

The following chart can serve as a guide to help LSCTA Members meet the contractual requirements as applicable to them. These activities are not specific to the CTLE requirements for Professional Certificate holders.

Activities	Definitions	Methods of Availability	Form Needed/ Approvals
Conferences	Participation in local, state and national conferences with prior approval and pending budget allocations.	After school Weekends July and August	*Conference Request *Proof of attendance and report
Delivering professional development	An example includes conducting workshops at the Teacher Resource Center, BOCES or LSCSD	Outside of the school day After school Weekends July and August	Course Approval
Grade level, interdisciplinary, or subject area teamwork	This work is focused on NYSED standards and curriculum alignment.	After school Weekends July and August	Curriculum Project
New Teacher Induction	Training is provided for teachers new to Lake Shore.	August	Sign in sheet
Service on a committee	This would include approved District and School Committees.	After school Weekends July and August	Sign in sheet
Service on statewide, regional and local committees and organizations as presenter or officer	This would include, but is not limited to, Statewide curriculum and item writing.	After school Weekends July and August	As per Supervisor
Staff Development	Participation in professional development activities (9 hours per school year). Maximum of 9 hours may be carried over.	Offerings during Summer/Fall and Winter/Spring catalogs.	Sign in sheet

Activities	Definitions	Methods of Availability	Form Needed/ Approvals
Workshops	Workshops are provided by the District, through BOCES, by local districts, and other reputable educational organizations.	After school Weekends July and August	*All programs MUST BE <u>PRE-APPROVED</u> by the District *Proof of Attendance
Assessment Scoring and/or Training	Teachers who score NYS assessments	Required by NYSED before scoring exams After school July and August	As approved by Administrator
Workshops/Attendance at tours, learning sessions and presentations	Provided by the District, by local districts, and other reputable educational organizations	After school Weekends Summer Website	*Must be PRE APPROVED by the District *Proof of attendance or evidence of completion (summary/report/ reflection)
Community Communication	Communications with families in order to improve student achievement (Phone calls/logs Emails Newsletter Website development Learning stations at parent nights Use of Apps for communication)	After school Weekends Summer	*Must be PRE APPROVED by the District *Evidence of completion (summary/report/ reflection/logs)

In the event that the District requires participation in mandated training with courses through Utica National or another vendor, any LSCTA member who completes this training prior to the designated Superintendent's Conference Day, according to the instructions, shall receive the equivalent of undesignated time on such Superintendent's Conference Day as indicated in the Safe Schools letter.