

Staff College Bulletin

Course Offerings & Registration Form



Summer 2009

Registrations due by June 1, 2009

Be sure to check your district voicemail and/or email in case there are any changes!

Bernards Township Board of Education
Valerie Goger, Superintendent of Schools
Regina Rudolph, Assistant Superintendent

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Registration Information

Complete the appropriate registration form via the Internet found on page 18. Sufficient registration is required to run courses. Registrants will be notified in the event of course closing or cancellations.

Secretarial Support Staff will be able to participate in Flex Day for the Summer 2009 season and may select 6 hours for Flex Day from this Staff College Brochure, or the Fall, Winter, Spring Brochure available in September.

This year we are participating in a county wide Summer Staff Development pilot. Our classes will be open to teachers in Somerset County once our own staff has registered. Enjoy the dialogue with your county colleagues.

Any teacher or administrator interested in being an instructor for a Staff College course should contact Regina Rudolph, Assistant Superintendent at the Board Office 8-2600, ext. 104. Suggestions for new course offerings are always welcome.

Welcome to Bernards Township's Staff Development Summer Program.

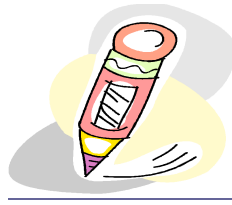
For the Flex Day option and/or regular staff development, **tenured** teachers will use the registration link indicated on page 18.

For the Flex Day option **secretaries** will use the registration link indicated on page 18.

For Staff Development, **out of district** teachers will use the registration link indicated on page 18.

For the 15-hour contractual responsibility and Flex Day option, **non – tenured** teachers will use the registration link indicated on page 18.

- **The total number of hours must equal at least 6 hours to have off on Friday, May 28, 2010.**
- **All hours will count towards the 100 hour state requirement.**
- **Tenured teachers may choose any course(s) in the brochure as Flex Day course or regular Staff College.**
- **Courses for Flex Day will also be available in the Fall, Winter, and Spring Brochure which will be ready in September.**



American Heart Association CPR (Basic Life Support)

American Heart Association Healthcare Provider's Course is geared toward participants who wish to be knowledgeable in Adult, Child and Infant CPR, Foreign Body Airway Obstruction (Heimlich Maneuver) and AED (Automated External Defibrillator) and Barrier Devices and use of Ambu Bags. There is a small fee to cover your CPR Participation Card (\$5.00) which is good for a two year period.

Time: 1:30 – 7:30

Presenter: Amy Lynn and
Pat Miller

Course hours: 6

Dates: June 23, 2009 **Course # 1**

July 6, 2009 **Course # 2**

July 20, 2009 **Course # 3**

Location: Cedar Hill Media Center

Backward Design

Ever run out of time before your curriculum is completed? Redesign your course-backwards. We will examine creating long-term goals, dividing the course into units, creating a practical, straightforward approach to make your curriculum work.

Time: 9:00 – 12:00

Presenter: Elizabeth Wolf

Course hours: 6

Dates: August 25 and August 26, 2009

Location: Ridge High School Rm. 532

Course # 4

Burnout

Has stress pushed you into the danger zone? Researchers have consistently found a high burnout rate in the helping professions. But we don't need researchers to confirm the anxiety, stress, overload, and discouragement we all feel at some point. We cannot avoid burnout, but we can recognize it, identify factors contributing to it, and create a mindset and a plan to take care of ourselves.

Time: 8:30 – 3:30

Presenter: Barbara Bush

Course hours: 6

Dates: June 26, 2009 **Course # 5**

August 24, 2009 **Course #6**

Location: William Annin Rm. TBA

Developing Writing Skills in the Target Language in World Language Class

This class is designed to enhance teachers' instructional strategies to develop students' writing skill in the target language. This class will present different strategies and steps to follow during the writing process in a foreign language, and how to develop lesson plans to present the writing process. At the end of the class, each instructor will have created a packet to use in class with guidelines to follow the writing process.

