

REGULATION

NUTLEY BOARD OF EDUCATION
TEACHING STAFF MEMBERS
R 3240/page 1 of 5
Professional Development

R 3240 PROFESSIONAL DEVELOPMENT

A. Professional Development Plans

The school district will develop and implement professional development plans for teachers aligned with the requirements and the Professional Development Standards set forth in N.J.A.C. 6A:9. The district's professional development activities shall:

1. Improve teachers' understanding of the content and pedagogy related to their teaching assignment;
2. Promote individual and collaborative professional learning with adequate and consistent time for teachers, including English as a second language, gifted and talented, bilingual and special education teachers, to work together in and across content areas and grade levels to review pupil work, analyze classroom assessments and other achievement data, critique lesson plans, and solve instructional problems;
3. Include evaluation and analysis of professional development results in order to improve professional development by reviewing the following:
 - a. Pupil test scores, work products, and attitudinal measures;
 - b. Progress made in achieving professional development goals;
 - c. Staff feedback on the effectiveness of professional learning activities and Professional Development Plans;
 - d. Analysis of the costs associated with professional development opportunities in relation to the impact on pupil achievement and district goals;
4. Include ongoing analysis by administrators and teachers regarding the effectiveness of implementation of professional development initiatives; and

REGULATION

NUTLEY BOARD OF EDUCATION
TEACHING STAFF MEMBERS
R 3240/page 2 of 5
Professional Development

5. Include school district support through policies and adequate resources.

All school leaders shall develop and implement a professional growth plan aligned with the requirements and the Professional Development Standards set forth in N.J.A.C. 6A:9.

B. Professional Development Programs

1. Teaching staff members may be excused from the performance of their duties, without loss of compensation, for participation in relevant professional development programs, provided such participation:
 - a. Meets the requirements of Policy No. 3240 and this regulation; and
 - b. Has received final advance approval in accordance with paragraph B.85. below.
2. The use of school district funds for travel expenditures for professional development activities shall be in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events, and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.
3. A written request for permission to participate in a professional meeting must be submitted to the Superintendent of Schools or designee forty-five working days prior to the meeting when possible. The request will include:
 - a. The date, time, and place of the meeting;
 - b. The name and address of the sponsoring organization; and
 - c. The purpose of the meeting and its anticipated value to the school or district.

REGULATION

NUTLEY BOARD OF EDUCATION
TEACHING STAFF MEMBERS
R 3240/page 3 of 5
Professional Development

4. The request will be evaluated considering:
 - a. The member's participation in other professional meetings;
 - b. Other requests for participation in the same meeting;
 - c. The value to the school and/or district of the member's participation;
 - d. The requirements as outlined in N.J.A.C. 6A:23A-7 et seq.; and
 - e. Remaining available budgetary allocations for professional development activities.
5. The Superintendent or designee will grant or deny permission to attend the activity pending Board approval. The Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.
6. Each teaching staff member excused from his/her duties to attend a professional development program or activity shall prepare and submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within 10 working days, after the program or activity, an original, written summary report of the meeting that includes:
 - a. The primary purpose of the travel;
 - b. The key issues addressed at the event; and
 - c. The relevance to improving instruction or the operations of the school district.
7. Copies of the member's report will be distributed to such other teaching staff members as will benefit from the shared experience

REGULATION

NUTLEY BOARD OF EDUCATION
TEACHING STAFF MEMBERS
R 3240/page 4 of 5
Professional Development

and information. The participant may be required to meet with other teaching staff members to discuss the meeting.

8. Any vouchers and claims for payment to be reimbursed pursuant to Policy No. 3240 shall be submitted to the Business Administrator, along with supporting receipts and other appropriate documentation, no later than 10 working days after the meeting.

C. Required Professional Development for Teachers

1. Each active teacher shall be required to complete 100 clock hours of approved professional development every five years in accordance with the requirements of N.J.A.C. 6A:9-15.2. At least two hours of instruction in suicide prevention must be part of the 100 clock hours of professional development in accordance with the provisions of N.J.S.A. 18A:6-111.
2. The content of each teacher's professional development shall be specified in a Professional Development Plan and shall be developed in accordance with N.J.A.C. 6A:32-4.4 and 4.5 to meet the needs of the individual teacher in the context of his or her job.
3. The content of each teacher's professional development shall align with the Professional Standards for Teachers as set forth in N.J.A.C. 6A:9-3.3.
4. The activities in each teacher's Professional Development Plan shall align with the Professional Standards for Teachers as set forth in N.J.A.C. 6A:9-3.3.
5. The Board will establish a Professional Development Committee, pursuant to N.J.A.C. 6A:9-15.3(e), comprised of four teachers elected by the Board's instructional and educational services staff through their majority representative and two administrative staff members appointed by the Superintendent of Schools. Election of teacher representatives shall conform to the procedures as outlined in N.J.A.C. 6A:9-15.3(g). School level committees shall consist of the Principal or designee and at least three teachers who will be elected through the majority representative. The school level committees shall oversee the development of school level plans for professional development. The school level plan shall include a description of school level and team-based learning in the school

REGULATION

NUTLEY BOARD OF EDUCATION
TEACHING STAFF MEMBERS
R 3240/page 5 of 5
Professional Development

and will be based on identified school goals and pupil and teacher needs. Plans developed by the district's local Professional Development Committee shall be presented to the Board of Education for review and then to the County Professional Development Board for approval. Once the district's Professional Development Plan has been approved by the County Professional Development Board, the Board of Education has responsibility for final approval.

6. The 100 clock hours of approved professional development is legally binding and it shall be each active individual teacher's responsibility, in conjunction with the Board policies, to take whatever steps are necessary in order to meet the requirement. The State and the Board will actively assist and support a teacher's efforts to meet this requirement. The Superintendent, through the Professional Development Plan process, is responsible to monitor the teacher's efforts continuously through progressive supervision where the teacher's progress is inadequate.
7. Accrued professional development hours shall be portable between schools and districts. The Superintendent shall certify in writing to a new school district the accrued professional development hours for any teacher leaving the school district.

Adopted: 03 May 2004
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