



Date: July 3, 2019

MEMORANDUM

To: Principals, Assistant Principals, Leadership Interns and Athletics and Activities Managers

From: Monifa McKnight, Ed. D.
Chief School Management and Instructional Leadership Officer

Subject: Administrator Professional Learning Calendar 2019-2020
Opening Staff Week Planning and Training Expectations August 2019, **Revision 2**

Summary

- Please find the professional learning calendar for administrators for June 2019-June 2020 on pages 2-4 below.
- Please find expected topics for staff training during the August 21-30 window on pages 5-8 below. As you create your August 21-30 agenda for staff members, all schools should have opening staff week agendas that include:
 - One 7 hour block or two 3.5 hour blocks of "self-directed" time for staff members to prepare for the start of the school year. No meetings or tasks are to be assigned during this time period. This parameter is necessary to be in compliance with the HCEA Agreement.
 - 2 hours of designated time for paraeducators to complete Safe School Modules.
 - Time to travel to and participate in Regional Kickoff meetings on August 23, 26, 27.
 - Time to participate in countywide professional learning on August 22 and August 28.
 - Permission for HCEA building representatives to attend a 2-hour training on August 29 from 1:00-3:00pm.
 - Consultation with teaching staff on the scheduling of PIP periods. The negotiated agreement with HCEA includes language stating "The scheduling of PIP periods shall be determined by the principal after consultation with the faculty, which shall occur prior to the first student attendance day of the school year." This can be done through a survey or at a staff meeting during the opening staff week.

Action

- Plan to attend the administrator trainings June 2019-June 2020.
- Review the training topics and incorporate into your Opening Staff Week Schedule for August 21-30.

- Send your completed Opening Staff Week Schedule to your Community Superintendent and Performance, Equity and Community Response Director by August 15, 2019.

Questions

- If you have any questions, please contact your Community Superintendent or Performance, Equity and Community Response Director.

Professional Learning Calendar for Administrators June 2019-June 2020

CIA - Curriculum, Instruction and Assessment
 GPS - Grants, Policy and Strategy
 LD - Leadership Development
 OSS - Office of Safety and Security
 PISWB - Program Innovation and Student Well-Being
 SMIL - School Management and Instructional Leadership
 TPD - Teacher and Paraprofessional Development

Professional Learning	Required or Voluntary	Dates	Time	Location	Lead Office
New Principal meetings	Required for new principals	Late June and early August 2019	Half days	Ten Oaks Ballroom	SMIL and LD
SIP Office Hours for Drop-In Support	Voluntary for administrators	June 24 Ascend One Patuxent	9:00-11:00am	Ascend One Patuxent	GPS
Leading Professional Development to Support Your SIP for Principals, Assistant Principals, and Leadership Interns https://staff.hcpss.org/mod/forum/discuss.php?d=31086#p48666	Voluntary	Choice of: June 27 July 12 July 30 August 7	8:30am-3:30pm	Ascend One	LD

Administrator Professional Learning Calendar June 2019-2020
 Opening Staff Week Planning and Training Expectations August 2019
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Professional Learning	Required or Voluntary	Dates	Time	Location	Lead Office
Boundary Review preparation Student Services Training on the roles and responsibilities of the student services team	Required for all principals and for the AP in charge of Student Services; all administrators welcome	Choice of: July 9 July 24 July 29 August 8 Registration is not required.	8:30 - 9:00am Boundary Review Prep 9:00am - 12:00pm, Student Services Training	July 9, 24, 29 – Ascend One, Susquehanna August 8- ARL, room B-37	PISWB
Safety and Security Training <ul style="list-style-type: none"> ● Emergency Operations Plan ● Security Updates ● Severe Weather ● Security Assistants 	Required for Principals and for the AP in charge of EOP; all administrators welcome	Choice of: July 9 July 24 July 29 August 8 Registration is not required.	1:00-3:30pm	July 9, 24, 29 – Ascend One, Susquehanna August 8- ARL, room B-37	OSS
SST Summer Training	Voluntary for administrators and Student Support Team members	Choice of: July 16 July 25	10:00am-12:00pm	Ascend One Susquehanna	PISWB
Middle School Problem-Solving for Psychologists and Administrators	Voluntary	July 16	1:00-3:00pm	Board Room B	PISWB
Principal/TDL Training <ul style="list-style-type: none"> ● Professional Learning Plan ● Teacher Evaluation 	Required for Principals	Choice of: July 31 August 5	8:30am-12:00pm	Board Room B	TPD