Time: 9:00 – 12:00

Presenter: Chiara Kupiec

Course hours: 6

Dates: August 5 and August 6, 2009

Location: Ridge High School Rm. 213

Course: # 7

Everyday Math Literature Connections and “Make and Take”

The goal of this class is to provide teachers with the time and resources to explore and share a variety of children's books and supplemental activities that enhance the lessons in Everyday Math for grades K-5. During the morning, participants will explore children's literature activities, lesson plans, and summaries that support skills and concepts covered in Everyday Math for grades K-5. After lunch we will focus on the use of games, manipulatives, and visual aids to teach math at a more conceptual level. Teachers will be provided the time and resources necessary to create instructional materials for Everyday Math lessons.

Time: 9:00 – 4:00

Presenter: Colette Clark

Course hours: 6

Dates: June 25, 2009

Location: Liberty Corner Library

Course: # 8

First Aid/CPR for Coaches

This class will prepare the coaches to handle a variety of emergency situations involving athletes and spectators. Completion of this course includes certification by the Red Cross in Adult CPR, AED, and First Aid.

Time: 9:00 – 4:00

Presenter: Ken Marsh and
Tom Blackwell

Course hours: 6

Dates: August 14, 2009

Location: Ridge High School Rm. 630

Course #9

“Fun” damentals of Literacy

The focus of this working session is on the skills required for the acquisition and development of phonemic awareness and the attainment of the alphabetical principle in young learners. The goal is to examine how phonemic awareness links oral languages with emerging reading and writing skills. Time will be spent on developing ideas and materials that can be effectively used within grade levels that meet the specific needs of individual learners.

Time: 9:00 – 12:00

Presenter: Cindy Mastrian and
Barbara Alfieri

Course hours: 6

Dates: June 29 and June 30, 2009

Location: Liberty Corner Library

Course: # 10

Incorporating Culture into the Classroom

This class is designed to enhance teachers' instructional strategies to integrate culture into their classrooms. This class will present different ways to evaluate authentic culture materials available to students, such as the Internet, and methods to incorporate cultural activities into lesson plans. The class will present samples of authentic materials to engage students in cultural experience, including video clips from You Tube, websites, films, television, and proverbs.

Times: 9:00 – 12:00
Presenter: Fiorella Bologna
Course Hours: 6 hours

Dates: June 29 and 30, 2009
Location: Ridge High School Language Lab Rm. 524
Course ID # 11

Integrating Art in World Language Classrooms

Using examples from French, Spanish, Italian, Japanese masters and Roman history we will explore a world of activities using art as a means to learn a World Language. We will generate some examples of how art can be used to practice vocabulary and/or grammar, develop a communicative activity based on a piece of art from the target culture, create a listening or reading activity based on a piece of art, and identify a work of art that exemplifies a specific culture perspective or practice.

Time: 9:00 – 4:00
Presenter: Diane Reilly
Course Hours: 6

Date: August 26, 2009
Location: Mount Prospect Media Center
Course ID # 12

Introduction to Responsive Classroom

This course is designed for teachers who have an interest in learning about Responsive Classroom. The Responsive Classroom approach to teaching and learning fosters safe, challenging, and joyful classrooms and schools. It was developed by classroom teachers and consists of practical strategies for bringing together social and academic learning throughout the school day. Teachers do not need to have prior experience or understanding of Responsive Classroom elements.

Time: 9:00 – 12:00
Presenter: Barry Saide
Course Hours: 6

Date: August 24 and 25, 2009
Location: Mount Prospect Rm. 261
Course ID # 13

Launching a Writer's Notebook in the Elementary Classroom

The writer's notebook is a place where writers capture ideas, experience the work and practice their craft. In this workshop, participants will learn many strategies that can be used with their students to launch their writers' notebook. Participants will also have an opportunity to use the same activities themselves to gain the "teachers as writers" experience. Please bring a pencil, colored pencils, and a wire bound art sketchbook so that you can launch your own writer's notebook.

Time: 9:00 – 12:00
Presenter: Christine Chiravalle
Course Hours: 3

Date: August 20, 2009
Location: Oak Street Rm. 37
Course ID # 14

Let's Differentiate Math!

