

# Staff College Bulletin

## Course Offerings



# Fall, Winter and Spring 2011/2012

Registrations due by  
September 12, 2011 and  
then will reopen on September 16, 2011

***Be sure to check your district voicemail and/or email in case there are any changes!***

Bernards Township Board of Education  
Valerie Goger, Superintendent of Schools  
Regina Rudolph, Assistant Superintendent

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## Registration Information

You will use the link provided <http://staffcollege.bernardsboe.com> to sign up for classes. The deadline for registration is September 12, 2011. We will close PD Express to eliminate under subscribed classes and will reopen the system on September 16, 2011.

Please contact Tiffany Quick if you have any questions. 908-204-2600 x 127 or E-mail at [tquick@bernardsboe.com](mailto:tquick@bernardsboe.com)

Secretarial Support Staff will be able to participate in Flex Day and may select 6 hours from this Staff College Brochure.

**Any teacher or administrator interested in being an instructor for a Staff College course should contact Regina Rudolph, Assistant Superintendent at the Board Office 8-2600, ext. 104. Suggestions for new course offerings are always welcome.**

# Welcome to Bernards Township's Staff Development Fall, Winter and Spring Program.

- **The total number of hours must equal at least 6 hours to have off on Friday, May 25, 2012.**
- **All hours will count towards the 100 hour state requirement.**
- **Tenured teachers may choose any course(s) in the brochure as Flex Day course or regular Staff College.**



## **American Heart Association CPR**

American Heart Association's Healthcare Provider's Course is intended for participants who wish to be proficient in Adult, Child and Infant CPR, Foreign Body Airway Obstruction (Heimlich Maneuver) and AED (Automated External Defibrillator), Barrier Devices and use of Ambu bags. There is a \$5 fee to cover your CPR Participation Card from the AHA which is good for a two year period.

### **Date/Time/Number of hours:**

Fall Session: ( 2 day course) Course limited to 6 participants.

Dates: Monday 10-17-11 and Tuesday 10-18-11

Time: 3:15pm-6:15pm each day

Winter Session: ( 2 day course) Course limited to 6 participants.

Dates: Monday 1-23-12 and Tuesday 1-24 -12

Time: 3:15pm – 6:15pm

Spring Session: ( 2 day course) Course limited to 6 participants.

Dates: Monday 5-7-12 and Tuesday 5-8-12

Time: 3:15pm – 6:15pm

Presenter: Debbie Karuppan

Course hours: 6

Location: WAMS Nurses' office

## **American Red Cross CPR & First Aid Certificate**

Upon completion of this course, participants will receive their American Red Cross Certification in adult, child and infant CPR and First Aid.

Time: 3:00 – 9:00

Presenters: Kimberly Clark  
& Barbara Erickson

Course hours: 6

Date: November 14, 2011

Location: Ridge High Rm. 624

**Please Note - All book talk courses are limited to 10 participants in each class**

**Book Chat: *Just Let Me Lie Down! Exploring the Stressful Life of a Working Parent***

The life of a working parent can be a stressful one. The purpose of this book chat will be to explore the issues faced by all working parents, to understand the ways we handle stress and to share advice for managing it all. We will discuss the often stressful, but potentially rewarding, life of a working parent. This humorous book explores the life of a working mom and provides an avenue for the group to discuss the ups and downs of your busy lives. Included in the discussions will be the psychology of stress and how different personality types affect the way one deals with the often stressful life of a working parent. Practical advice will be included, but you will likely learn the most from your colleagues!

Time: 3:30 – 5:30

Date: Oct. 18, 2011, January 10, & March 13, 2012

Presenter: Kristin Fox and  
Don Kober

Location: Ridge High Rm. 535

Course hours: 6

**Book Talk: *Odd Girl Out: The Hidden Culture of Aggression in Girls* by Rachel Simmons**

This course will address the newest form of bullying: relational aggression, (RA) as it pertains to girls. Using the Odd Girls Out text as a starter for discussion, as well as the latest bestsellers in this area, we will be defining what RA is including cliques and gossiping, learning about the dynamics that allow for RA to occur, examining the various roles in “Girls World”, recognizing symptoms and precursors, and to prevent and intervening in and outside the classroom as a teacher or parent. We will discuss strategies, and you will be provided various resources available to create and promote a safe, welcoming environment.

Time: 3:30 – 5:00

Date: November 15 & 17, 2011

Presenter: Meredith Ross

Location: Cedar Hill Rm. TBA

Course Hours: 3

**Book Talk: *Speaking of Boys* by Michael Thompson, PhD**

This book examines topics such as peer pressure, ADHD/ADD, and traditional issues such as friendship, divorce and college and career development.

