

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 4131

STAFF DEVELOPMENT: INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The Cherry Hill Board of Education recognizes the importance of supporting all of its employees through continuous staff development, evaluation and supervision. Staff/professional development is best understood as an ongoing, long term, personalized and intensive effort designed to support, enhance and/or improve the instructional and educational process for all children enrolled in the Cherry Hill Public Schools. Staff/professional development and in-service activities are focused on the successful achievement of goals and objectives linked to the district long range plan as well as each staff member's professional improvement plan (PIP). Student achievement of the Core Curriculum Content Standards and Cherry Hill Board of Education Standards are essential elements in demonstrating the success of our educational programs and instructional delivery system.

The superintendent or designee shall develop a staff/professional development program that addresses, supports, enhances and improves opportunities for all of our employees.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or in-service every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional improvement plan.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or all of the 100-hour requirement may be satisfied through an in-service program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the Board of Education shall establish a Professional Development Committee in order to assess in-service needs and professional development opportunities and to plan and implement professional development programs to assure that the students of this district achieve the Core Curriculum Content Standards and Cherry Hill Board of Education standards. This committee shall be comprised of four teachers, elected by the instructional staff through its majority representative and two administrative staff appointed by the superintendent. The committee shall include the superintendent as an ex officio member and shall solicit input from
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parents, community members and local business leaders. Plans developed by the committee shall be submitted for approval to the County Professional Development Board and then to the board of education. The Board of Education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

A pre-approved Professional Improvement Plan (PIP) will be mutually developed between the staff member and his/her supervisor and will be directly linked to the goals and objectives of the District Long Range Plan.

Staff members who participate in out-of-district programs shall submit a written report to their immediate supervisor highlighting the main thrust and ideas observed by the participant. The participant may also be requested to make a presentation/oral report on the out-of-district program to appropriate staff, community members and/or the Cherry Hill Board of Education.

Staff members who fail to demonstrate progress towards or complete the required staff development responsibilities as specified in the staff member's yearly Professional Improvement Plan are subject to disciplinary action including but not limited to the withholding of increment. Within the five year cycle, the staff member must achieve the minimum of 100 clock hours of state-approved and Cherry Hill Board of Education approved continued professional development. The development and evaluation of the staff development component of the Professional Improvement Plan shall be a collaborative effort between the staff member and the supervisor with the supervisor maintaining the right to substantiate and assess the successful completion of staff development as specified in the Professional Improvement Plan during any given year of the five year cycle.

Mandated Inservice Programs

The superintendent or designee shall arrange development of appropriate in-service presentations, seminars and/or workshops on affirmative action/equity, special education, child abuse, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

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Legal References:

- N.J.S.A. 18A:7A-11* See particularly: Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
- N.J.S.A. 18A:7A-11* Improvement of basic skills
- N.J.S.A. 18A:27-4* Power of boards of education to make rules governing employment of teacher, employment thereunder
- N.J.S.A. 18A:30-7* Power of boards of education to pay salaries
- N.J.S.A. 18A:31-2* Attendance at conventions of New Jersey Education Association
- N.J.S.A. 18A:40A-3* See particularly:
Initial inservice training programs; curriculum; Availability
- N.J.S.A. 18A:40A-3a,-18c*
- N.J.S.A. 34:5A-10* Workplace surveys and hazardous substance fact sheets; file; update; copies of employee health and exposure records; request for copies
- N.J.S.A. 34:5A-13* Employee education and training program; certification of programs and persons; duration; renewal; fees; rules and regulations; violations; penalties
- N.J.A.C. 6:3-4.1* Supervision of instruction: observation and evaluation of nontenured teaching staff members
- N.J.A.C. 6:3-4.3* Evaluation of tenured teaching staff members
- N.J.A.C. 6:8-2.3* Quality assurance
- N.J.A.C. 6:8-2.3* Teaching staff and professional development
- N.J.A.C. 6:11-13.1 et seq* Required Professional Development for Teachers
- N.J.A.C. 6:29-1.1 et seq.* Health, safety and physical education
See particularly
- N.J.A.C. 6:29-1.1, -1.2(b)Ivi, 1.3(a), -2.4(f), -2.5(b), -9.2(a)6, -10.3(b)11*
- N.J.A.C. 6:29-9.1 et seq.* The reporting of allegations of child abuse
- N.J.A.C. 6:29-10.2* Adoption of policies and procedures
- N.J.A.C. 6A:14-1.2(b)13* District eligibility for assistance under IDEA Part B
- N.J.A.C. 6A:15-1.8* Inservice training

Adopted: June 27,2000