Kindergarten – 3rd grade teachers are invited to this work session. We will create resources to differentiate the math program for each unit of study. Teachers should bring all Everyday Math materials.

Time: 9:00 – 4:00
Presenter: Leyna Bollwage
Course Hours: 6

Date: June 24, 2009
Location: Liberty Corner Library
Course ID # 15

Reading With Meaning: Debbie Miller Book Talk

Teachers will read and discuss Debbie Miller's book, Reading with Meaning. Learn how to make your primary classroom a place where all of the children are engaged and motivated, where words are sounded out and connections are made between book pages and life experiences. Teach your students to talk together about their ideas, their questions and their wonderings. You will also learn specific examples of modeled strategy lessons for inferring, asking questions, making connections, determining importance in text, creating mental images and synthesizing information.

Time: 9:00 – 12:00
Presenter: Angela Hall
Course Hours: 6

Date: June 24 and August 13, 2009
Location: Mount Prospect Library
Course ID # 16

Responsive Classroom II

This course is designed for teachers who have taken the Introduction to Responsive Classroom Staff College last summer, or have some Responsive Classroom training. In this staff college, we will review our prior knowledge of Responsive Classroom, share our experiences instituting elements of Responsive Classroom, and build on our prior knowledge with advanced approaches to Morning Meeting, student-created rules and Logical Consequences, Apology of Action, role plays, daily Energizers, Closing Circle, and more.

Time: 9:00 – 12:00
Presenter: Barry Saide
Course Hours: 6 hours

Date: August 26 and 27, 2009
Location: Mount Prospect Rm. 261
Course ID # 17

Strategies and Activities for Developing Speaking Skills in the World Language Class

New strategies and techniques will be presented to develop spoken communicative skills in the World Language class. Class will teach how to prepare the students for real-life communication situations. Teachers will be able to create and develop new activities to use in the classroom to promote speaking and communication.

Time: 9:00 – 12:00

Presenter: Chiara Kupiec

Course Hours: 6 hours

Date: June 24 and 25, 2009

Location: Ridge High School Rm. 214

Course ID # 18

Spelling, Vocabulary, and Reading Comprehension

Discussions will focus on spelling and the complexities of vocabulary and comprehension development. Materials and readings will be sent to you upon registration. Three written pages of reflection will be required. Class instruction will encompass reading and vocabulary strategies and spelling activities. Various reading comprehension assessments will be presented. Pertinent websites shared.

*Note: 3 hours of class time and 3 hours of independent reading

Time: 8:30 – 11:30

Presenter: Lorraine Polakowski

Course Hours: 6

Date: July 21, 2009

Location: TBA

Course # 19

Stress: Both the Good and the Bad

Teachers who take this course will understand

- The various types and sources of stress
- How short and long term stressors affect the body
- How stress affects teachers and student functioning
- Techniques to help alleviate the negative impacts caused by stress

Time: 9:00 – 12:00

Presenter: Don Kober and
Laura Dengelegi

Course Hours: 6

Date: August 25 and 26, 2009

Location: Ridge High School Rm. 535

Course ID # 20

Supporting a Student When a Parent Has Cancer

Teachers and school personnel often become an integral part of a child's support network when his/her parent has a cancer diagnosis. This course is designed to provide support strategies and help children understand the parent's diagnosis and treatment.

This course is limited to 15 participants

Time: 9:00 – 12:00

Presenter: Amy Kamenir

Course Hours: 3

Date: July 13, 2009

Location: William Annin Media Center

Course # 21

Threat Assessment

This course is for administrators, future administrators, counselors and any teacher who has ever had concerns about a student's potential for violence. District policy will be reviewed as well as the most recent recommended practice for threat assessment in the schools. Sample case studies will be reviewed.

Time: 8:30 – 3:30

Presenter: Barbara Bush

Course Hours: 6

Dates: July 1, 2009 **Course #22**

August 26, 2009 **Course #23**

Location: William Annin Rm. TBA

Understanding Literature Circles

Literature Circles are an important part of a balanced literacy program. This course will explore the theoretical and practical purpose of literature circles. We will look at various models of literature circle structures and roles that students can use to facilitate a lively discussion. Please bring current role sheets that you use in your classroom and any books that you use to help you as you plan for literature circles.

