



East Aurora Union Free School District  
Organizational Professional Development Plan 2017-2018

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2017-2018



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**Vision**

The East Aurora Union Free School District will provide environments, experiences, materials and professional talents to help each student prepare to live in society as a contributing, self-fulfilling and caring citizen. The school will endeavor to develop, in each student, a lifelong desire for knowledge and the skills to acquire it. The school will promote learning in the context of common sense, hope for a better future and a deep respect for humanity.

The East Aurora Union Free School District is committed to addressing the current and future needs of the district through continued refinement of the District's Value and Vision Statements.

- We will approach our charge with open minds and innovative thinking with a focus on goal setting and progress monitoring.
- We will keep ideas for the East Aurora Union Free School District's continued excellence progressive and up to date.
- We will provide students and staff members with experiences and environments aimed at creating a culture that directly supports our vision statement.
- We will develop and implement a professional development plan that aligns and supports all teachers and administrators in Continuing Teacher Leader Effectiveness criteria.



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## **Introduction**

The East Aurora Union Free School District has been involved in the ongoing process of developing its capacity to support continuous professional growth and development for many years. A number of initiatives have been undertaken to support the administrators, teachers, staff and students of the District to achieve the levels of performance aligned to College and Career readiness expectations.

In 2011-2012, a committee comprised of teachers, administrators and Teacher Association members began the process of aligning our Professional Performance Review evaluation process to the specifications outlined in Education Law 3012-d. The identification of multiple criteria representing expectations for student performance as well as professional performance measured by the 2009 **Danielson Framework for Teaching** provides teachers with specific professional and academic targets and goals.

In 2012-2016, the District Curriculum Coordinators, in collaboration with their identified articulation teams, sought input for developing meaningful staff development opportunities for the future. These DCC leaders identified goals aligned to the East Aurora Union Free School District goals.

The District Professional Development Committee and District Curriculum Coordinators focus on the continuation of providing professional development programs and activities that support and enhance the learning of the whole school community. Annually, significant resources are allocated for professional development, including such activities as conference and workshop attendance, curriculum development and teaching directly related to the implementation of the Common Core ELA, Mathematics standards, NYS Next Generation of Science Standards and the NYS Social Studies Framework.

Summer Curriculum and Staff Development opportunities are recommended by the District Curriculum Council Committee in conjunction with the Director for Curriculum, Instruction and Personnel. Curriculum Coordinators are asked to identify curriculum professional development needs that may take place during summer months.

Professional development in the East Aurora Union Free School District is an opportunity to model lifelong learning through activities, workshops and classes that enhance our profession. Ideally, professional development activities should be sustained over time and have a connection to the East Aurora Union Free School District's educational goals.



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It is the belief of the committee that professional development of all its professional and non-professional staff is important because it provides a means for professional staff to network, update their skill sets and reflect on their practice. The professional development opportunities offered and supported by the district are intended to encourage the professional growth of all teachers and staff.



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**Professional Development Planning Team**

There are three schools in the East Aurora Union Free School District. Each building in the East Aurora Union Free School District has representation on this committee. The members of the District committee represent the needs of the schools in the District.

The scope of this team's responsibilities includes, but are not limited to, goal setting, planning and developing activities, evaluating our current plan and making recommendations for future modifications.



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**Professional Development Committee Membership**

<b>Name</b>	<b>Title</b>	<b>Location</b>
Mark Mambretti	Administrator	District Office
Jerome Polakiewicz	Administrator	District Office
Matthew Brown	Administrator	Middle School Principal
William Roberts	Administrator	High School Principal
Laurie Cichocki	Teacher	Parkdale Elementary
Lisa Brown	Teacher	Parkdale Elementary
Clare Cavanaugh	Teacher	East Aurora Middle School
Julie Steinbrenner	Teacher	East Aurora Middle School
Jeff Shelley	Teacher	East Aurora High School
Jason Zevenbergen	Teacher	East Aurora High School
Carrie Cole	Counselor	East Aurora Middle School
Cathy Warda-Bender	School Psychologist	East Aurora Middle School
Janet Lopez	Counselor	East Aurora High School
Amy Hassett	Parent	East Aurora NY/District Office



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**New York State Department Regulations and Requirements**

This professional development plan is in compliance with Commissioner Regulations 100.2 (dd) that requires each district and BOCES to collaboratively create professional development plans that are reviewed annually. Additionally, professional development activities outlined in this plan provide teachers with the opportunities needed to meet and maintain the Continuing Teacher Leader Education (CTLE) requirements as defined by The Board of Regents in Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for any holder of a classroom teaching, school leader and teaching assistant certificate that is valid for life (Permanent, Professional and Level III Teaching Assistant) and the establishment of Continuing Teacher and Leader Education (CTLE) requirements for Professional and Level III Teaching Assistant certificate holders.

