

Introduction

Ongoing staff development has grown in importance as the demands of our society rapidly change. We are all aware of how much our lives have changed by the rapid growth of the communications industry; the introduction of computer related productivity tools, the use of the integrated circuits in every appliance, and the globalization of political and economic issues. The schools your parents remember are not the schools of the 21st century. The increasing rate of change everywhere in our society has made all of us lifelong students.

For these reasons, the frequency and depth of staff development has increased. Beginning with the 2002-03 school year, every teaching staff member assumed responsibility to complete individual staff development either selected from district programs or proposed individually and approved by the district. This staff development must meet criteria that have been agreed to by the Lake Shore Central Board of Education and your teacher's association. The applicable language from that agreement is printed below:

“During each school year (July 1 to June 1) members shall be required to **participate in nine (9) hours of approved professional development aligned with District standards and assessments and student needs, and articulated within and across grade levels.** Such professional development shall be outside the member workday and work year and shall be for the purpose of improving student performance/ meeting student needs. This requirement will be prorated for part-time members or those who complete less than a full year of paid full-time service. All members who work less than a full work year must complete all required hours prior to their last day of work. **If a member participates in more than nine (9) hours in a school year, the member may carry over up to nine (9) of such hours to be credited toward the requirement for the following school year only.**

Programs to meet these requirements will be scheduled by the District after school, on Saturdays and during the summer recess. Within the first two weeks of each semester, the District will make known to members the in-service offerings which are then planned for that semester; the District will make known as soon as practicable any additional offerings which are added during the course of each semester. **Any hours, which a members wishes to complete in a program not offered by the District, must be approved by the administration in writing before the work is begun.** The District's Professional Development Plan Committee may review and make advisory recommendations about in-service offerings of the District. It also may review and make advisory recommendations to the District on members' requests for approval of programs offered outside the District.”
(Emphasis added)

Your evaluation and feedback is crucial to improving our programming. Please provide feedback to help us evaluate programming for future offerings. At the bottom of each evaluation form is a section for your ideas for future staff development. Each evaluation form will be reviewed and considered.

Staff Development and CTLE Opportunities

Workshops are scheduled by the district to provide teachers with opportunities to develop strategies and skills that will have a positive impact on student performance. Credit is granted as appropriate; according to course description, as well as course expectations and time commitment.

During the 2018-2019 school year, every teacher and teaching assistant is required to complete **9 hours** of individual staff development, either selected from the district catalog or non-district programs that must be proposed individually for approval.

The professional development catalog and registration software is with WinCapWeb and can be found at the following URL: [WinCapWeb](https://wincapweb.com/). Please feel free to contact the W. T. Hoag Educational Center at 926-2480 with any questions.

Please review the following:

- **ALL REGISTRATION FOR OFFERINGS IN THE CATALOG MUST BE COMPLETED ONLINE.** (<https://wincapweb.com/>)
- **Only individuals employed by the District are invited and eligible to attend District offerings.**
- Attendance documentation will be required for hours to be credited to you for this school year. Attendance sign-in documents, certificates, or letters acknowledging attendance are required for CTLE hours to be granted.
- Staff earn hours for programs scheduled after school, weekends and during summer recess only.
- Programs not offered by the district must be **PRE-APPROVED** in writing before the workshop begins. Pre-approval forms can be found online with WinCapWeb at [WinCapWeb](https://wincapweb.com/), they are under the Activity Requests tab.
- Travel time to and from a workshop, will not be granted as a part of the staff development hours earned.
- Classes with low enrollment (**less than 5 Participants**) may be cancelled and you will be notified. If a workshop is cancelled for a reason other than enrollment, all steps will be taken to reschedule it before the end of the school year.
- The 9 hours needed for this school year, should be completed by **June 1, 2019**.
- Teachers who have not completed their required 9 hours of Staff Development during a given school year will be required to complete those hours the following school year. This will be in addition to their annual requirement of 9 hours. All teachers log of hours will be reviewed at the end of the school year, identifying the number of hours not completed. Teachers will be properly notified and copied to **their** personnel file.