Time: 9:00 – 12:00

Presenter: Denise Callaway and
Karen Pellicone

Course hours: 6

Dates: July 9 and July 10, 2009

Location: Mount Prospect Media Center

Course ID # 24

Technology



Maximum Enrollment is 15 Participants Per Class

Access for Secretaries

This class designed for secretaries but accommodating all will introduce the fundamentals of creating a database using Access. Participants will learn how to create and format tables, assign a primary key to a field, add records to a table, create a report, query the database, and merge selected records into a Word document.

Time: 8:00 – 3:00
Presenter: Fran Calvaruso
Course hours: 6

Dates: July 21, 2009
Location: Ridge High School Rm. 713
Course # 25

Advanced Word for Secretaries

This class designed for secretaries but accommodating all will focus on the following topics: creating, modifying and applying styles, creating a table of contents, inserting section breaks, formatting headers and footers, and tracking changes in a document.

Time: 8:00 – 11:00
Presenter: Fran Calvaruso
Course Hours: 3

Date: June 24, 2009
Location: Ridge High School Rm. 713
Course ID# 26

Blogs, Wikis, and Podcasts

Do you know what a blog is? Would you like to learn? Come and be introduced to new technological possibilities and how to integrate them into your classroom including wikis, podcasts, and blogs. You will create your own blog and wiki, and practice collaborating on a podcast. These skills can be used in all grade levels.

Time: 9:00 – 12:00
Presenter: Erica Stianchi
Course Hours: 6

Date: June 26, 2009 and
June 29, 2009
Location: Liberty Corner Computer Lab
Course ID #27

Computer Techniques Refresher

Teachers will have the opportunity to review and sharpen computer skills in a variety of topics from sending e-mail attachments to keeping files organized on the computer. This class offers a friendly environment to ask all of those tech questions that you may be embarrassed to ask. Other topics include use of the Internet, scanner, and other tools for use within lessons. This class is open for everyone.

Time: 1:00 – 3:00
Presenter: Phillip Peluso
Course Hours: 2

Date: June 29, 2009 **Course # 28**
June 25, 2009 **Course # 29**
Location: Liberty Corner Computer Lab

Create a Dynamic Power Point Presentation for Back to School Night

Impress parents with your mounted projector and your presentation skills by creating a dynamic Back to School Presentation using Power Point. On Day 1, you will learn what you need to know to put together a presentation without any fuss: Put text and pictures on slides, navigate the Power Point window, apply a design template, and arrange slide content. On Day 2, you will learn how to add spice to you presentation by including effects such as hands free! Participants will leave with a presentation ready for Back to School Night.

Time: 8:00 – 11:00
Presenter: Cathy Cheo-Isaacs
Course Hours: 6

Date: June 24 and 26, 2009 **Course #30**
August 24 and 25, 2009 **Course #31**
Location: Cedar Hill Rm. 302

Creating Interactive Lessons for the SmartBoard Using Notebook

Are you slated to receive a SmartBoard in your classroom in the upcoming school year or are you a seasoned veteran looking to get more from this remarkable technology? Learn the basics of Smart Notebook Smart Technology's whiteboarding software. Notebook 10 comes loaded with brand new interactive features such as object animation, themes and magic pens that will really ignite your lessons! Imagine the possibilities!

Time: 8:00 – 2:30
Time: 8:00 – 11:00
Presenter: Cathy Cheo-Isaacs
Course Hours: 6

Date: June 29, 2009 **Course # 32**
Date: August 27 and 28, 2009 **Course #33**
Location: Cedar Hill, Room 302

Developing SmartBoard Lessons for Lucy Calkin's Writing

The application of this course will be to assimilate relevant writing strategies offered in Lucy Calkins Units of Study for Teaching Writing (Primary and Intermediate). Participants will be provided with the opportunity to collaborate and develop self-chosen mini lessons using SmartBoard Technology. The goal is to create lessons that can be effectively used within a grade level that meet the specific needs of individual learners. Session participants are required to have chosen strategies readily available for incorporating into SmartBoard lessons.