The East Aurora Union Free School District and Erie 2 BOCES will provide Professional Certificate holders with certificates acknowledging completion of workshops, trainings, and professional development opportunities qualifying for CTLE credits. Such certificates will include: participant's name, date of workshop, number of hours, topic, and type of activity or program.





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## **Philosophy**

Professional development at the East Aurora Union Free School District is a vital component of our commitment to serving our professional staff. We are committed to high-quality, research-based professional development to provide ongoing growth for practitioners within our organization, as well as to the assessment of ongoing professional development initiatives. Professional development provided to internal employees is tailored to the needs of the individual district, and building, progresses across grade levels (K-graduation) and when appropriate, is continuous and sustained.

We strive to provide professional development in alignment with the New York State Professional Development Standards (<http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>):

1. **Designing Professional Development:** Professional development design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
3. **Research-based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze, apply, and engage in research.
4. **Collaboration:** Professional development ensures that educators have the knowledge, skill, and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional development ensures that educators have the knowledge and skills to meet the diverse learning needs of all students.
6. **Student Learning Environments:** Professional development ensures that educators are able to create safe, secure, supportive, and equitable learning environments for all students.



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7. **Parent, Family, and Community Engagement:** Professional development ensures that educators have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in their children's education.
8. **Data-driven Professional Practice:** Professional development uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
9. **Technology:** Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.
10. **Evaluation:** Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.



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**Organizational Professional Development Goals**

Goal 1: Learning Excellence

The East Aurora Union Free School District commits to providing all students with a multi-faceted learning experience that is creative, innovative and explorative, promoting personal growth and the opportunity to achieve and excel.

Goal 2: Respectful Relationships

The East Aurora Union Free School District promotes positive interpersonal relationships and respects the contributions of all constituents.

Goal 3: Effective Communication

The East Aurora Union Free School District strives to encourage and maintain dialogue that provides and seeks information from all members of the school and its community.

Goal 4: Continuous Improvement

The East Aurora Union Free School District cultivates opportunities for faculty and staff members to enhance and elevate the achievement and well-being of the entire organization.

**Action Plans**

Please see Appendix A for a list of all anticipated workshop topics, trainings, and consultants to be utilized by the district during the 2017-2018 school year. The East Aurora Union Free School District will utilize various providers and venues to support the professional learning of all its members including, but not limited to:

Superintendent Conference Days; BOCES workshops; Regional Forums; Teacher Center workshops; Department Meetings/Grade Level Meetings/Instructional Faculty Meetings; National Conferences; Nationally recognized Professional Development providers.



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*Goal 1: Learning Excellence*

Objective: The East Aurora Union Free School District will provide all faculty and staff with numerous professional development experiences which build the foundation for creative, innovative and explorative learning opportunities for our students and promotes personal growth for faculty and staff to achieve and excel in their profession.

Essential Questions:

- What knowledge and skills do we envision for the future of each learner in East Aurora?
- How do we align our professional development plans to meet our student's needs?
- How can common learning standards be used to inform instruction and develop literacy and numeracy skills required for career and college readiness?
- How can effective application of instructional technologies enhance student achievement and engagement with real world technologies?

Activities and Strategies:

- Align District Value and Vision to Professional Development Plan.
- Develop and incorporate STEAM program and other cross curricular approaches and projects in all content areas.
- Provide applicable and appropriate training to all faculty and administration to support implementation of all New York State Learning Standards in ELA, Mathematics, Social Studies, Science and the Arts aligning curriculum and curricular resources.
- Provide multiple opportunities for staff to develop technology skills for instruction, communication and presentation in order to support student achievement of the real world technology skills.
- Provide opportunities for staff to develop instructional skills enhanced by use of technologies.
- Provide staff the opportunity to learn current advancements in web based technologies.



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*Goal 2: Respectful Relationships*

Objective: The East Aurora Union Free School District will promote positive interpersonal relationships and respect the contributions of all constituents.

Essential Questions:

- How will the East Aurora Union Free School District develop and promote positive interpersonal relationships that respect the contributions of all constituents?
- How will we identify and implement opportunities to develop, model and sustain respectful relationships that create an atmosphere of trust and risk taking to transform the learning experiences of the school community?

Activities and Strategies:

- Explore and provide opportunities to build and enhance appreciation for diversity and character development.
- Review social media structure and develop aligned policy that promotes positive communications that highlight and share accomplishments and recognitions.
- Plan and implement district-wide days of community celebration, wellness and shared learning experiences.
- Identify and implement concepts that promote respectful relationship building and provide training to administration and staff on the aspects of a healthy school culture.