Time: 3:30 – 5:00

Dates: Jan 5 & 19, 2012

Presenter: Jean O’Connell

Location: Ridge High Rm. 508

Course hours: 3

### **Book Talk: *Teaching Boys Who Struggle in School* by Kathleen Palmer Cleveland**

Join a small group of colleagues in reading and discussing a very topical and important book, *Teaching Boys Who Struggle in School*. The author presents findings from four large-scale studies about how boys learn best and combines these findings with insights about ongoing social and learning-style factors that affect learning in the classroom plus lesson plans and anecdotes from real teachers working across all grade levels and subject areas.

Time: 3:30 – 5:30  
Presenter: Jane Costa  
Course hours: 6

Dates: Jan. 12, 19 & 26, 2012  
Location: Oak Street Conference Room

### **Book Talk: *The Pressured Child* by Michael Thompson, PhD**

In *The Pressured Child* one of the country's leading psychologists, reveals the hidden emotional landscape of the school day and gives us answers to assist our children to find success in school and beyond.

Time: 3:30 – 5:00  
Presenter: Jean O'Connell  
Course hours: 3

Dates: Feb. 2 & 16, 2012  
Location: Ridge High Rm. 508

### **Burnout II – Canceled Due to Low Enrollment**

Teachers may understand the dynamic of burnout and may have even tried to make life adjustments to address it. But when the feeling inevitably comes back, they ask: "Now what?" This course takes the idea of "stress hardiness" further, exploring personal responses to day to day challenges, and introducing the concepts of "mindful living".

Time: 3:30 – 6:30  
Presenter: Barbara Bush  
Course hours: 6

Dates: Nov. 8 & 15, 2011  
**OR** March 13 & 20, 2012  
Location: William Annin Rm. TBA

### **College Recommendations – Canceled Due to low Enrollment**

This course is designed for high school teachers who need assistance writing college recommendations. You will be provided with writing tips, sample student self-evaluations/brag sheets and sample recommendations. Please bring any past and current recommendations to share and edit with your peers.

Times: 2:45 – 4:45  
Presenters: Thomas Napier  
& Julia Beyer  
Course hours: 2

Dates: October 13, 2011  
Location: Ridge High Rm. 726

**Dealing With Difficult People – How to Communicate With Tact & Skill**  
**Support Staff Welcome!**

**Join us as we:**

- Understand the difficult people in your life
- Learn what to do and say to difficult people
- Become less of a target for difficult people
- Learn to deal with difficult people quickly & confidently

Time: 3:30 – 5:30

Dates: November 15, 17, 29, 2011

Presenter: Regina Rudolph

Location: Board Office Conference Room

Course hours: 6

**Differentiation of Instruction for the Special Needs Child: Classroom Management Strategies and Modifications**

Do you have students who present challenges in the classroom? Do you have students with trouble sitting still and sitting in their seat? Do you have students who are resistant to present tasks or activities? Do you have students who need to have their items in a certain way? Do some students' behavior interfere with the learning of others or disrupt the class? Do you spend more time with a particular student due to behavioral issues? If yes, then this course is for you – for those in both general and special education settings. Learn about new and innovative approaches and strategies, as well as resources, you can use in your classroom to help address these students' needs, manage your classroom more effectively, and create a better classroom environment for all. We will be addressing the following disabilities: ADHD, Oppositional Defiant Disorder, Obsessive Compulsive Disorder, Tourette's Syndrome, and Asperger's Syndrome, to name a few.

Time: 3:30 – 5:30

Dates: October 4, 6, 11, 2011

Presenter: Meredith Ross

Location: Cedar Hill Rm. TBA

Course hours: 6

**Fundamentals of Coaching**

This course is part of the National Federation of High School Athletics Coach Education program. It is required by law of all high school coaches in New Jersey that have begun coaching after 2006. Additionally, it is required of all Ridge High School coaches. It is a 6 hour blended course including 3 hours of classroom instruction, and 3 hours of online instruction and completion of a test for certification. The course focuses on a student centered approach to coaching high school athletic teams in an educational setting.

\$75 payable to the NJSIAA – reimbursable upon satisfactory completion of test

Time: 6:00 – 9:00

Dates: November 3, 2011

Presenter: Rich Shello

Location: Ridge High Rm. 624

Course hours: 6 (3 hours on line instruction)

## **Interviewing Skills for Risk Assessment – \*New Course\***

This course is for any professional who may be in the position to interview students (K-12) at risk for hurting themselves or others. We will review what information you need to know and skills to elicit that information. Participants will develop their own structured interview format to use with at risk students. Participants will bring case study examples for group practice.

Time: 3:30 – 6:30

Presenter: Barbara Bush

Course hours: 6

Dates: Oct. 25 & Nov. 1, 2011

Location: WAMS Rm. TBA

## **Introduction to Writer's Workshop (K – 2)**

In this course, we will discuss how to implement Lucy Calkin's Writer's Workshop in the K-2 classes. We will talk about the writer's workshop process which includes the connection, mini-lesson, conferencing, writing, teaching point, assessing, and sharing. We will also discuss how to differentiate for struggling students and higher level thinkers. Participants will leave having a better understanding of the structure of writer's workshop as well as tools to guide them through the lessons successfully.