*PREREQUISITE: Chosen Lucy Calkins Units of Study Teaching Writing strategies and familiarity with SmartBoard software.

Time: 9:00 – 12:00
Presenter: Barbara Alfieri
Course Hours: 6

Date: June 24 and 25, 2009
Location: Liberty Corner Computer Lab
Course # 34

Enhance Your Effectiveness in the Computer Lab with Insight

How often have you found yourself in the computer lab monitoring “extra-curricular” activities rather than providing support with your planned activities? Imagine no longer having to deal with technology distractions when teaching a class in the lab. Insight gives instructors the ability to educate, assist, communicate and monitor all student activities in the computer lab from a single, central computer. Improve student productivity by sharing teacher or student screens, controlling student workstations during instruction, and checking for understanding with student voting.

Time: 9:00 – 11:00
Presenter: Cathy Cheo-Isaacs
Course Hours: 2

Date: August 26, 2009
Location: Cedar Hill Rm. 302
Course ID #35

Excel for Secretaries

This class designed for secretaries but accommodating all will introduce the fundamentals of creating an Excel spreadsheet, formatting the worksheet, entering basic formulas and functions, utilizing worksheet printing options, and creating and formatting graphs.

Time: 8:00 – 3:00
Presenter: Fran Calvaruso
Course hours: 6 hours

Date: June 30, 2009
Location: Ridge High School Rm. 713
Course ID # 36

Introduction to Online Teaching and Learning

This course is designed to teach participants about the design principles and pedagogical concepts related to taking or teaching online courses. Concepts covered will include:

- Distance Learning
- Scaffolding
- Constructivism
- Building online learning communities
- Differences between online and face to face courses.

The format of the course will be a fully online course including reading, multimedia resources, and online discussion boards. Participants can expect to learn about online learning while experiencing it first hand. This course is designed for people interested in learning about Online Learning as well as those who would like to teach online courses.

Time: Online

Presenter: Steven Isaacs

Course hours: 12 hours

Date: June 24 – July 10, 2009

Location: Online

Course ID # 37

Moodle: Creating an Online Learning Community

Moodle is a fully functional course management system. This course will guide participants through the many features of Moodle and teach the requisite skills to create an Online Learning Environment. Moodle can be used for creating fully online courses as well as course companion sites to complement traditional courses. Staff members interested in teaching online courses are encouraged to learn to use Moodle as it is the standard for online course delivery in the school district. In addition staff members who would like to provide online resources for their students are encouraged to participate. By the end of the course, participants will be well on their way to establishing online learning opportunities for their students.

The course runs for an extended period of time so that participants can continue to create their learning environment with the support of the instructor as well as their peers in the course.

Time: 9:00 – 12:00/Online

Presenter: Steven Isaacs

Course hours: 12

Dates: June 25 (in person session)-August 7, 2009

Location: William Annin Rm. 322 /Online

Course ID # 38

OnCourse Techniques

Teachers will have the opportunity to learn how to be creative with their OnCourse site as well as be given time to work on their OnCourse site. This course is open to beginners who would like to boost their skills as well as those more advanced who would like to add some spice to their page or just need some time to work on it. Class will include use of a scanner, digital camera and multimedia files.

Time: 9:00 – 12:00

Presenter: Phillip Peluso

Course Hours: 3

Date: June 29, 2009

Location: Liberty Corner Computer Lab

Course ID # 39

Power Point for Secretaries

This class designed for secretaries but accommodating all will focus on creating a slide presentation. that includes a modified theme and background, slide transition effects, animation effects, and hyperlinks.

Time: 8:00 – 11:00

Presenter: Fran Calvaruso

Course hours: 3

Dates: July 8, 2009

Location: Ridge High School Rm. 713

Course ID # 40

Publisher for Secretaries

This course designed for secretaries but accommodating all will introduce the users to commonly used Publisher applications. Participants will learn to use Publisher tools to create a flyer, newsletter, and brochure.

