

# Staff College Bulletin

## Course Offerings & Registration Form



# Fall, Winter and Spring 2009-2010

**Registrations due by  
September 14, 2009**

***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

Complete the appropriate registration forms found on pg. 19 of this bulletin via the Internet. Sufficient registration is required to run courses. Registrants will be notified in the event of course closing or cancellations.

**Secretarial Support Staff will be able to participate in Flex Day for the Fall, Winter, and Spring 2009-2010 season and may select 6 hours for Flex Day 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.**

- **All Staff and support staff will use the registration information on page 19.**
- **The total number of hours must equal at least 6 hours to have off on Friday May 28, 2010.**
- **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.**

## **AHA Basic Life Support**

This course will teach you how to recognize and respond to life-threatening emergencies such as cardiac arrest, choking and anaphylaxis. You will learn the skills of CPR for victims of all ages, use of an automated external defibrillator (AED), relief of foreign-body airway obstruction and identifying the signs of anaphylaxis and treatment. With these skills you may save the life of a member of your community, a loved one, or a student.

### **\*Course limited to 12 participants\***

Time: 3:30 – 9:30

Presenter: Amy Lynn and Pat Miller

Course hours: 6

Dates: September 15, 2009 **Course ID: 1**

October 20, 2009 **Course ID: 2**

November 3, 2009 **Course ID: 3**

December 1, 2009 **Course ID: 4**

March 23, 2010 **Course ID: 5**

April 6, 2010 **Course ID: 6**

April 27, 2010 **Course ID: 7**

Location: Cedar Hill Media Center

## **American Heart Association CPR (Basic Life Support)**

American Heart Association Healthcare Provider's Course is intended for participants who wish to be proficient in Adult, Child and Infant CPR, Foreign Body Airway Obstruction (Heimlich Manuever), 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.

### **\*Course limited to 6 participants\***

Time: 2:45 – 5:45

Presenter: Debbie Karuppan

Course hours: 6

Dates: October 21 and 22, 2009 **Course ID: 8**

January 27 and 28, 2010 **Course ID: 9**

May 26 and 27, 2010 **Course ID: 10**

Location: William Annin Nurses' Office

## **American Red Cross & First Aid Certification**

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

Presenter: Kimberly Clark and

Barbara Erickson

Course hours: 6

Dates: November 2, 2009

Location: Ridge High School Rm. 630

**Course ID: 11**

## **American Studies: Partnering for Integration**

The unique nature of the integrated American Studies and American Studies Honors courses presents special situations for the paired teachers. Here is an opportunity to review the curriculum and brainstorm the best strategies for integrating instruction for the students. Ample time will be provided for the teaching teams to discuss concepts, share effective strategies and ramp up the level of integration.

Time: 3:30 – 5:00

Presenter: Janet Ankiel

Course hours: 6

Dates: Oct. 20 and Dec. 8, 2009 and Feb. 9, 2010

Location: Ridge High School Rm. TBA

**Course ID: 12**

## **Book Talk: Bipolar**

This class will take a comprehensive look at the special issues and challenges faced by children, their families, teachers and treatment professionals. Areas discussed will include: definitions, diagnosis, medical treatment, family and social life, intervention, advocacy, legal rights, options. In addition, the class will read the book, An Unquiet Mind – A memoir of mood and madness. The format will consist of informal, round table discussions as we take a look at K. Jamison, a psychiatrist who has been diagnosed with bi-polar.

\*Books will be provided to participants\*

Time: 3:30 – 5:00

Presenter: Maria Mensinger and  
Jean O'Connell

Course hours: 3

Dates: October 14 and October 28, 2009

Location: Ridge High Rm. TBA

**Course ID: 13**

## **Book Talk: *Speaking of Boys* by Michael Thompson, PH.D**

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

\*Books will be provided to participants\*

Time: 3:30 – 5:00

Presenter: Jean O'Connell

Course hours: 3

Dates: November 4 and November 18, 2009

Location: Ridge High Rm. TBA

**Course ID: 14**

## **Book Talk: *The Pressured Child* by Michael Thompson, PH.D**

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.