Time: 3:30 – 5:30

Presenter: Katherine Horbatt

Course hours: 6

Dates: **Sept. 27, Oct. 4 & 11, 2011 - Canceled**

**OR** Feb. 28, Mar. 6, 13, 2012

Location: Oak Street Rm. 17

### **Canceled Due to Low Enrollment**

## **Latin in the Elementary School – Lesson Planning and Implementation**

The course is designed to support 4<sup>th</sup> and 5<sup>th</sup> grade teachers as they implement the newly revised Latin program. Participants will experience learning basic Latin vocabulary, grammar and sentence structure through sample lessons from our district curriculum. Elements of effective world language teaching will be explored and participants will practice demonstration lessons of language and culture. Participants will develop lesson plans and activities to promote interest and enthusiasm in the Latin language and Roman culture. As the course sessions occur over the course of several months, time will be dedicated to effective implementation of the curriculum.

Time: 3:30 – 5:30

Presenter: Mary Asfendis

Course hours: 6

Dates: Oct. 18, Dec. 13, 2011 & Feb. 7, 2012

Location: Ridge High Rm. 614

## **Managing the APA Student Portfolio**

This course is designed to provide additional training to special education teachers who have students taking the Alternative Proficiency Assessment (APA) this school year. Teachers will be given additional training in the APA portfolio components, such as: the selection of CPI links, use of prompts and rules for scoring. Teachers will also be given time to collaborate with their colleagues and share materials and strategies used for creating the assessment portfolio.

\*All teachers should bring their students' portfolios to the training.

Time: 3:30 – 6:30

Presenter: Allyson Read

Course hours: 6

Dates: Sept. 27 & 28, 2011

Location: TBA

## **Mentoring the Special Education Student at Ridge High School**

This course is a requirement for teachers at Ridge High School who have volunteered to mentor a Special Education Student for the year. The course will assist teachers in taking a lead in teaming with special educators as advocates for adolescents with significant academic, social, behavioral, and/or emotional problems. Teachers will be given an overview of the team problem-solving process, as well as information on such topics as the special education referral, the evaluation process, and characteristics of special education students with emotional needs. They will be trained in basic intervention techniques including: developing a rapport, identifying the problem, encouraging commitment to change, goal setting, monitoring, and assessment.

Time: 2:30 – 3:30

Presenter: Merle Preston

Course hours: 6

Dates: Sept. 28, Oct. 26, Dec 21, 2011

Feb. 29, Mar. 28 and Apr. 25, 2012

Location: Ridge High Rm. 205

## **Planning, Instructing, and Evaluating for the In-Class Resource Room Setting**

The class is designed for the general and special education teachers at the middle school level assigned an in-class resource room setting for science or social studies. The class will discuss how to plan, instruct, and evaluate special education students throughout the year. Time will be devoted to collaboration among partnerships as well as among content areas. Teachers may take the course with or without their partners. One two hour session will be on your own in your classroom.

Time: 2:30 – 4:30

Presenter: Lisa Vitale-Stanzione

Course hours: 6

Dates: Oct. 5 & 24, 2011

Location: BOE Conference Room

### **Suicide Prevention I – Canceled Due to Low Enrollment**

This is a course for either teachers or counselors. In any given year, in a typical high school class of 30 students, 6 will seriously consider suicide, yet only 1/3 depressed students ever receive help. This course will review the scope of the problem K-12, help teachers recognize signs of depression, and review risk and protective factors. Suggestions for working with depressed students who are in your class will also be discussed. We will review district policy and liability issues.

Time: 3:30 – 6:30

Presenter: Barbara Bush

Course hours: 3

Dates: October 11, 2011

Location: William Annin Rm. TBA

### **Suicide Prevention II – Canceled Due to Low Enrollment**

This is a course for any professional who may be in the position to interview students referred by teachers for concerns re: depression, suicidal references or ideation. It will focus on assessment and interviewing skills, including the CASE approach, questions to ask teachers, and questions to ask parents. Participants should be able to determine the severity of risk and thus make appropriate referrals. District policy and issues of liability will be discussed.

Time: 3:30 – 6:30

Presenter: Barbara Bush

Course hours: 3

Dates: October 18, 2011

Location: William Annin Rm. TBA

### **Teaching Controversial Issues in the Secondary Classroom – Canceled Due to Low Enrollment**

This Staff College course will address the skills needed to determine how to present controversial issues in the secondary classroom and to interpret the laws regarding academic freedom. We will focus on identifying potential controversy, providing rationale for the use of curricular materials, discussing teachers' rights and responsibilities, selecting appropriate strategies, and encouraging a classroom environment conducive to a balanced exploration of topics. Participants will take a potentially controversial topic and work through the objectives and possible issues in order to develop an unbiased classroom presentation. Time will be dedicated to selecting and implementing appropriate classroom materials and activities in accordance with our new district guidelines.