Time: 8:00 – 3:00

Presenter: Fran Calvaruso

Course hours: 6

Dates: July 23, 2009

Location: Ridge High School Rm. 713

Course ID # 41

“Shift Happens”-Joining the Conversation: Globalization and Preparing our Students for the 21st Century

The “Shift Happens” presentation is intended to initiate a conversation on Globalization as it poses the question of what we must do in order to prepare our students for the 21st Century. It is a powerful presentation and will certainly lead to rich discussion among participants. Additionally, the course will guide participants toward participating in the discussion on a larger level as we join the “Shift Happens Wiki” and the associated discussion. Participants will create their own blog inspired by the discussion.

Time: Online

Presenter: Steven Isaacs

Course hours: 6

Dates: August 17 – August 31, 2009

Location: Online

Course ID # 42

SmartBoards and School

This course will run as a work session for teachers to work on SmartBoard files. Basic SmartBoard use will be covered if the group desires, and assistance will be given to create the most beneficial SmartBoard lesson possible. This is also GREAT format to collaborate with teachers from other schools! Let’s get together and share our knowledge!

Time: 12:00 – 3:00

Presenters: Erica Stianchi

Course Hours: 6

Date: June 24 and 25, 2009

Location: Liberty Corner Computer Lab

Course ID #43

SmartBoard Techniques

Teachers will have the opportunity to learn how to be creative with their SmartBoard as well as be given time to work on their SmartBoard lessons. This course is open to beginners who would like to boost their skills as well as those more advanced who would like to add some spice to their lessons or just need some time to work on it. Class will include use of a scanner, digital camera and multimedia files.

Time: 9:00 – 12:00

Presenter: Phillip Peluso

Course hours: 3

Date: June 30, 2009

Location: Liberty Corner Computer Lab

Course # 44

Technology Survival Skills for Secretaries

This course is designed for secretaries who would benefit from making better use of the district's technology. The following technology survival skills will be discussed: mail merge with Word and Excel, accessing you network drive (p:) and (h:) from home, accessing systems 3000 from home, using advanced features in GroupWise and using advanced features in GroupWise web mail from home.

Time: 9:30 – 12:30

Presenter: Joanne Suriano and
Jim Rollo

Course Hours: 6

Date: July 14 and 15, 2009

Location: Cedar Hill Rm. 302

Course ID # 45

WebQuests: Creating Inquiry Based Learning

This course is designed to teach participants about WebQuests and guide them through creating their own WebQuest based on the design created by Bernie Dodge. WebQuests are inquiry-based learning opportunities that utilize online resources to guide students in solving a problem. The final WebQuest will be posted on the OnCourse Website of each participant so that it can be accessed by students in your classes.

Time: 9:00 – 12:00 /Online

Presenter: Steven Isaacs

Course Hours: 12

Date: August 10 – August 24, 2009 (8/24 in person session)

Location: William Annin Rm. 322/Online

Course ID # 46

Word Study Activities for the SmartBoard

Make interactive and fun SmartBoard lessons to enhance your word study program. Use the 6 hours to create sorts and activities for teaching short/long vowels, word families, blends, digraphs, vowel pairs, diphthongs, etc...Be sure to bring materials such as word list or *Words Their Way* book

Time: 8:00 – 3:00

Presenter: Theresa Foy

Course Hours: 6

Date: June 29, 2008

Location: Oak Street Computer Room

Course ID # 47

NEW!!! Using Excel's Data Sort and Filtering Tools

This class will focus on the sorting and filtering options available in Excel. Participants will perform single and multiple – level sorts, create and use custom sorts and create subtotals for sorted list. Participants will also learn to use the Auto Filter and the Custom Filter tools available in Excel.

Time: 8:00 – 11:00

Presenter: Fran Calvaruso

Course Hours: 3

Date: July 1, 2009

Location: Ridge High School Rm. 713

Course ID # 48



Course Selections for Non-Tenured Teachers

To fulfill the non-tenured teachers 15 hour staff development contractual requirements the following courses are to be selected. We suggest a sequence, but the courses may be taken in any order.