\*Books will be provided to participants\*

Time: 3:30 – 5:00

Presenter: Jean O'Connell

Course hours: 3

Dates: February 3 and February, 17, 2010

Location: Ridge High Rm. TBA

**Course ID: 15**

## **Burnout**

Has stress pushed you to the danger “zone”? Researchers have consistently found a high burnout rate in the helping professions. But we don’t need researchers to confirm the anxiety, stress, overload and discouragement we all feel at some point. We cannot avoid burnout, but we can recognize it, identify factors contributing to it, can create a mindset and a plan to take care of ourselves.

Time: 3:30 – 6:30

Presenter: Barbara Bush

Course hours: 6

Dates: October 13 and 20, 2009

Location: William Annin. TBA

**Course ID: 16**

## **Classroom Projects: Soup to Nuts**

Always wanted to try projects in your classroom but didn’t know how to get started? Maybe you do projects and wanted to see some other examples? This is the class for you. In this class you will have a chance to see some projects that have been used in the classroom. It will include example presentations, handouts and examples for starting your own projects.

Time: 3:00 – 4:30

Presenter: Ray Schnell and  
Cynthia Athanasiou

Course hours: 3

Dates: October 20 and 27, 2009 **Course ID: 17**

March 9 and 16, 2010 **Course ID: 18**

Location: Ridge High School Rm. 306

## **Content Area Reading Strategies K-12**

Teachers will learn several strategies to promote the acquisition of content area, vocabulary and comprehension of informational text. Each participant will be asked to design and share an example of how he/she will implement a vocabulary and comprehension strategy in their class.

Time: 3:30 – 5:30

Presenter: Lisa Vitale-Stanzione

Course hours: 6

Dates: October 6, 13 and 20, 2009

Location: William Annin Rm. TBA

**Course ID: 19**

## **Differentiating Writing Instruction & Assessment in Grades 3-5**

This course offers teachers the chance to collaborate with grade-level colleagues to develop rubrics that target key writing skills that meet our district’s curriculum guidelines while also honoring each student’s developmental readiness. Our goal will be to create leveled rubrics for each major writing task in grades 3-5 to ensure that students are not only meeting grade-level requirements but doing so at a pace that is attuned to their developmental needs. Ultimately, these rubrics will not only enable teachers to match instruction to the diverse needs of their students via small group instruction, they will also provide tangible evidence of student growth over the year.

Time: 3:30 – 5:30

Presenter: Sloane Castleman

Course hours: 6

Dates: October 13, 14 and 15, 2009

Location: Oak Street Rm. TBA

**Course ID: 20**

## **Lesson Study for Middle School Math**

Lesson Study is a process in which teachers collaboratively discuss, plan and refine lessons. Participants will first be introduced to the concept of lesson study and then participate as part of a lesson study group which will include follow-up lessons and sessions. This workshop and is open to all middle school teachers interested in developing a deeper understanding of how students think mathematically

**\*\*\*Coordinate with Marian Palumbo\*\*\***

Time: TBA

Presenter: Marian Palumbo

Course hours: 6

Dates: TBA

Location: TBA

**Course ID: 21**

## **Literature Circles: Building Life Long Readers**

Literature Circles give students experiences, which are patterned after adult reading groups. This literacy practice of small peer-led, discussion groups can be powerful tools for improving reading, comprehension, student response to reading and a way to differentiate instruction. This course will be structured much like a literature circle might be in a classroom. We will use the text, Literature Circles by Harvey Daniels and Mini-Lessons for Literature Circles. Mini lessons text will be used as a reference. Reading will be completed before meeting to satisfy six hour requirement.

Time: 4:00 – 5:00

Presenter: Denise Callaway

Course hours: 3

Dates: Oct. 6, Nov. 3 and Dec. 8, 2009 **Course ID: 22**

Feb. 4, Mar.4 and Apr. 1, 2010 **Course ID: 23**

Location: Mount Prospect Library

## **Mentoring the Special Education Students 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. 30, Oct. 28, Dec. 16, Feb. 17, Mar. 31, Apr. 28

Location: Ridge High School Rm. 205

**Course ID: 24**

## **NFHS Fundamentals of Coaching**

The NFHS Fundamentals of Coaching Course is a blended class that provides a student-centered curriculum for interscholastic coaches, assisting them in creating a healthy and age appropriate sport experience that supports the education mission of the American high school. The course consists of a four hour classroom session and approximately 4 hours of online instruction and an online exam. Completion of the course is mandated of all high school coaches in New Jersey that have begun coaching at the high school level in 2006-2007 or after.