Time: 2:45 – 4:15

Presenter: Kristin Fox

& Mary Asfendis

Course hours: 3

Dates: Oct. 25, 2011 & Jan. 24, 2012

Location: Ridge High Rm. 404

## **The Ethics of Teaching**

This course will explore the many dilemmas that teachers face in their professional interactions, both in and out of their classrooms. Through the use of case scenarios and other interactive activities, teachers will reflect upon the moral dimensions and professional ethics of their teaching practices as they face the various civic, cultural, and moral concerns of their students and community.

\*Five hours from course , 1 hour from independent study

Time: 3:30 – 6:00

Presenter: David Yastremski

Course Hours: 6

Date: November 15 & 29, 2011

Location: Ridge High Media Center

## **Thinking About Becoming an Administrator**

If you would like to learn about administration, come join us for informative discussions on such topics as:

- Broadening your view of administrative positions
- A “typical” day in the life of an administrator
- Specific skills and qualities needed for effective administrators
- Self-Assessment: Is this something I truly want to do?
- Insight into the “nuts and bolts” of administrative roles in the district

Time: 3:30 – 5:30

Presenters: Regina Rudolph

Course hours: 6

Dates: January 10, 12, 17, 2012

Location: Board Office Conference Room

## **Tips and Strategies for Co-Teaching - Canceled Due to Low Enrollment**

Co-teaching is an instructional delivery approach in which general and special educators are paired together in the general education classroom. It requires expertise, especially in the area of communication. When done well it is often compared to a healthy marriage-collaborating, reflecting, and adapting. When done poorly it is often described as a blind date-co-teachers waiting to escape the classroom when the bell rings (Wilson, 2008). This course offers before, during, and after co-teaching strategies for success.

Time: 2:45 – 5:45

Presenters: Thomas Napier,

Julie Beyer & Kristen Fox

Course hours: 6

Dates: Oct. 26 & Nov. 30, 2011

Location: Ridge High Rm. 726

## Understanding Adolescent Development      \*New Course\*

Many of us work with adolescents every day, trying to engage them and impart information. By increasing our understanding of adolescent development, we can work with students more effectively in the classroom. This course will provide information on the cognitive, physical and social/emotional development of adolescents. The course will also touch on psychological disorders that affect this population.

Time: 2:45 – 4:15

Presenter: Rachel Golum, Psy. D.

Course hours: 3

Date: Jan. 24 & 31, 2012

Location: Ridge High Rm. 205

## Wellness      \*New Course\*

Wellness is a condition of positive health and fitness, and is a product of the many choices we make every day. This course will provide an opportunity for staff members to review and discuss the major components of wellness. We will also provide the opportunity to assess personal wellness on paper and in the gym. We are in a dynamic field which demands focus and attention to detail; we must help ourselves so we can help others.

**(This course has a physical piece which will require proper clothing and as with all activity you should consult your physician or health care provider before engaging in physical activity.)**

Time: 3:30 – 6:30

Presenter: Bob Russo

Course hours: 6

Date: September 19<sup>th</sup> & December 12, 2011

Location: Mt. Prospect Gym

## Word Nerds – Canceled Due to Low Enrollment

If you attended **Bringing Words to Life** in Spring or Summer 2011, and liked what you heard but need more time to develop lessons, then this is the workshop for you! There will be three, two hour sessions over the course of the school year where you will have the opportunity to identify Tier Two words in your classroom texts, and subsequently develop student friendly explanations, illustrations and deep processing questions for them. Also, we will be reflecting upon topics such as time management and how best to efficiently and plan effectively and implement vocabulary instruction.

Time: 3:30 – 5:30

Presenters: Denise Callaway

And Susan Lieb

Course hours: 6

Date: Oct. 11, 2011, Jan. 11 & March 13, 2012

Location: Mt. Prospect Rm. TBA

# Technology



## Maximum Enrollment is 15 Participants Per Class

### **Academic Integrity and the Culture of Cheating: What Can We Do About It?**

The purpose of this course is to examine the issue of Academic Integrity and to explore the tools that exist to help teachers address the issue in their classroom. One of those tools, "TurnItIn.com" will be explored in depth. TurnItIn.com can help you teach students to understand more thoroughly the meaning and practice of academic integrity. The benefits of TurnItIn.com are many and serve the instructional needs of both students and teachers. Come learn how to maximize student understanding of academic integrity and minimize incidents of inadvertent and deliberate plagiarism. This course for secondary teachers (Grades 6-12) will provide basic instruction on the use and benefits of TurnItIn.com, a subscription-based website that allows educators to check student work for improper citation or potential plagiarism by comparing it against internet sources and their continuously updated database of research and previously submitted student work."