Year One

Classroom Management

Year Two

Essential Elements of Instruction

} **Will be offered during the school year.**

Year Three

Brain-Based Learning
Cooperative Learning, K – 12
Teaching Styles/Learning Styles
Multiple Intelligence

} **Will be offered during the school year**

Classroom Management

The most crucial years in a new teacher's life are the years 1 to 3. Research has shown that 50 percent of new teachers will decide to leave the profession during that time. One effective strategy to help new teachers is a support group where teachers can come to talk and share experiences. So... come and join us as we share our successes and problems. Some topics we'll discuss include: lesson planning, discipline, parent conferences, time and stress management, research on effective teaching, rules and procedures and assessment.

Time: 8:30 – 2:30
Presenter: Scott Thompson
and David Yastremski
Course hours: 15

Dates: August 11, 12 and 13, 2009
Location: TBA
Course ID # 49

Learn to Differentiate Instruction Through Teaching Styles/Learning Styles for K-12 Teachers

People learn successfully in a variety of ways; successful teach in numerous ways. Contrary to conventional wisdom, we do not “teach the way we were taught.” Rather, research shows that we teach the way we learn. This course will explore the visual, auditory and kinesthetic learners integrated with random, sequential, abstract and concrete qualities. You will also be able to assess your own learning style preferences. Strategies will be developed which will help you attend to the diversity of style when making instructional decisions.

Time: 8:30 – 2:30
Presenters: Kristin Bobowicz and
Reggie Rudolph
Course hours: 15

Dates: August 4, 5, and 6, 2009
Location: Board Office Conference Room
Course ID # 50

Registration Forms

Please click the following link for instructions on completing the registration form:
<http://www.bernardsboe.com/general/files/guideOnlineRegistrationTenuredSecretaries.pdf>

Tenured:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

Non-Tenured:

<http://faculty.bernardsboe.com/phpform/use/ntsummer/formNT.html>

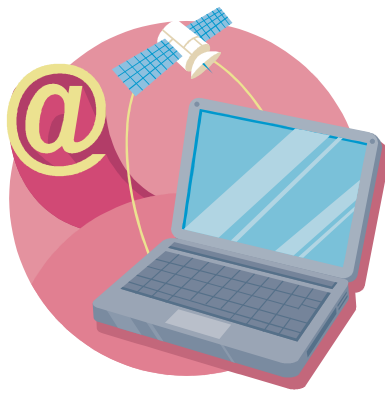
Secretary:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

Out of District:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

***Confirmations will be sent to you with your accepted course(s) indicated via e-mail.**



Staff College Questions & Answers

Q #1. What is the fifteen-hour in-service training requirement?

The fifteen hour in-service training requirement obligates all non-tenured staff to complete fifteen hours of district in-service training each year until he/she earns tenure. (Total forty-five hours). Courses must be chosen from the special Non – Tenured section of the brochure.

Q #2. Can summer courses be used to satisfy tenure requirements for the past and/or future school year.

A. Yes, if the selected courses are offered in the summer.

Q #3. What are the Staff College requirements for part-time teachers?

A. Staff College requirements apply only to full time teachers.

Q #4. Do the required fifteen hours accrue credit applicable toward advancement on the salary guide?

A. No.
The first fifteen hours simply satisfy the Bernards Township BOE requirement that non-tenured staff participate in in-service training programs. A certificate of “participation” will be issued upon completion of the course.

Q #5. How can I accrue credit applicable to advancement on the salary guide?

A. Non-tenured staff members can accrue credit applicable to advancement on the salary guide by first meeting the fifteen hour requirement each year. Any additional professional courses (excluding Flex Day courses) completed after the initial fifteen hours will accrue credit for salary guide advancement at the rate of 20 hours for 1 credit.

Tenured staff who complete twenty (20) clock hours of staff college courses relating to instructional issues conducted outside of the school/day/year, will accrue one credit applicable towards advancement on the salary guide.

Q #6, If I meet my fifteen-hour requirement by taking a twenty-hour class, may I combine the additional five hours with other hours completed to earn credit towards salary advancement?

A. Yes! Certificates of “credit” will be issued to those non-tenured teachers who complete courses over and above their 15 required hours and to tenured teachers for any completed courses.

