentation and participation will be recommended by the individual proposing the workshop and subject to approval by the Professional Development Executive Committee.

### **PDPs for Presenters**

Presenters at a Brockton-sponsored professional development activity may receive 2 PDPs for each hour of contact time the first time a presentation is given.

Presenters at a Brockton-sponsored professional development activity will receive 1 PDP for each hour of contact time for any repeat presentation.

### **Pay for Presenters' Preparation Time**

Depending upon available funding, presenters at a Brockton-sponsored professional development activity may receive up to three hours of pay for their preparation time for each hour of contact time the first time a presentation is given, if the presentation warrants such preparation time.

Depending upon available funding, presenters at a Brockton-sponsored professional development activity may receive up to one hour of pay for their refresher preparation time for each hour of contact time for any repeat presentation, if the presentation warrants such preparation time.

### **Pay for Presenters' Presentation Time**

Presenters at a Brockton-sponsored professional development activity which takes place during their contractual day will be limited to pay for their preparation time only, as described above.

Presenters at a Brockton-sponsored professional development activity which takes place outside their contractual day may be paid for one hour for each hour of the presentation, depending upon available funding.

### **PDPs for Participants**

Participants in a Brockton-sponsored professional development activity which takes place either during their contractual day or outside the school day may receive 1 PDP for each hour of the activity.

### **Pay for Participants**

Participants in a Brockton-sponsored professional development activity which takes place outside their contractual day may be paid for their participation, depending upon available funding.

### **Hourly Pay Rates**

The following hourly pay rates for teachers and administrators are currently in effect.

Rates are based on negotiated contract wages:

Teacher/Administrator as a participant	\$ 33.39
Teacher as a presenter	\$ 33.39
Administrator as a presenter	\$ 40.47