Time: 2:45 – 4:45

Presenter: Kristin Fox

Course hours: 3

Dates: September 28, 2011 (2:45 – 4:45)

October 11, 2011 (2:45 – 3:45)

### **Add Pizzazz to Your PowerPoints & Turn Them Into Transparent Teaching Tools**

Learn how to download & alter images, add audio clips, embed video clips, and download eye-catching fonts to make your PowerPoint stand out from the crowd. We will be demonstrating ways to use PowerPoint transparently to aid lessons, to differentiate instruction and to facilitate learning. You will be creating your own lessons specific to your discipline with time to practice and receive feedback from peers. We will work in Microsoft 2003 & 2007. Please bring tablets if you have them!

Time: 3:30 – 6:30

Presenter: Emily Lipnick

Course hours: 6

Date: October 19 & 26, 2011

Location: Ridge High Rm. 701



## **District Data Base Programs**

### **Pentamation Product Workshops ('11-'12)**

**Jim Buist**

**What:** Familiarize yourself and/or explore programs that access our District Student Data Base including: ***Pentamation's E-School*** and ***Cognos - Report Writer*** as well as exploration of ***Teacher Access Center***. Learn to access current student data in a more precise and efficient manner.

**For:** ***Supervisors, Administrators, Guidance Counselors, Nurses, and Office Personnel*** who want to simply learn the “basics” of the *Pentamation* Programs or for those who wish to push the envelope. **NB** - not for classroom teachers.

**How:** Through a hands-on workshop model, you can **bring work** and/or questions (whether novice or advanced) that the moderator and/or users will collaboratively explore. Learn technological short cuts that can save you time and effort in your daily tasks. Explore new ways of doing old tasks. Push the limits of how we can better use our current technology to improve the educational climate and the efficiency of our buildings. **For those already familiar with the products, feel free to bring current projects to work on.**

**When:** Due to the nature of this “Workshop”, flexibility is a must. Workshops will be held at W. Annin. The room will be announced when you call to register. **You need not come for all sessions.** The initial offerings will be four fall and four winter sessions. To accommodate various school personnel, each session will run from 2:30 to 4:30 PM. You need only sign up for the **2:30 to 3:30** slot **or** the **3:30 to 4:30** time frame. **You may choose to stay for the full time period each session.** You must call 204-2610 ext. 106 at least two days before any session you wish to attend.

#### **Fall**

#### **Mid-winter:**

**There will be Four (4) – two hour sessions in the Fall and in Mid-Winter ( A total of 16 possible hours). If interested – please call Jim Buist at 204-2610 ext 106 . or email him at [Jbuist@bernardsboe.com](mailto:Jbuist@bernardsboe.com)**

**NB.** Staff looking for *Staff College* certificate hours will be credited for their time in the “Workshop”. Staff looking for “release time” for training must make arrangement with their building principals first. “Release time” will count towards professional hours but not Staff College.

## **Interesting Interactive Ideas**

**\*New Course \***

This course will include a combination of interactive smartboard activities and hands-on games to reinforce sight words, spelling strategies, phonemic awareness and overall reading strategies as well as basic math skills. Time will be provided for participants to become familiar with the activities as well as create them for their own students. Most activities are suited for small group instruction. Please bring your netbook. This course is for **K – 3 teachers**.

Time: 3:30 – 6:30

Presenters: Tricia Manies

& Maureen O'Neil

Course hours: 6

Date: October 11 & 18, 2011

Location: LCS Room 211

## **Introduction to Destiny Library Catalog – Canceled Due to Low Enrollment**

In this course, you will learn how to use the Destiny library catalog for more than just looking up a book! Destiny has many features that support teachers such as the WebExpress website search, Resource lists, and Destiny Quest, the 21<sup>st</sup> century library catalog interface. Take some time to learn how Destiny can help you!

Time: 2:45 – 4:45

Presenter: Deborah Goetjen

Course hours: 2

Date: November 17, 2011

Location: WAMS Cybrary

## **Introduction to Glogster for WAMS**

**\*New Course\***

Looking for a way to infuse more technology in your students' work or address different student learning/presentation styles? Tired of PowerPoint presentations? Try Glogster! WAMS has a subscription to this "online poster" program accessible in school and from home. Students and teachers can make presentations come alive via Glogs, online posters that contain text, images, video clips and animations. Come learn how to make a Glog and how to use the classroom management tools of Glogster to organize your students' work. This class is currently being offered to WAMS staff only.

Time: 2:45 – 5:45

Presenter: Deborah Goetjen

Course hours: 3

Date: Oct. 17, 2011

Location: WAMS Cybrary

### **Introduction to NoodleTools – Canceled Due to Low Enrollment**

In this course, you will learn how NoodleTools' online research environment can support both students and teachers in organizing and managing the often overwhelming research process. Attendees will create their own NoodleTools teacher account and learn about the different features through direct hands on research activities such as online note-taking and automatic citation generation. NoodleTools can support students and teachers from 5<sup>th</sup> grade through college level. Come see what NoodleTools can do for you!