- For those teachers who are being laid-off, their carry over hours will be frozen until they are called back for employment.
- For those teachers who are prorated, the teacher may carry over the equivalent of hours that they are required to get through the school year.
 - .2 FTE = 1 hours
 - .3 FTE = 2 hours
 - .4 FTE = 3 hours
 - .5 FTE = 4 hours
 - .6 FTE = 5 hours
 - .7 FTE = 6 hours
 - .8 FTE = 7 hours
 - .9 FTE = 8 hours
 - 1.0 FTE = 9 hours
- **If you register for a workshop and you can't attend for some reason, you are expected to notify Emily Ludwig or Christine Starks as early as possible.**

Please feel free to contact Christine Starks with any questions or concerns.

The offerings on the WinCapWeb catalog address suggestions from staff and administration. It also attempts to address issues that are “hot topics” within the educational community. Additional courses are being offered to improve our knowledge on some of the factors that provide barriers to student learning.

If there are courses that you would like to see offered in the future, please email Christine Starks at cstarks@lakeshorecsd.org.

- When a course is offered more than once, be sure to select the correct course.
- The description of each course includes a target audience. Enrollment is open only to the specified audience.
- Employees completing more than nine (9) hours of staff development may carry over up to nine (9) hours into the 2018-19 school year to be applied toward required staff development hours.

Pre-approved Teacher Center Courses - Teachers should register for the courses through the Teacher Center and also complete the Lake Shore Pre-Approval/Activity Request form for credit.

Request for Pre-approval Form - This form is required to request enrollment in a staff development program other than those offered by the district. Please note that prior approval is required. These forms are available electronically at WinCapWeb under the Activity Request tab. If any teacher wants to take a course that is not on the pre-approved list, then the **Activity Request for Approval of Staff Development in a Program Not Offered by the District** form must be submitted and prior approval must be received before taking the course. The form is found at WinCapWeb. ([WinCapWeb](#))

Course Evaluation Form – Please use this form to provide feedback for the instructors and for future programming needs.

On-Line Learning Opportunities

The District in cooperation with Utica National and Safe Schools Training will be providing District employees with the opportunity to complete both required and optional learning online. There are four critical reasons to offer interactive multi-media courses.

1. **Less Time Needed to Train.** The amount of time it takes employees to complete an interactive, self-paced course was reported to be between 25 and 75% less than a classroom course. The time it took for employees to master the content presented to them in a multimedia environment was 60% faster than those in a classroom environment.
2. **Increase in Retention Rates.** Employees that receive multimedia instruction had a 25-50% higher retention rate over those receiving the content through classroom instruction. Retention rates are a measure of how much content reaches long-term memory, and reflect the employee's ability to recall information days, weeks, or months after the training is completed.
3. **Consistency.** The variance in content delivery with multimedia training is 20-40% less than instructor-led training. The range of percentage can be attributed to the different choices available to staff members as they make their way through interactive courses.
4. **Increased Employee Satisfaction.** Studies report high employee satisfaction associated with multimedia training because employees felt they could learn at their own pace, could take training at their convenience, were more involved in their own learning process, and had privacy during training sessions.

The on-line learning will be offered from *Safe Schools Training*. There is a button for Safe Schools on our home page. The login screen can be found here [Safe Schools login](#). You will need your employee ID number as your user ID/password.

The list of *Safe Schools* Optional Courses, can be found at [Safe School Optional Courses](#). You may repeat a course taken outside of one year of the certificate date.

Teacher Center Opportunities

NOTE: All Erie-Catt Teacher Center course offerings are pre-approved for Lake Shore Staff. Please follow the registration process as listed below. A Catalog is available in each school main office.

Teachers interested in taking any of the pre-approved courses at Erie-Catt Teacher Center **must register for each course with the Teacher Center and with Lake Shore**. Both registration forms must be filled out.

- To register for the Teacher Center, the form found in the back of the **Erie-Catt Teacher Center Catalog** needs to be completed and each teacher must pay the registration fee.