

DATE: February 14, 2012

FROM: Glenda Scott

RE: Update: Spring Professional Development- Flex Days

Report to the Board of Trustees

Summary

Certified faculty require 4 flex days of professional development this contract year. The TPSD professional development plan requires that the district offer a range of flex-day courses to support teacher professional development throughout the year. A needs assessment conducted in January revealed the need for additional flex day opportunities for the spring/summer. This report outlines the current needs for flex days by school and the plan to address them.

Needs Assessment Summary

Course Offerings to date.

- No. of courses offered to date with attendees: 41
- No. of courses offered to date districtwide to all faculty: 0
- No. of courses offered to date for specific audiences by school or special area: 63

Flex Day Deficit Report Summary (1/31/12):

District Count. Flex Day needs (1/31/12)	
# of faculty/staff	# of Flex days needed
388	4
1	3.5
174	3
40	2.5
111	2
1	1.5
19	1
3	0.5

General Areas of PD Need identified by principals and teachers:

Common Core State Standards training; TPSD Curriculum; technology applications/ tools (Haiku, ELS, Promethean); using assessment data to guide instruction; differentiated instruction and RTI.

Plan to address Needs

Goals:

- Recruit qualified faculty and staff to lead flex day training this spring/summer in areas of identified need.
- Develop and implement a fair application process that will identify qualified flex-day trainers.
- Provide support to flex day trainers in the development and delivery of high-quality professional development this spring.
- Schedule 20 additional flex days for this spring/summer, including several for large groups and applicable to a diverse districtwide audience.
- Offer flex day credit as an option for compensation for Summer Curriculum Development Project work.
- Remind flex day trainers that they may receive flex day credit for up to two flex days they lead in addition to paid compensation.

Action Steps:

- On Tuesday, February 7, all certified staff received an email and application recruiting interested teachers, principals, and staff to apply to lead professional development flex-days in targeted areas or to propose courses in their areas of expertise. See attached email and application.
- Applications are evaluated as they are received by the curriculum department, under the direction of Ms. Glenda Scott. Selected applicants will be contacted to develop flex-day course proposals to be scheduled for this spring.
- Curriculum specialists meet with flex-day trainers as needed to provide support in planning and development of flex-day courses.
- Revise plan as necessary in response to emergent needs.