Time: 2:45 – 5:45

Presenter: Deborah Goetjen

Course hours: 3

Date: Oct. 13, 2011

Location: WAMS Cybrary

### **Introduction to Online Teaching and Learning – Canceled Due to Low Enrollment**

This course is designed to teach participants about the design principles and pedagogical concepts related to taking or teaching online courses. Concepts covered will include:

- Distance Learning
- Scaffolding
- Constructivism
- Building online learning communities
- Differences between online and face to face courses

The format of the course will be a fully online course including readings, multimedia resources, and online discussion boards. Participants can expect to learn about online learning while experiencing it first hand. This course is designed for people interested in learning about Online Learning as well as those who would like to teach online courses.

Presenter: Steve Isaacs  
Course hours: 12

Date: May 7 – 21, 2012

Location: Online

## **Moodle: Creating an Online Learning Community**

Moodle is a fully functional course management system. This course will guide participants through the many features of Moodle and teach the requisite skills to create an Online Learning Environment. Moodle can be used for creating fully online courses as well as course companion sites to complement traditional courses. Staff members interested in teaching online courses are encouraged to learn to use Moodle as it is the standard for online course delivery in the school district. In addition, staff members who would like to provide online resources for their students are encouraged to participate. By the end of the course, participants will be well on their way to establishing an online learning community including downloadable resources as well as interactive learning opportunities for their students.

The course runs for an extended period of time so that participants can continue to create their learning environment with the support of the instructor as well as their peers in the course.

### **Date/Time/Number of hours:**

**IN PERSON Session #1: October 4 3:45 – 5:45 pm**

**IN PERSON Session #2: October 25, 3:45 – 4:45 pm,**

**ONLINE October 4 -25**

Presenter: Steve Isaacs

Course Hours 12

Location: WAMS Rm. 322

## **“Shift Happens” – Joining the Conversation: Globalization and Preparing our Students for the 21<sup>st</sup> Century**

The ‘Shift Happens’ presentation is intended to initiate a conversation on Globalization as it poses the question of what we must do in order to prepare our students for the 21<sup>st</sup> Century. It is a powerful presentation and will certainly lead to rich discussion among participants. Additionally, the course will guide participants toward participating in the discussion on a larger level as we join the “Shift Happens Wiki” and the associated discussions. Participants will share their newfound insight through their own blog or another medium in order to engage others in the discussion.

Presenter: Steve Isaacs

Course hours: 6

Dates: January 9 – 25, 2012

Location: Online

## **Take It to the Web With Prezi**

Power Point is a traditional linear presentation tool. It has many great uses, but has many limitations as well. New web based tools exist that can make your presentations more engaging and accessible from any web connected PC. This also means they can be easily shared with students! Prezi allows you to create a free form presentation that is flexible in design and can incorporate a wide variety of multimedia. Come learn how Prezi works and design Prezi's for your classes!

Time: 3:30 – 5:30  
Presenter: Brian Heineman  
Course Hours: 6

Date: February 7, 2012 Plus 4 hrs online  
Location: Board Office Conference Room

## **Transitioning to Office/ Word 2007 - \* New Course\***

The first week of this course will familiarize users with Word 2007's Ribbon interface. It will show you how to find and add buttons to the Quick Access Toolbar, customize Status Bar, work with the new Word defaults and use formatting tools. Participants will create and edit Word documents, apply themes, styles; insert, format, and modify images; change paragraph and line spacing, manipulate paragraph indents, and customize tabs.

The second session will show how to create, format and manipulate a table, sort a table, and generate a basic mail merge document.

Time: 3:30 – 6:30  
Presenter: Fran Calvaruso  
Course hours: 6

Dates: Nov. 1 & 8, 2011  
Location: Ridge High Rm. 713

## **Using Performance Tracker to Make Data Driven Decisions – Using Performance Tracker to Make Data Driven Desisions**

Performance Tracker, the district's data management system for local and state assessments, can help you make data driven decisions about the instructional needs of your students. **Level I** of this course will provide an introduction to the program (or review of...) and all the basics you will need to know in order to input student data and navigate the system at the basic level. **Level II** of this course will explore the report function of the system and help you to analyze your students' data. You will be able to compare NJASK scores to our local assessments and drill down to analyze what these scores tell you about your students' strengths and weaknesses. Sign up for one or both of these courses to improve your skills with this useful program.

Time: 3:30 – 5:30  
Presenter: Kristin Fox  
Course hours: 4

Date: Nov. 1, 2011 – Level I training  
Feb. 15, 2012 – Level II training

## **Web 2.0: Digital Storytelling Tools**

This course will explore a number of wonderful web based digital storytelling tools available. Participants will evaluate tools for classroom use and create lessons incorporating the use of digital storytelling as an option for differentiating instruction.

