



# **PROFESSIONAL LEARNING PLAN 2022-2025**

McGraw Central School District  
10 West Academy Street  
McGraw, NY 13101  
BEDS Code: 110304040000

## **MCGRAW CENTRAL SCHOOL DISTRICT MISSION**

*The Mission of the McGraw Central School District is to pursue the maximum fulfillment of each student's potential. We will accomplish this by identifying student outcomes based on excellence, fostering and enhancing student opportunities, emphasizing student enthusiasm, and promoting parent, school and community involvement.*

**BOARD OF EDUCATION APPROVED: November 2022**

## **PROFESSIONAL LEARNING PLAN PURPOSE**

MCSD plans professional learning in consultation with its Professional Development Team to improve the quality of teaching and learning by ensuring all teachers and staff participate in substantial professional development in order that they remain current with their profession and meet the learning needs of their students. The Professional Development Team is composed of representatives from the elementary and secondary schools, as well as three administrators and the Superintendent of Schools. It is convened by the Director of Curriculum, operates by consensus decision-making processes, and meetings are open to all interested persons. The District Technology Director works with the committee to support planning and implementation of professional learning. The Council meets bi-monthly, with additional meetings scheduled as needed, to plan for faculty and staff learning throughout the year.

## **PROFESSIONAL DEVELOPMENT TEAM**

The Professional Development Committee is a cross section of teachers, administrators, support staff, parents, business partners, and college faculty. Every building has at least one representative.

## **NEW YORK STATE DEPARTMENT REGULATIONS AND REQUIREMENTS**

This professional learning plan is in compliance with Regulations 100.2 that require each district to collaboratively develop professional learning plans and review them annually. This professional learning plan provides classroom teachers, school leaders, and teaching assistants with opportunities to meet and maintain the Continuing Teacher Leader Education (CTLE) requirements as defined by The Board of Regents. The plan has constructed requirements for professionals that will provide an average of at least 20 CTLE sponsor approved hours per year. Professional development is aligned to the New York State Professional Development Standards <https://www.highered.nysed.gov/tcert/pdf/pdstds.pdf> and constructed to meet the needs of the district and buildings from grades UPK-12.

Needs analysis is based on data collected by instructional coaches and administration through surveys distributed to classroom teachers, support staff, and teaching assistants. Additional professional development is based on expertise and needs of the recipients and best practices from research-based instructional strategies.

McGraw Central Schools will provide Professional Certificate holders with certificates acknowledging completion of workshops, training, and professional development opportunities that qualify for CTLE hours. Certificates will include the participant's name, title and date of workshop, and the number of CTLE hours as provided by Frontline Education Professional Growth (sample included at the end of plan.) All approved sponsors will utilize the Frontline system to issue certificates of completion.

**BOARD OF EDUCATION APPROVED: November 2022**

As our professional development is a critical component to our success, we offer quality, researched-based opportunities for ongoing growth for our teachers, related service providers, support staff, and paraprofessionals.

The District will provide professional development on an annual basis through the following venues:

- Board of Education approved staff development days during school hours
- Professional development opportunities before, during, and after school hours
- Summer professional development (faculty and staff)
- Out-of-district professional development
- Curriculum Council Committee recommended professional development
- Instructional Technology professional development

#### **CONTENT OF PLAN:**

The McGraw Central Schools professional development plan is reviewed annually by the District's Professional Development Team and approved by the Board of Education. This plan aligns with the District's mission statement, a Multi-Tiered System of Support (MTSS), District academic and SEL curriculum, areas identified for student safety and health, and NYS Learning Standards to provide high academic expectations for ALL students and postsecondary success.