Time: 6:00 – 10:00 pm  
Presenter: Rich Shello  
Course hours: 4

Dates: November 19, 2009  
Location: Ridge High Rm. 630  
**Course ID: 25**

## **Responsive Classroom I**

This course is designed for teachers who have an interest in learning about Responsive Classroom. The Responsive Classroom approach to teaching and learning fosters safe, challenging and joyful classrooms and schools. It was developed by classroom teachers and consists of practical strategies for bringing together social and academic learning throughout the school day. Teachers do not need to have prior experience or understanding of Responsive Classroom elements. In urban, rural and suburban settings, educators using these strategies report increase in student investment, responsibility, social skills and academic engagement, and learning and decreases in problem behaviors. Come learn about establishing a daily Morning Meeting, student-created rules and Logical Consequences when these rules are broken, daily Energizers, Closing Circle and more.

Time: 3:30 – 6:30  
Presenter: Barry Saide  
Course hours: 6

Dates: September 14 and 15, 2009  
Location: Mount Prospect Rm. 261  
**Course ID: 26**

## **Responsive Classroom II Collegial Learning Cohort**

This course is designed for teachers who have completed Responsive Classroom I and II staff colleges. In this staff college, teachers will meet together to share ideas/experience, discuss implementation strategies and manage integrating Responsive Classroom elements during the crucial first four months of school. Teachers will have time to jointly plan Morning Meeting, Energizers, Classroom Rules, Logical Consequences and Apology of Action lessons with their peers.

Time: 3:30 – 5:00  
Presenter: Barry Saide  
Course hours: 6

Dates: Sept. 21, Oct. 19, Nov. 16 and Dec. 14, 2009  
Location: Mount Prospect Rm. 261  
**Course ID: 27**

## **Skills Development for Middle School Transition**

These sessions will focus on issues that affect your students' successful transition to middle school. Teachers in Grades 5 and 6 will co-facilitate this class which will provide resources and strategies to make the students' transition smoother. Most importantly, it will provide teachers with time to discuss with each other the issues at both grade levels that impact on this important stage in our students' lives.

Time: 3:30 – 5:00

Presenter: Kristin Fox and  
Lori Jones

Course hours: 6

Dates: Nov.10, 2009 Jan. 12, Mar. 16, & May 11, 2010

Location: Ridge High School Rm. 306

**Course ID: 28**

## **Sparking Interest and Making Connections through Math Activities**

Within the Everyday Math curriculum, supplemental materials and enhancements are often necessary to reach each student in ways that promote understanding and retention. This session will engage participants in hands-on activities designed to build flexible thinking and number sense. Activities will include practical game and puzzles to enhance the math curriculum.

Time: 3:30 – 5:00

Presenter: Diana Koeckert

Course hours: 3

Dates: November 12 and 19, 2009

Location: Cedar Hill Library

**Course ID: 29**

## **Teaching in the Target Language and Other World Language Classroom Management Strategies**

This course will focus on specific strategies that can be used in the classroom to encourage both the teacher and the students to use the target languages as much as possible. Specific classroom management techniques unique to the world language classroom will be explored. Bring your own personal experience and ideas to share!

Time: 3:00 – 6:00

Presenter: Sara Kirsch

Course hours: 6

Dates: November 11 and 18, 2009

Location: Ridge High School Rm. 531

**Course ID: 30**

## **Tips and Techniques: Enhancing Instruction While Easing Your Workload**

Need ideas to make your classroom run more efficiently allowing you to spend more time on the components of education you find to be the most powerful tools? The tips and techniques in this course come from 40 years of combined teaching and administrative experience. These tips will deal with grading, writing assessments, homework, discipline and handling administrative tasks.

Time: 2:45 – 5:45

Presenter: Betsy Wolf

Course hours: 6

Dates: October 5 and 12, 2009

Location: Ridge High Rm. 532

**Course ID: 31**

## **Threat Assessment**

This course is for administrators, counselors and any teacher who has ever had concerns about a student's potential for violence. District policy will be reviewed, as well as the most recent recommended practice for threat assessment in the schools. Sample case studies will be reviewed.