The format of the course will be a fully online course including multimedia resources as well as online activities and discussion. The course is conducted in an asynchronous manner. It is not necessary to log on at a particular time of the day, but participants are expected to log in regularly during the span of the course in order to actively engage activities and class discussions.

Time: Online  
Presenter: Steve Isaacs  
Course Hours: 6

Date: January 30 – February 15, 2012  
Location: Online

## **Web 2.0: Visual Literacy**

This online course will allow participants to explore the many tools used to teach and encourage visual literacy. Topics will include photosharing, digital photography (and image modification), online scrapbooking and interactive poster creation. These tools lend well to addressing different learning styles through differentiated instruction.

The format of the course will be a fully online course including multimedia resources as well as online activities and discussion. The course is conducted in an asynchronous manner. It is not necessary to log on at a particular time of the day, but participants are expected to log in regularly during the span of the course in order to actively engage activities and class discussions.

Time: Online  
Presenter: Steve Isaacs  
Course Hours: 6

Date: March 5 – 21, 2012  
Location: Online

# Course Selections for Non-Tenured Teachers

To fulfill the non-tenured teachers 15 hour staff development contractual requirements the following courses are to be selected. We suggest a sequence, but the courses may be taken in any order.

## **Year One**

Classroom Management – Required

## **Year Two**

Essential Elements of Instruction - Required

## **Year Three**

Brain-Based Learning  
Teaching Styles/Learning Styles

## **Classroom Management**

The most crucial years in a new teacher's life are the years 1 to 3. Research has shown that 50 percent of new teachers will decide to leave the profession during that time. One effective strategy to help new teachers is a support group where teachers can come to talk and share experience. So...come and join us as we share our successes and problems. Some topics we'll discuss include: lesson planning, discipline, parent conferences, time and stress management, research on effective teaching, rules and procedures and assessment.

\*3 additional hours online\*

Time: 3:30 – 5:30  
Presenter: Paul Ciempola  
and David Yastremski  
Course hours: 15

Dates: October 11, 18, 25, Nov. 1, 8, 15, 2011  
Location: WAMS Rm. TBA

## **Essential Elements of Instruction, K-12**

This course is strongly recommended for all teachers, especially those beginning their second or third year of employment in Bernards Township. Essential Elements offers teachers a variety of instructional methods that will enhance learning.

\*2 hours of independent work & 3 hours of coaching

Time: 3:30 – 5:30

Presenter: Joanne Hozeny  
And David Yastremski

Course hours: 15

Dates: Jan. 10, 17, 24, 31 & Feb. 7, 2012

Location: TBA for Jan 10 & 17 & The BOE  
Conference Room for the 24, 31 & Feb. 7

## **Brain - Based Learning and Teaching: Three-Pound Universe**

Recent advances in neuroscience and technology have allowed scientists to see how the brain works in ways previously unimagined. One result is a new wave of attempts to put brain research to use in the classroom. Brain-based learning is a system-wide approach that is based on how current research in neuroscience suggests our brain learns best. Eric Jensen, a noted translator of brain results states, “When we design learning around basic principles of how the brain learns, motivation, meaning and recall increase for all learners.” This course will teach you how color, music, nutrition, emotions and attention all affect student learning. It will also help you to understand how a brain-based learning environment can produce better learning for all students.

Time: 3:30 – 6:00

Presenter: Regina Rudolph and Jane Costa  
Course hours: 15

Dates: Feb.9, 16, 28 & Mar. 8, 15, 22, 2012

Location: Board Office Conference Room

### **Canceled due to low enrollment**

## **Learn to Differentiate Instruction Through Teaching Styles/Learning Styles for K-12 Teachers**

People learn successfully in a variety of ways and teach successfully in numerous ways. Contrary to conventional wisdom, we do not “teach the way we were taught.” Rather, research shows that we teach the way we learn. This course will explore the visual, auditory and kinesthetic learners integrated with random, sequential, abstract and concrete qualities. You will also be able to assess your own learning style preferences. Strategies will be developed which will help you attend to the diversity of style when making instructional decisions.

Time: 3:30 – 6:00

Presenters: Kristin Bobowicz and

Dates: Sept. 20, 22, 27, Oct. 13, 20 & Nov. 3, 2011

Location: Board Office Conference Room



## Staff College Questions & Answers

**Q #1. What is the fifteen-hour in-service training requirement?**

The fifteen hour in-service training requirement obligates all non-tenured staff to complete fifteen hours of district in-service training each year until he/she earns tenure. (Total forty-five hours). Courses must be chosen from the special Non – Tenured section of the brochure.

**Q #2. Can summer courses be used to satisfy tenure requirements for the past and/or future school year.**

A. Yes, if the selected courses are offered in the summer.

**Q #3. What are the Staff College requirements for part-time teachers?**

A. Staff College requirements apply only to full time teachers.

**Q #4. Do the required fifteen hours accrue credit applicable toward advancement on the salary guide?**

A. No.

The first fifteen hours simply satisfy the Bernards Township BOE requirement that non-tenured staff participate in in-service training programs. A certificate of “participation” will be issued upon completion of the course.