Our Professional Development will provide mandatory and choice opportunities to increase and maintain knowledge and skills of best practices that will lead to increasing student achievement through:

- Student Engagement Focus
- Content Specific
- Pedagogy

McGraw applied for a waiver in accordance with CR Section 154-2.3 as the District seeks permission from the Commissioner to be exempt from the ELL/ESOL professional development requirements as we have less than 5% (MCSD has .2 %) of students who are English Language Learners. McGraw Central Schools professional development, combined with OCM BOCES support, provides:

**Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and enhances their skills in order to effectively and efficiently teach our students. (up to 20 hours offered each year)

**Research-Based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze student learning, apply best practices and engage all learners in content exploration. (up to 20 hours offered each year)

**Collaboration:** Professional development provides teachers with opportunities to collaborate with teachers within our district and with other districts in order to build a wide breadth of knowledge. (Offering no less than 5 hours per year)

**Diverse Learning:** Professional development maintains educators have an understanding of our population and the ever-evolving climate and needs of our community. (Offering no less than 5 hours per year)

**Family and Community Engagement:** Professional development ensures that educators have the knowledge and skill to engage and collaborate with our students, responsible adults, and community members for the support of student learning. (Offering no less than 5 hours per year)

**Data-Driven Professional Practice:** Professional development provides educators with valuable student data and other evidence of student learning to determine the needs and priorities, to monitor progress and sustain continuous learning. (Offering no less than 5 hours per year)

**Technology:** Professional development promotes technological literacy and facilitates the effective use of all appropriate technology for a forward focus education. (Offering up to 20 hours per year)

**Evaluation:** Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning. (Utilize OCM BOCES for this training)

Themes for the Professional Learning Plan are targeted and needs are prioritized based on goals set by the Curriculum Council Committee and Board of Education; local and state assessment data; staff surveys; parent and student surveys, New York State Learning Standards; and, the McGraw Central School District Report Card.

**Needs/Data Analysis for PLP Needs Assessment Sources Used**

Implementation of NYS Learning Standards	TCIS
Technology skills and curriculum integration	MTSS
Effective instructional techniques	School Report Card
Coordination of curriculum across grade/content	BEDS data
Literacy for all students	Student attendance rates
Behavioral support for students	Graduation and dropout rates
Standards-based IEP alignment	Benchmarks for student performance
Character Education and positive school climate	Teacher surveys
Improving performance of students in poverty	Teacher self-reflection
Therapeutic Crisis Intervention (TCI) Training	Data Warehouse
Health and safety	SED priorities and initiatives
Social Emotional Learning	Technology needs assessment
Mental Health Awareness	Local/State assessments-STAR, Regents, 3-8
Suicide Prevention and Intervention	Assessments, Achieve 3000, Castle Learning Response to Intervention Universal Screening Instruments (DIAL 4) Instructional Rounds BIMAS-2

## DISTRICT RESOURCES

Fiscal resources	Staff Resources Providers Community
<p>COSERS including technology, school improvement, curriculum &amp; instruction and assessment</p> <ul style="list-style-type: none"> <li>● Title 1 Funds               <ul style="list-style-type: none"> <li>● MCSD budgeted funds</li> </ul> </li> <li>● Competitive grants</li> </ul>	<p>Curriculum consultants            Syracuse University            Local municipalities            SUNY Cortland            Cortland Sheriff's Department            Content specialists from within district or region            TC3            Cornell University            Ithaca College            Local Fire and Rescue            Director of Curriculum and Special Education            Principals            Director of Technology            Instructional Coaches            Cortland Teacher Center            Cortland County Mental Health Services            OCM BOCES            TST BOCES            Lime Hollow Nature Center            Cooperative Extension            Lamont Library            Family Reading Partnership            Business partners</p> <p style="text-align: right;">● See also Appendix A</p>

## **DESCRIPTION OF THE MENTORING PROGRAM**

School districts are required to follow mentoring programs for those in their first year of teaching. Mentoring new teachers in a program that defines responsibilities for the mentor and the mentee provides a structured mentoring procedure rather than the “buddy system” (that has previously been used). An experienced teacher who is new to the district may request or be assigned a mentor. Mentors are compensated through a stipend per their contract. CTLE hours are provided as an option for mentors. McGraw Central School District will allow up to 20 hours credited towards their CTLE requirement in each five-year registration period for each teacher acting as a mentor.