Time: 3:30 – 6:30

Presenter: Barbara Bush

Course hours: 6

Dates: November 10 and 13, 2009

Location: William Annin Rm. TBA

**Course ID: 32**

## **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

Presenter: Regina Rudolph

Course hours: 6

Dates: January 5, 7 and 12, 2010

Location: Board of Education Conference Room

**Course ID: 33**

## **Understanding Literature Circles**

Literature Circles are an important part of a balanced literacy program. This course will explore the theoretical and practical purpose for literature circles. We will look at various models of literature circle structures and roles students can use to facilitate a lively discussion. Please bring current role sheets that you use in your classroom and any books that you use to help you as you plan for literature circles.

Time: 3:30 – 5:30

Presenter: Denise Callaway and  
Karen Pellicone

Course hours: 4

Dates: September 15 and 22, 2009

Location: Mount Prospect Media Center

**Course ID: 34**

## **Using Memory to Facilitate Instruction**

This course will use current research on the memory system to facilitate more effective classroom strategies for student success. Teachers will gain insight into obstacles to memory and learned techniques to overcome them.

Time: 3:30 – 6:30

Presenter: Laura Dengelegi and  
Don Kober

Course hours: 6

Dates: October 21 and 28, 2009

Location: Ridge High School Rm. 535

**Course ID: 35**



# Technology



## **Add Pizzazz to Your Power Points and Turn Them into Transparent Teaching Tools**

Learn how to download and alter images, add audio clips, embed video clips and download eye-catching fonts to make your own Power Point stand out from the crowd. We will be demonstrating ways to use Power Points 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.

Time: 3:30 – 6:30

Presenter: Emily Lipnick and  
Beth Noerenberg

Course hours: 6

Dates: October 15 and 29, 2009

Location: Ridge High School Rm. 405

**Course ID: 36**

## **Advanced Tablet PC Workshop - Tech**

The Advanced Tablet PC Workshop – Tech will focus on strategies for more effective use of the Tablet PC in the classroom. The workshop will cover methods of creating and editing PDF documents for maximum document security, utilizing multiple monitors to better manage your presentation and a variety of pointers and tidbits on how to get the most from the technology packed into the Tablet PC. Including: SD cards, Bluetooth, power Management and more! This will be a tech-based advanced workshop.

Time: 2:45 – 4:45

Presenter: Dave Petersen and  
Brian Heineman

Course hours: 4

Dates: November 9 and 23, 2009

Location: Board Office Conference Room

**Course ID: 37**

## **Creating a Power Point Presentation Using Images**

Participants will learn how to create a successful Power Point presentation using images and animation, including use of templates for layout, managing images (Clip Art and saved to file) and inserting audio. Participants will have opportunities to practice their skills, creating their own presentations and troubleshoot possible problems.

Time: 3:30 – 6:30

Presenter: Tatyana Tadenev  
Course hours: 3

Dates: October 8, 2009

Location: Oak Street Rm. 31

**Course ID: 38**

**District Data Base Programs**  
**Pentamation Production Workshops (09-10)**

**What:** Familiarize yourself and/or explore programs that access our District Student Data Based 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 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 William 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 – 4:30. You need only sign up for the **2:30 – 3:30** slot **or** the **3:30 – 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**  
9/15, 9/22, 10/6, 10/13

**Mid-Winter:**  
1/19, 1/26, 2/9, 2/16

**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.

## **Integrating the Calculator Based Laboratory (CBL) System into a Science Classroom**

The course will introduce teachers to the Calculator Based Laboratory system (CBLs) created by Vernier. Sample labs will be setup for biology, chemistry and physics in order to get the teachers the chance to work with different probes and simulate data collection as their students will do. Both the CBL and Lab Quest data collectors will be demonstrated as well as the Logger Pro computer software that can be used to demonstrate the ease of integrating computers into lab work.

Time: 2:45 – 4:45  
Presenter: Marc Seigel and  
Richard Bard  
Course hours: 2

Dates: September 22, 2009 **Course ID: 39**  
October 6, 2009 **Course ID: 40**  
Location: Ridge High Rm. 313

## **Internet Resources for the Art Educators**

In this ONLINE CLASS participants will explore internet resources valuable to them art educators and resources that can be used with students. Do you know which museums have resources that will work best to your classes? This class will give you the opportunity to explore and find out. Are you looking to connect with others in the field – you will have time to do that as well. Maybe you are looking for an interesting way to display student artwork on your website, we will find sites that can help you do that. Join us as we learn about internet resources that are meaningful to art education!