Professional Learning	Required or Voluntary	Dates	Time	Location	Lead Office
ES Principal Training on Standards-Based Grading and Changes in ES Gifted and Talented Education Program	Required for ES Principals	Choice of: July 31 August 5	1:00-4:00pm	Board Room B	CIA
SMIL Kickoff	Required for school-based administrators	August 19	TBD	TBD	SMIL and LD
Monthly Administrator Meetings	Required for principals, assistant principals, and leadership interns	9/10; 9/12 10/15; 10/17 11/19; 11/21 12/3; 12/5 1/7; 1/9 2/18; 2/20 3/17; 3/19 4/21; 4/23 5/5; 5/7 6/2 AM; 6/2 PM Ten Oaks	8:00am-4:00pm	Ten Oaks	SMIL and LD
ACI	Required for principals, assistant principals, and leadership interns	9/24; 9/26 10/21-23; 10/24 1/21-23; 1/24 3/3; 3/5 3/31 (snow date) 4/2 (snow date) 5/18-20; 5/21	half day	Ascend One - Susquehanna	CIA

Training for Opening Staff Week: August 21-30, 2019

Topic/Contact Person	Amount of Time to Allot	Notes
<p>Crossing the Line Presentation</p> <p>Contact Person: Caroline Walker, Ph.D., Executive Director, Program Innovation and Student Well-Being</p>	<p>10-15 minutes</p> <p>face-to-face</p> <p>administrator presentation to all staff by September 4</p>	<p>Crossing the Line presentation August 2018 (if the presentation is updated for 2019, the new presentation will be placed here)</p>
<p>Suicide Prevention Information for all school-based staff</p> <p>Contact Person: Cindi Schulmeyer, Coordinator of School Psychology, Section 504, and Instructional Intervention</p>	<p>60 minutes</p> <p>face-to-face</p> <p>school psychologist and/or school counselor presentation to all staff between August 23-September 27</p>	<p>Training is provided jointly by the school counselor(s) and school psychologist. Can be in opening staff week or at a staff meeting in September. Required sign-in sheet for staff.</p>
<p>Opening Student Week Engagement activities and SEL for Elementary</p> <p>Contact Person: Lisa Davis, Director, Program Innovation and Student Well-Being</p>	<p>5-10 minutes for secondary</p> <p>60 minutes for elementary</p> <p>face-to-face</p> <p>administrator presentation to all staff by September 4</p>	<p>Updated memo for 2019-2020 will be shared as soon as it is available.</p>

<p>Teacher Evaluation Model and Frontline Professional Learning Management System Updates</p> <p>Contact Person: Juliann Dibble, Director, Teacher and Paraprofessional Development</p>	<p>60 minutes</p> <p>face-to-face</p> <p>Teacher Development Liaison (TDL) presentation to all certificated staff by September 4</p>	<p>Training will be provided to principals and TDLs on July 31 or August 5.</p>
<p>Epipen and Narcan/Naloxone</p> <p>Contact Person: Kerrie Wagaman, Coordinator of Health Services</p>	<p>10-15 minutes</p> <p>face-to-face</p> <p>nurse presentation to all staff by September 4</p>	<p>Epipen training has two parts: SafeSchools training and training with the nurse. Nurses will train all staff in the mechanical use of the epipen as well as a general understanding of when to use it, storage in AED cabinet, and regulations after use.</p> <p>Narcan/Naloxone training overview is brief to all staff to be aware that we also carry the medication in the AED boxes.</p>
<p>Emergency Operations Plan (EOP)</p> <p>Contact Person for EOP: Alan Moss, Manager - Safety & Security Planning</p>	<p>To be determined by each school</p> <p>face-to-face</p> <p>administrator presentation to all staff between August 23-September 27</p>	<p>Reinforce school EOP and teacher packets.</p>
<p>Standards-Based Grading</p> <p>Contact Person: Ebony Langford-Brown, Executive Director, Curriculum, Instruction and Assessment</p>	<p>45 minutes for elementary only</p> <p>face-to-face</p> <p>administrator presentation to all staff between August 29-September 27</p>	<p>Training will be provided to elementary administrators on July 31 or August 5.</p>