### **Goals of Mentoring Program**

- Increase retention rate of new teachers by instilling a sense of community
- Improve student achievement
  - research-based results
  - high correlations with student achievement and mentored teacher
- Increase the opportunity for professional growth of veteran teachers
- Expose new teachers to diversified instruction and classroom management techniques
- Integrate new teachers into school culture
- Build trust and rapport with the mentee
- Respect individuality
- Communicate about the school’s culture and operating procedures
- Provide resources (emotional support and teaching materials)
- Functions as a sounding board and mirror for the mentee
- Collaborate in problem solving
- Provide curricular, instructional and classroom management techniques and strategies with guidance and support
- Create opportunities for the mentee to access the expertise of other faculty members
- Function as a professional role model in all aspects of school life
- Continue to develop skills as a mentor by attending conferences and workshops

## **Professional Learning Plan Implementation**

**Focus:** Implement PK-12 process for daily, monthly and yearly assessments: Ongoing individual student mastery; Progress monitoring of growth; Demonstrate core competencies based on rubrics that are aligned to our District's mission and New York State Standards. This data will drive MCSD's professional development decisions and evaluate their impact.

### **Activities and Strategies:**

- Implement the Multi-Tiered System of Support (MTSS) meshing academic, behavioral, mental health, and social emotional support services throughout the school community
- Provide professional development for all staff members to enhance our academic programs
- Implement district-wide norms for continuous cycle of standards, curriculum, instruction, benchmark and formative and summative assessment implementation



INPUTS	EVIDENCE
<p>MTSS Committee</p> <p>Teacher Leaders</p> <p>Child Study Teams</p> <p>Curriculum Council Committee</p> <p>Data Team meetings</p> <p>APPR Committee presentations</p> <p>OCM BOCES Regional Leadership Grade-Level</p> <p>Department meetings</p> <p>Suicide Prevention Training</p> <p>Mental Health Awareness Training</p> <p>Child &amp; Family Team System Support (CFTSS) Presentations</p> <p>Internet Safety/Social Media awareness</p> <p>Dignity for All Students training Therapeutic</p> <p>Crisis Intervention training</p> <p>OCM BOCES Leadership Meetings</p> <p>District Safety Plan update and training</p> <p>Superintendent's Conference Days</p>	<p>Increased student growth as demonstrated by MTSS</p> <p>screening and benchmark data (BIMAS-2, STAR)</p> <p>NYS Regents Assessments</p> <p>NYS 3-8 Assessments</p> <p>Daily Attendance</p> <p>Behavior Referrals</p> <p>Suspension Rates</p> <p>Graduation Rate</p>

**Timeline:** July 1, 2022 - June 30, 2023

Principals, teachers, support staff, related service providers and teaching assistants can anticipate, on average, opportunities to gain an average of 20 CTLE sponsor-approved hours per calendar year.

**Mandatory professional development:** Mental Health, Right-to-Know, Dignity for All Students, Sexual harassment in the workplace, School violence prevention and intervention, Suicide prevention training (6 hours)

A majority of professional development will require the completion of a survey to collect feedback to inform future professional learning opportunities and allow for the participant to reflect. This survey will question what the staff members learned from the course, how this knowledge will be implemented for improving student learning. The process will also collect feedback to inform future professional learning opportunities

*The District would like to acknowledge the Curriculum Council Committee and the entire faculty for their efforts in developing this plan in order to provide McGraw's faculty and staff the necessary skills and resources to improve student learning and maintain their health and safety.*