Time: Online  
Presenter: Susan Bivona  
Course hours: 6

Dates: October 8 – November 5, 2009  
Location: Online  
**Course ID: 41**

## **Introduction to Online Teaching and Learning**

This course is designed to teach participants about the design principles and pedagogical concepts related to taking or teaching an online course. 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 reading, 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.

Time: Online  
Presenter: Steve Isaacs  
Course hours: 12

Dates: March 2 – March 23, 2010  
Location: Online  
**Course ID: 42**

## **Introduction to the Virtual Chemistry Lab**

This course will provide an introduction to the laboratory assignments that are packaged with the Virtual Chemistry Lab software. Participants will complete several labs in each of the different lab facilities (gases, Titrations, Nuclear, and Inorganic) to gain experience using a variety of glassware and techniques for working in a virtual world.

Time: 2:45 – 4:45

Presenter: Marc Seigel and  
Richard Bard

Course hours: 2

Dates: October 13, 2009

Location: Ridge High Rm. 701

**Course ID: 43**

## **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 recourses 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.

**\*One in-person session on October 13, 2009 3:30 – 6:30 at William Annin Rm. 322\***

Time: Online

Presenter: Steve Isaacs

Course hours: 12

Dates: October 13 – November 17, 2009

Location: William Annin Rm. 322

**Course ID: 44**

## **One Size Just Won't Fit All (K-8 Differentiated Instruction)**

If you are like most teachers, you have students who struggle academically and others who have advanced beyond the rest of the class. In this heterogeneous environment, you can meet the needs of all learners through DI. This staff college course will provide the principles and strategies you need. Regardless of the subject area or grade-level you teach, the hands-on activities in the course will help you create lesson that you can use in your classroom.

Agenda:

Day 1 – Principles of a DI Classroom/Analyzing a DI Lesson

Day 2 – DI Teaching Strategies/Planning for DI/Best Practices will be shared by selected teachers

Day 3 – Assessments supporting DI lessons/Sharing of lessons

Time: 4:00 – 6:00

Presenter: Thomas Liss and  
Paul Ciempola

Course hours: 6

Dates: October 6, 13 and 27, 2009

Location: William Annin Rm. TBA

**Course ID: 45**

## **“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 discussions. Participants will share their newfound insight through their own blog or another medium in order to engage others in the discussion.

Time: Online

Presenter: Steve Isaacs

Course hours: 6

Dates: November 16 – 30, 2009

Location: Online

**Course ID: 46**

## **Troubleshooting the Top 10 Things That Could (and Will) Go Wrong With Your Technology**

Have you ever been afraid to send a help request when you know your technology problem has an easy fix? In this course we will show you how to solve the most common technology problems someone in this district could encounter. Some of these areas include: Projectors, Printers, basic PC tips and tricks, etc.

Time: 3:30 – 5:30

Presenter: Dave Petersen and  
Steve Isaacs

Course hours: 2

Dates: October 8, 2009

Location: William Annin Rm. 322

**Course ID: 47**

## **Using Bloggers to Create a Website**

Participants will learn how to use Blogger, including selection of layout, managing images, and monitoring comments. Participants will have opportunities to practice their skills, creating their own Blogger websites and troubleshoot possible problems.

Time: 3:30 – 6:30

Presenter: Tatyana Tadenev

Course hours: 3

Dates: October 1, 2009

Location: Oak Street Rm. 31

**Course ID: 48**

## **Using a Tablet PC to Enhance Instruction 6-12**

What is a Tablet PC? How does this differ from a traditional laptop? How can a tablet PC help improve communication with students and parents? These questions and more will be answered during this two day training. The Tablet PC is a powerful tool, which can enhance general productivity, personal organization, curricular development and classroom instruction. All participants will be expected to complete tasks using the Tablet PC and will also create basic presentations, which can be used in their content area.