<p>SafeSchools Modules</p> <p>Contact Person: Pierre Van Greunen, Safety, Environment, and Risk Management Officer</p>	<p>Self-directed online for all staff</p>	<p>Staff can access through the link in their email inbox. Mandatory trainings for <u>all employees</u> are:</p> <ul style="list-style-type: none"> ● Child Abuse (Full Maryland) (21 minutes) <ul style="list-style-type: none"> ○ all staff by 9/4 ● HCPSS Sexual Discrimination; Staff to Staff (23 minutes) <ul style="list-style-type: none"> ○ all staff by 10/31 ● HCPSS Bullying Prevention (33 minutes) <ul style="list-style-type: none"> ○ new staff by 9/4 ○ returning staff by 10/31 ● HCPSS Indoor Environmental Quality (IEQ) Training (22 minutes) <ul style="list-style-type: none"> ○ all staff by 10/31 ● Active Shooter: Staff (44 minutes) <ul style="list-style-type: none"> ○ all staff by 9/4 ● Bloodborne Pathogens (22 minutes) <ul style="list-style-type: none"> ○ new staff by 9/4 ○ returning staff by 10/31 <p><u>Staff at school buildings:</u></p> <ul style="list-style-type: none"> ● Health Emergencies: Life Threatening Allergies (15 minutes) <ul style="list-style-type: none"> ○ new staff by 9/4 ○ returning staff by 10/31 <p><u>Certificated Staff:</u></p> <ul style="list-style-type: none"> ● Section 504 Overview for Certificated Staff (31 minutes) <ul style="list-style-type: none"> ○ new staff by 9/4 ○ returning staff by 10/31 <p><u>Science teachers</u> and all staff members who work in science laboratories.</p> <ul style="list-style-type: none"> ● Safety Data Sheets (SDS) (19 min) ● Science Lab Safety (25 min) ● Science Lab Chemical Spills (25 min) <ul style="list-style-type: none"> ○ new staff by 9/4 ○ returning staff by 10/31
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<p>Canvas Training</p> <p>Contact Person: Audra Agnelly, Learning Systems Administrator</p>	<p>Self-directed online for all teachers (20 minutes to complete) with additional time in the week to set up Canvas pages by either importing previous courses or setting up new teacher home pages</p>	<p>https://hcpss.instructure.com/courses/32959/pages/canvas-2019-slash-20-school-year</p> <p>All teachers will view a short presentation about functionality, best practices, and a review of 2019-20 Canvas Expectations.</p>
<p>Digital Integration of Tools for Teaching</p> <p>Contact Person: Teddy Hartman, Director, Strategy and Data Privacy</p>	<p>Self-directed online for all teachers (20-30 minutes to complete)</p>	<p>https://hcpss.instructure.com/courses/48282</p> <p>All teachers will complete an online module on the selection and use of Digital Tools.</p>
<p>Synergy Training</p> <p>Contact Person: Brenda Finkle, Technology Trainer</p>	<p>Self-directed online for new teachers (10-20 minutes to complete)</p>	<p>https://hcpss.instructure.com/courses/33079/pages/synergy-online-training</p> <p>New teachers will view a short presentation about how to set up seating charts, take attendance, how to enter interim/report card grades, set up Parent/Teacher Conferences, and enter Minor Incidents and Student Injury reports.</p>
<p>Hoonuit Training</p> <p>Contact Person: Brandy Iskin, Coordinator of Data Warehouse</p>	<p>Self-directed online for new teachers (15-20 minutes to complete)</p>	<p>https://hcpss.instructure.com/courses/54028/pages/hoonuit-tutorials</p> <p>New teachers will view short presentations about Hoonuit basic terminology, navigation, content, and functionality.</p>

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