

# Westfield Public Schools

---

Unit A and Unit B

Professional Development Plan

2018-2019





# Professional Development Rationale

---

- Research has shown educator quality to be the most important influence upon student achievement.
- High quality professional development is essential to increase educators' knowledge, skills, attitudes and beliefs so that they may enable all students to learn at high levels.
- Powerful professional development can transform schools into places in which all adults and students are deeply engaged in learning and making meaning of their lives.

# District Strategic Objective: Staff Development

---

- Develop a focused, coordinated staff development program to cultivate the professional skills of all staff.

*How will you grow?*





# Unit A & Unit B District Professional Development Goals

---

- **Goal 1:** To provide high quality professional development that focuses on increasing teachers' expertise in teaching to high standards.
- **Goal 2:** To improve teacher effectiveness with high quality professional development that will increase student achievement and narrowing student achievement gaps.



# 2018 – 2019 Unit A

## Professional Development Committee

---

- Central Office Administrators
  - Susan Dargie, Director of Curriculum & Instruction
  - Denise Ruszala, Director of Assessment & Accountability
  
- Principals/Administrators
  - Mary Claire Manning, Elementary
  - Katie Ross, Middle School
  - Peter Taloumis, High School
  
- Unit A Members Designated by the Teachers Association
  - Paula Ancelli, Elementary
  - Matthew Wroth, Middle School
  - Anne Fratini, Middle School
  - Maureen Parker, High School



# 2018 – 2019 Unit B

## Professional Development Committee

---

- Administrators
  - Shannon Barry, Grants Coordinator
  - Denise Ruzala, Director of Assessment & Accountability
- School Committee Representative
  - To Be Determined
- Unit B Members Designated by the Teachers Association
  - Tara Brandt, District
  - Peter Lurgio, Middle School
  - Rob Ollari, High School



# PD & Course Reimbursement Application Guidelines & Procedures

---

- PD requests must be made using the [WPS Professional Development Application.](#)
- Course reimbursement requests must be made using the [WPS Course Tuition Reimbursement Application.](#)
- Applicants must complete all parts of the application and obtain their building principal's signature.
- One form **per person** should be completed, except if applicants are planning on attending a workshop/training as a group – then one form should be completed listing all applicants.
- All applications should be sent to the Office for Assessment & Accountability for preparation prior to committee meeting dates.
- The Professional Development Committee will meet monthly to review/approve applications as indicated by the [Unit A & Unit B PD Committee Meeting Schedule.](#)
- All Original Applications will be kept on file in the Office of Assessment & Accountability.



# Approved Applications

---

- Approved applications will be signed by the Director of Assessment & Accountability.
- A Status Form will be sent to the applicant and principal/supervisor for documentation of approval.
- The applicant must then complete a Westfield Public Schools Travel Request Form (Goldenrod Form) and forward it to the Office of Assessment & Accountability prior to attending the PD training/workshop.
- A copy of the approved application should be attached to the Westfield Public Schools Travel Request Form (Goldenrod Form).





# Denied Applications

---

- Denied applications will be signed by the Director of Assessment & Accountability.
- A Status Form will be sent to the applicant and principal/supervisor indicating the reason the application was denied.
- Denied applications **cannot** be resubmitted for approval in the same school year.



# Incomplete Applications

---

- Incomplete applications will be signed by the Director of Assessment & Accountability.
- A Status Form will be sent to the applicant and principal/supervisor indicating the reason the application was considered incomplete.
- Incomplete applications **can** be resubmitted for approval.



# Tuition Reimbursement: Guidelines

---

- The PD Committee shall reimburse a professional employee for tuition of an outside course approved in advance in accordance with contractual language.
- The course shall be directly related to the employee's area of teaching or supervisory responsibility.
- Reimbursement shall be contingent upon the employee's obtaining a satisfactory grade.
- Tuition reimbursement for approved coursework **will require** the following:
  - A copy of the grade transcript sent to the Office of Assessment & Accountability.
  - A final grade documented as a passing grade of B or higher.



## Tuition Reimbursement: Guidelines Continued

---

- Professional employees applying for course reimbursement will be reimbursed on a first come, first serve basis.
- An employee may apply for course reimbursement for more than one course in any contract year and will be reimbursed for such additional courses, providing there are funds available after reimbursing all employees who have taken only one course. Such requests for reimbursements must be received no later than April 15<sup>th</sup> of the given school year.



# Guidelines for Payment of ALL Approved Expenses:

---

- Approved expenses must be submitted to the Office of Assessment & Accountability using an [Expense Voucher Form](#) and follow guidelines outlined in [Unit A and Unit B Application and Course Reimbursement Criteria](#).
- Approved expenses should be submitted as soon as possible after attendance of conference/training.
- Original receipts must be attached to the expense sheet(s) in order to process payment.
- Copies (front and back) of canceled checks must be submitted in check payments were used to pay for expenses.
- All expenses must be submitted by June 20<sup>th</sup> in order to be processed for payment, as the new fiscal budget begins July 1<sup>st</sup>.

# 2018-2019 Professional Development Committee Meeting Schedules

- Unit A & Unit B PD Committee Meeting Schedule





# Online Information & Important Forms

---

Go to Online Link: <http://www.schoolsofwestfield.org/>  
Click: WPS Professional Development Plan 2018-2019

## Important Forms:

- [WPS Professional Development Application](#)
- [WPS Course Tuition Reimbursement Application](#)
- [Unit A and Unit B Application and Course Reimbursement Criteria](#)
- [WPS Travel Request Form \*\*Goldenrod Form\*\*](#)
- [Expense Voucher Form](#)
- [Unit A & Unit B PD Committee Meeting Schedule](#)



# Questions

---



Email: Denise Ruzala

Director of Assessment & Accountability

[d.ruzala@schoolsofwestfield.org](mailto:d.ruzala@schoolsofwestfield.org)