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*Goal 3: Effective Communication*

Objective: The East Aurora Union Free School District will strive to encourage and maintain dialogue that provides and seeks information from all members of the school and its community.

Essential Questions:

- How will we encourage and maintain dialogues that provide and seek information from all members of the school and its community?
- How will continuous efforts on identifying effective communication strategies and opportunities support a school culture that reflects the East Aurora Union Free School District's Values and Vision?
- How will encouraging and maintaining a culture of openness, respect and ongoing dialogue across our organization enhance effective communication and contribute to the East Aurora Union Free School District's vision?

Activities and Strategies:

- Continue the work of the Values and Vision, Rural Outreach and Communications Committees to identify key information to be shared with the East Aurora Union Free School District's community leaders.
- Identify and implement new communication tools to share school information (School Messenger, Parent Portal, Powerschool).



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*Goal 4: Continuous Improvement*

Objective: The East Aurora Union Free School District will cultivate opportunities for faculty and staff members to enhance and elevate the achievement and well-being of the entire organization.

Essential Questions:

- How will the East Aurora Union Free School District cultivate opportunities for faculty and staff members to enhance and elevate the achievement, advancement and well-being of the entire organization?
- How can the East Aurora Union Free School District leverage technology opportunities to share information, solve problems and provide a vital link to the balance of teaching and learning, transcending barriers to learning beyond classroom environments?
- How will the East Aurora Union Free School District review multiple data sources to inform continuous improvement and alignment to district goals and New York State Learning Standards?
- How will the East Aurora Union Free School District train and prepare staff and students in efforts to support the development of innovative and comprehensive plans in STEAM, LOTE, Pathways/CTE and Google?

Activities and Strategies:

- Continue to review, align and implement NYSED learning standards in ELA, Mathematics, NYS Next Generation Science Standards, NYS Social Studies Framework and the NYS PK-12 Learning Standards for the Arts (NYSLSA).
- Provide opportunities to learn how to incorporate technology as a key factor in learning and teaching goals.
- Explore technology resources and training to enhance learning experiences outside the classroom (flipped classroom, virtual field trips, Acellus).
- Train new staff and update current staff in Smart TeQ, document camera, School Messenger, PowerSchool and Parent Portal applications.
- Provide East Aurora Union Free School District Leadership team with relevant and aligned opportunities to develop as leaders.
- Provide training in the use of I-Ready and Aimsweb diagnostic and instructional web based platforms.
- Provide up to date training on school safety measures including the Emergency Response Plan, Violence Prevention/Drug Awareness Strategies, Social Media and Dignity for All Students.



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**Provisions for Mentoring Program**

The East Aurora Union Free School District Mentoring Program is defined by Board of Education policy, as outlined below:

All new teachers at East Aurora Union Free School District and holding an initial certificate will complete a mentored teaching experience within their first year of employment as a teacher. The purpose of the mentoring program is to provide support for new teachers, retention of teachers, and to increase the skills of new teachers.

The mentoring program shall be developed and implemented consistent with any collective bargaining obligation required by Article 14 of the Civil Service Law (i.e., the Taylor Law); however, Commissioner's Regulation does not impose a collective bargaining obligation that is not required by the Taylor Law.

In accordance with Commissioner's Regulations, the elements of the mentoring program include:

Procedure for Selecting Mentors	Part 1
Role of Mentors	Part 2
Preparation of Mentors	Part 3
Types of Mentoring Activities	Part 4
Time Allotted for Mentoring	Part 5





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## **Peer Mentoring**

### **Part One: Procedure for Selecting Mentors**

Staff members are notified yearly of workshop opportunities to be trained as a mentor. Teachers who volunteer to serve as Peer Mentors attend the training and then administration pairs mentors with new teachers, with every attempt made to match content/grade level. The only criteria for serving as a Peer Mentor are to be a tenured teacher and to complete the district training process. Peer Mentors should attend an update training prior to each assignment for a new mentee.

Building principals also support new teachers by meeting with them regularly as a group and individually throughout the school year. These informal meetings allow new teachers to get to know their direct supervisors and share new experiences in the buildings. Principals review with the new teacher's District requirements as well as those requirements specific to the buildings.

### **Part Two: Role of the Mentors**

The principle goal of the mentoring program is to provide support to new teachers in our District that leads to their assimilation into a cooperative, supportive culture making the first year in our District an enjoyable and successful one. In addition, a goal of the program is to provide an avenue for the continued professional development of the Peer Mentor.