## **APPENDIX A**

### **CTLE PROVIDER LIST**

- AERA-AMERICAN EDUCATIONAL RESEARCH ASSOCIATION
- ASHA-AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION
- BER-BUREAU OF EDUCATION & RESEARCH
- BILINGUAL/ESL TECHNICAL ASSISTANCE CENTERS (BETAC)
- CHILDREN'S THERAPY NETWORK
- NYCSS-CENTRAL NEW YORK COUNCIL FOR SOCIAL STUDIES
- NYSBA-CENTRAL NY SCHOOL BOARD ASSOCIATION/SCHOOL FINANCE ● NYSAHA-CENTRAL NEW YORK SPEECH, LANGUAGE AND HEARING ASSOCIATION
- ERIE I BOCES
- INST FOR EDUCATIONAL DEVELOPMENT
- MADISON ONEIDA BOCES
- NATIONAL BUSINESS INSTITUTE
- NATIONAL COUNCIL FOR AGRICULTURAL EDUCATION
- NATIONAL SCIENCE TEACHERS ASSO
- NYASP-NY ASSOCIATION OF SCHOOL PSYCHOLOGISTS
- NYSAHPERD- NYS ASSOCIATION OF HEALTH, PHYS ED, RECREATION AND DANCE
  - NYS TEACHER CENTER PROGRAM
  - NYS SCHOOL BOARDS ASSOCIATION
  - NYSAAA-NYS ATHLETIC ADMINISTRATORS ASSOCIATION
  - NYSAFLT-NYS ASSOCIATION OF FOREIGN LANGUAGE TEACHERS
  - NYSASBO-NYS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
  - NYSCATE-NYS ASSOCIATION FOR COMPUTERS AND TECHNOLOGY EDUCATION
  - NYSCOSS-NYS COUNCIL OF SCHOOL SUPERINTENDENTS
  - NYSSCA-NYS SCHOOL COUNSELOR ASSOCIATION
  - NYSSMA-NYS SCHOOL MUSIC ASSOCIATION
  - NYSSLHA-NYS SPEECH LANGUAGE BEST PRACTICES HEARING ASSOCIATION
- OCM BOCES-ONONDAGA MADISON SCHOOL BOARD ASSOCIATION
- PESI, INC.
- QUESTAR III BOCES
- SAANYS-SCHOOL ADMINISTRATORS ASSOCIATION OF NY
- SPECIAL EDUCATION TRAINING RESOURCE CENTERS (SETRC)
- STANYS-SCIENCE TEACHERS ASSOCIATION OF NYS
- SUMMIT PROFESSIONAL EDUCATION
- SYRACUSE UNIVERSITY
- TC3-TOMPKINS CORTLAND COMMUNITY COLLEGE
- THE COLLEGE BOARD
- VOYAGER SOPRIS
- WILSON LANGUAGE TRAINING

## RECORD RETENTION FOR PROFESSIONAL DEVELOPMENT

In addition to the district maintaining a record of Professional Development hours for all certified staff for 8 years from the date of completion on Frontline Professional Growth, teachers and paraprofessionals will maintain a record of his/her own completed professional development. These records will include the information indicated on the attached sample.

The district certificate provided to all staff for completed CTLE activities follows on the last page of this document. .

### \*\*Waiver for ELL/ESOL

The District will utilize OCM BOCES trainings for staff during years that an ELL/ESOL Waiver is not received. ( The district has a history of zero to three ELL/ESOL students in any given year.)

CR Part 154 Professional Development Waiver 2022-2023 was approved on October 19, 2022.

**McGraw Central School District**  
10 W. Academy St  
McGraw, NY 13101  
Phone: (607) 836-3636  
Email: ksolan@mcgrawschools.org

(Authorized Provider #: 1008)

This certifies that Kevin Solan  
(DOB:n/a, SSN:n/a) has

successfully completed the following course/activity:

**Future Forward Focus - Instructional Faculty and Staff**

This started on 9/1/2022 and was completed on 9/1/2022

**1.5 Hours - Professional Development (CTLE hours)**

Category - Pedagogy

I certify that the individual listed completed the  
CTLE cited pursuant to Subpart 80-6 of the  
Regulations of the commissioner of Education



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**Melinda McCool**  
Superintendent