**Q #5. How can I accrue credit applicable to advancement on the salary guide?**

- A. Non-tenured staff members can accrue credit applicable to advancement on the salary guide by first meeting the fifteen hour requirement each year. Any additional professional courses (excluding Flex Day courses) completed after the initial fifteen hours will accrue credit for salary guide advancement at the rate of 20 hours for 1 credit.

Tenured staff who complete twenty (20) clock hours of staff college courses relating to instructional issues conducted outside of the school/day/year, will accrue one credit applicable towards advancement on the salary guide.

**Q #6. How does salary guide advancement actually occur?**

- A. A teacher must earn 30 credits in order to advance horizontally on the pay scale. The 30 credits may be all Staff College credits or a combination of Staff College credits and Superintendent approved graduate work.

**Q #7. What steps must a teacher take to apply for advancement on the salary guide?**

- (1) A teacher should request a copy of his/her Staff College transcript from the Office of the Assistant Superintendent.
- (2) The teacher must attach a copy of the Staff College transcript to an Application for Salary Guide Advancement form and send to the Assistant Superintendent.

**Q #8. What requirements apply to teachers employed during the course of the year?**

- A. The initial year of employment will be interpreted to mean the calendar year from date of employment, not school year.

**Q#9. Is any non-tenured staff member exempted from the fifteen-hour requirement?**

- A. Yes. Non-tenured staff members participating in the mentoring program as traditional route or alternate route teachers are exempt for the first year of employment, and Must accrue 30 hours by their tenure date.

**Q #10. Can mentored teachers earn credit towards salary advancement during their first year?**

- A. Yes. These teachers may take Staff College courses for credit towards the salary guide during their mentored year.

**Q#11. Who teaches the Staff College courses?**

- A. Instructors can be outside consultants or qualified Bernards Township staff.

**Q #12. Is there payment for teaching a Staff College course?**

- A. Staff members who teach courses are eligible to choose between receiving credit on the salary guide, receiving a stipend for teaching (\$50.00 per hour of teaching) or credit for the 100 hours or Flex Day. If an instructor chooses to co-teach, the hours or stipend will be split between them unless taught with an administrator.

**Q #13. What about secretaries and other support staff?**

- A. Secretaries and other support staff will receive “certificates of participation” upon completion of a course; however, this cannot be used for advancement on the salary guide.

**Q #14. Can secretaries and other support staff participate in courses that run during work hours?**

- A. The employee needs to receive approval from his/her supervisor/principal/director to attend a course during regular work hours. If the course is going to be used for Flex Day one must use a vacation day.

**Q#15. Do non-tenured teachers required 45 hours (15 hours per year until tenure is granted) also count towards the State's 100 hour requirement?**

- A. Yes.

# **Flex Day Questions and Answers**

**Q#1. What is Flex Day?**

- A. Flex Day is an opportunity for staff development during the year. If a staff member, tenured or non - tenured takes Staff College courses totaling 6 hours during the school year or during the summer, he/she will be off on the Friday preceding Memorial Day

**Q#2. What happens if I do not take Flex Day courses?**

- A. If a staff member does not participate in Flex Day courses, he/she will report to school the Friday preceding Memorial Day for an in – service day.

**Q#3. Do graduate courses or out – of - district workshops count towards Flex Day?**

- A. No. Only in – house Staff College courses from the brochure satisfy the Flex Day requirement.

**Q#4. What happens if I am ill on the day of my scheduled Flex Day course?**

- A. Please call Tiffany, ext. 127 to reschedule into an available course or tell her you will attend school on May 27, 2011.

**Q#5. Do Flex Day courses count towards the 100 hours?**

- A. Yes, all Flex Day courses and Staff College courses count towards the 100 hours.

**Q#6. Do Flex Day courses count towards salary guide advancement?**

- A. No, they do not.

**Q#7. May summer Staff College courses be applied to the May Flex Day?**

- A. Yes. When you sign – in at your summer course, be sure to designate the hours as Flex Day hours.

**Q#8. What happens if I sign up for a 15 hour course and only complete the first 6 hours?**

- A. We expect that participants will attend all sessions of courses. With the longer 15 hour courses, participants have received credit (# of hours attended) if one session is missed. If more than one session is missed, credit is not given.

**Q#9. What happens if I am ill or a family member is ill on my scheduled Flex Day in service course in May (the Friday before Memorial Day)?**

- A. A doctor's note must be sent to the Assistant Superintendent immediately upon return to work or you will be docked for the day.

**Q#10. If I attended 3 hours of a Staff College course and missed the other 3 will I receive partial credit for the course?**

- A. No, there is no partial credit. You must attend the entire course to receive credit.