\*Max of 28 participants\*

\*\*All participants who complete this course will be issued a district Tablet PC for their use in the 2009-2010 school year\*\*

Time: 2:45 – 5:45

Presenters: Brian Heineman, James Rollo  
Dave Petersen, Mary Asfendis and Sean Siet

Course hours: 6

Dates: Sept. 22 and 24, 2009 **Course ID: 49**

Oct. 13 and 15, 2009 **Course ID: 50**

Oct. 27 and 29, 2009 **Course ID: 51**

Nov. 10 and 12, 2009 **Course ID: 52**

Location: Board Office Conference Room

## **WebQuest: Creating Inquiry Based Learning Opportunities**

This course is designed to teach participants about WebQuest and guide them through creating their own WebQuest based on the design created by Bernie Dodge. WebQuests are inquiry-based learning opportunities that utilize online resources to guide students in solving a problem. The final WebQuest will be posted on the OnCourse Website (or Moodle site) of each participant so that it can be accessed by students in your course.

**\*One in-person session on January 26, 2010 3:30 – 6:30 at William Annin Rm. 322\***

Time: Online

Presenter: Steve Isaacs

Course hours: 12

Dates: January 7 – 26, 2010

Location: Online

**Course ID: 53**

# 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

## **Year Two**

Essential Elements of Instruction

## **Year Three**

Brain-Based Learning  
Teaching Styles/Learning Styles

## **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. 11, 18, March 4, 11, 18 and 25, 2010

Location: Board Office Conference Room

**Course ID #: 54**

## **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 experiences. 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.

Time: 3:30 – 6:30

Presenters: Scott Thompson,  
Paul Ciempola, Tom Liss and  
David Yastremski

Dates: Sept. 17, 29, Oct. 15, 29 and Nov. 10, 2009

Location: Ridge High Rm. 614

**Course ID: 55**

Course hours: 15

## **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.

Time: 3:30 – 6:00

Presenters: David Yastremski and  
Joanne Hozeny

Dates: Sept. 24 and Oct. 1, 8, 15, 22 and 29, 2009

Location: TBA

**Course ID: 56**

Course hours: 15

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

People learn successfully in a variety of ways; successful teachers 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  
Regina Rudolph

Dates: Sept. 29, Oct. 1, 6, 8, 13, and 15, 2009

Location: Board Office Conference Room

**Course ID: 57**

Course hours: 15

# Registration Forms

Please click the following link for instructions on completing the registration form:  
<http://www.bernardsboe.com/general/files/guideOnlineRegistrationTenuredSecretaries.pdf>

Tenured:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

Non-Tenured:

<http://faculty.bernardsboe.com/phpform/use/formNT2/form1.html>

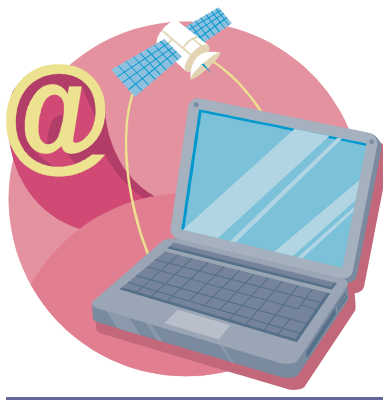
Secretary:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

Out of District:

<http://faculty.bernardsboe.com/phpform/use/registrar/form1.html>

**\*Confirmations will be sent to you with your accepted course(s) indicated via e-mail.**



# 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, If I meet my fifteen-hour requirement by taking a twenty-hour class, may I combine the additional five hours with other hours completed to earn credit towards salary advancement?**

A. Yes! Certificates of “credit” will be issued to those non-tenured teachers who complete courses over and above their 15 required hours and to tenured teachers for any completed courses.

**Q #7. 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 #8. 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 #9. 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#10. 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, but still must accrue 45 hours by their tenure date.

**Q #11. 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#12. Who teaches the Staff College courses?**

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

**Q #13. 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. If an instructor chooses to co-teach, the hours or stipend will be split between them unless taught with an administrator.

**Q #14. 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 #15. 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.

**Q#16. 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 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 Melissa, ext. 128 to reschedule into an available course or tell her you will attend the in-service on May 28, 2010.

**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 –20 hour courses, participants have received credit (# of hours attended) if one 2 ½ hour 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 attend 3 hours of a Flex Day class and miss the other 3 hours, is partial credit given for attending the May Flex Day?**

- A. No, there is no partial credit. You must attend the full day if you do not have the full 6 hours.