Q #7. How does salary guide advancement actually occur?

A. A teacher must earn 30 credits in order to advance horizontally on the pay scale. The 30 credits may be all Staff College credits or a combination of Staff College credits and Superintendent approved graduate work.

Q #8. What steps must a teacher take to apply for advancement on the salary guide?

(1) A teacher should request a copy of his/her Staff College transcript from the Office of the Assistant Superintendent.

(2) The teacher must attach a copy of the Staff College transcript to an Application for Salary Guide Advancement form and send to the Assistant Superintendent.

Q #9. What requirements apply to teachers employed during the course of the year?

A. The initial year of employment will be interpreted to mean the calendar year from date of employment, not school year.

Q#10. Is any non-tenured staff member exempted from the fifteen-hour requirement?

A. Yes. Non-tenured staff members participating in the mentoring program as traditional route or alternate route teachers are exempt for the first year of employment, but still must accrue 45 hours by their tenure date.

Q #11. Can mentored teachers earn credit towards salary advancement during their first year?

A. Yes. These teachers may take Staff College courses for credit towards the salary guide during their mentored year.

Q#12. Who teaches the Staff College courses?

- A. Instructors can be outside consultants or qualified Bernards Township staff.

Q #13. Is there payment for teaching a Staff College course?

- A. Staff members who teach courses are eligible to choose between receiving credit on the salary guide, receiving a stipend for teaching (\$50.00 per hour of teaching) or credit for the 100 hours. If an instructor chooses to co-teach the hours or stipend will be split between them unless taught with an administrator.

Q #14. What about secretaries and other support staff?

- A. Secretaries and other support staff will receive certificates of “participation” upon completion of a course; however, this cannot be used for advancement on the salary guide.

Q #15. Can secretaries and other support staff participate in courses that run during work hours?

- A. The employee needs to receive approval from his/her supervisor/principal/director to attend a course during regular work hours.

Q#16. Do non-tenured teachers required 45 hours (15 hours per year until tenure is granted) also count towards the State's 100 hour requirement?

- A. Yes. As long as the non-tenured teacher holds a standard certificate

Flex Day

Questions and Answers

Q#1. What is Flex Day?

- A. Flex Day is an opportunity for staff development during the year. If a staff member, tenured or non - tenured takes Staff College courses totaling 6 hours during the school year or during the summer, he/she will be off on the Friday preceding Memorial Day

Q#2. What happens if I do not take Flex Day courses?

- A. If a staff member does not participate in Flex Day courses, he/she will report to school the Friday preceding Memorial Day for an in – service day.

Q#3. Do graduate courses or out – of - district workshops count towards Flex Day?

- A. No. Only in – house Staff College courses satisfy the Flex Day requirement.

Q#4. What happens if I am ill on the day of my scheduled Flex Day course?

- A. Please call Melissa, ext. 128 to reschedule into an available course or tell her you will attend school on May 28, 2010.

Q#5. Do Flex day courses count towards the 100 hours?

- A. Yes, all Flex Day courses and Staff College courses count towards the 100 hours.

Q#6. Do Flex Day courses count towards salary guide advancement?

- A. No, they do not.

Q#7. May summer Staff College courses be applied to the May Flex Day?

- A. Yes. When you sign – in at your summer course, be sure to designate the hours as Flex Day hours.

Q#8. What happens if I sign up for a 15 hour course and only complete the first 6 hours?

- A. We expect that participants will attend all sessions of courses. With the longer 15 –20 hour courses, participants have received credit (# of hours attended) if one session is missed. If more than one session is missed, credit is not given.

Q#9. What happens if I am ill or a family member is ill on my scheduled Flex Day in service course in May (the Friday before Memorial Day)?

- A. A doctor's note must be sent to the Assistant Superintendent immediately upon return to work or you will be docked for the day.

Q#10. If I attend 3 hours of a Flex Day class and miss the other 3 hours, is partial credit given for attending the May Flex Day?

- A. No, there is no partial credit. You must attend the full day if you do not have the full 6 hours.