### **Part Three: Preparation of Mentors**

Mentor training will include, but is not limited to such topics as:

- The confidentiality of the Peer Mentor/Mentee relationship,
- Peer Coaching,
- Effective Elements of Instruction as it relates to the development of a tenure portfolio,



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- Available resources (printing/copying, guidance, professional materials, etc.),
- Lesson planning (including samples and requirements),
- Curriculum responsibilities,
- Classroom management,
- Parent communication,
- Building and District procedures,
- Training in District technology (including PowerSchool, e-mail, phone procedures)

Mentors are expected to provide support in a variety of ways for the new teachers they are paired with. One of their responsibilities is to discuss the daily functions of the teacher within the District, as well as, in their building. The mentor should discuss with his/her mentee each of the areas of the Professional Performance Review Document and provide resources for the new teacher when needed.

**Part Four:**  
**Types of Mentoring Activities**

Mentor Responsibilities:

- At least two meetings with fellow mentors to discuss progress of program and issues,
- Meet monthly with new teacher to establish a positive and supportive relationship which may include:
  - New teacher observation of mentor teacher planning and teaching with debrief session,
  - Mentor teacher observation of new teacher planning and teaching with debrief session,
  - Facilitating the observation of additional teachers in the District as the opportunity arises,
  - Participation as a “silent observer” during the mentee’s first pre-observation, observation, and post-observation conference with their administrator,
- Maintain checklist of topics covered with mentee and date covered



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**Part Five:**  
**Time Allotted for Mentoring**

New teachers will participate in a four-year induction program. First, second, and third year teachers are given 2-4 days annually of professional development focused on issues specific to novice teachers in their first three years of employment. The fourth year is focused on the development of the teacher's portfolio to be used as evidence upon consideration for tenure by the Superintendent of Schools and the Board of Education.

**First Year:**

- Classroom Instruction That Works
- Classroom management and planning
- Introduction of professional portfolio
- Technology fundamentals in East Aurora
- Additional training related to District initiatives and goals
- Reflection on experiences related to teaching

*Training Time Line:*

- 1 day before the start of school
- Four (4) half days over the course of the school year

**Second Year:**

- Meeting the needs of all students through Differentiated Instruction
- Development of professional portfolio
- Introduction to integration of technology into the classroom
- Additional training related to District initiatives and goals
- Reflection on experiences related to teaching

*Training Time Line:*

- Minimum of three (3) half days over the course of the school year, with teacher grouped by building level/content area if possible.



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**Third Year:**

- Integration of technology into the classroom
- Additional training related to District initiatives and goals
- Reflection on experiences related to teaching

*Training Time Line:*

- Minimum of three (3) half days over the course of the school year, with teacher grouped by building level/content area if possible.

**Fourth Year:**

- Finalization of professional portfolio



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**Provisions for School Violence Prevention and Intervention Training**

The East Aurora Union Free School District is committed to hiring teachers who have fulfilled the requirements of certification, including participation in workshops covering school prevention and intervention. Such workshops shall consist of at least two clock hours of training that includes but is not limited to, study in the warning signs within a developmental and social context that relate to violence and other troubling behaviors in children; the statutes, regulations, and policies relating to a safe nonviolent school climate; effective classroom management techniques and other academic supports that promote a nonviolent school climate and enhance learning; the integration of social and problem solving skill development for students within the regular curriculum; intervention techniques designed to address a school violence situation; and how to participate in an effective school/community referral process for students exhibiting violent behavior.

Upon request or determination of necessity, the East Aurora Union Free School District will provide refreshers on school violence prevention and intervention.

In instructional settings, the East Aurora Union Free School District will also utilize the interpersonal violence prevention education package provided by the State Education Department. These materials will be incorporated as part of the health or other related curricula or programs for students in grades K through 12.



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**Provisions for Teachers Certified in Bilingual and English Language Learner (ELL) Education**

Teachers possessing a Professional certificate in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension under section 80-4.3 of this Title must complete their CTLE hours with a minimum of 50 percent in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English language learners.

The East Aurora Union Free School District's teachers will utilize the expertise and trainings provided by the Regional Bilingual Education-Resource Network to fulfill these requirements.

For all other faculty and staff, the East Aurora Union Free School District meets\* and will apply for an exemption from the professional development requirements in language acquisition for ELLs.

*The East Aurora Union Free School District was approved for the exemption of professional development requirements in language acquisition for ELLs on October 11, 2016.*

*\*There are fewer than 30 English language learner students enrolled or English language learners make up less than five percent of the East Aurora Union Free School District's total student population as of such date as established by the commissioner.*