FAQs

Who do I ask for help? Contact your immediate supervisor with any questions.

Will the district pay for workshops? Payment for workshops is at the discretion of building principals working within their budget for conferences.

What if I had a previous MLP account? Contact your immediate supervisor to request that your two accounts be merged.

Will I receive email notifications from Frontline? Individuals may manage their own notifications via Frontline/My Info/My User Profile/ PDMS Email Notification Preferences

What's holding up my approval? Next to the name of the course, click manage. The internal approval status will indicate "pending" by the name of the next approver.

What workshops will be approved? Workshop approvals are at the discretion of immediate supervisors and in congruence with teaching assignments.

How many hours will the district provide and how many workshops can I find on my own? Teachers are required to attend a minimum of 10 hours of district-provided professional development and can choose up to 7 hours of workshops on their own which can also be taken during July and August.

When should workshops be complete? Workshops must be completed by May 15 to count toward District 17 for the current school year.

What about courses for salary steps? All courses for salary step advancement must follow the approval process of the Office of Personnel.

Approval Process

Workshops found within Activity Catalogs:

1. Register for the workshop via Frontline
2. Complete a Travel Order for workshops outside the district catalog
3. Attend the workshop and sign the attendance roster
4. Instructor confirms attendance
5. Teacher marks the course complete
6. Immediate supervisor grants final approval

Workshops outside Activity Catalogs:

1. Submit a Travel Order Request
2. Attend the workshop/conference/webinar
3. Submit Certificate of Attendance and Conference Report via Frontline
4. Teacher marks the course complete
5. Immediate supervisor reviews Certificate of Attendance and Conference Report
6. Immediate supervisor confirms attendance and grants final approval

Professional Development Plan

Hicksville Public Schools

Office of Curriculum & Instruction

Anthony Lubrano, Assistant Superintendent for Curriculum & Instruction

Susan Guiliano, Director of Curriculum, Instruction, & Assessments

Professional Development Guide

The Hicksville School District values learning. The goal of the district professional development plan is to improve the quality of teaching and learning, support teachers in remaining current with their profession, and to meet the social, emotional and academic needs of their students. The district plan will:

- Provide access to a variety of learning opportunities
- Connect PD to district initiatives
- Focus PD opportunities on the improvement of student performance
- Align with the NYS Learning and Teaching Standards
- Provide support for teacher improvement

District 17

Teachers are required to complete 17 hours of after school professional development annually that take place outside the regular school work day. Annual participation may begin as early as July 1st and must be completed by May 15th. Of these 17 hours, 10 are considered "Required 10" with the remaining 7 hours considered teacher choice. However, participating in any professional development activity must follow the approval process and be aligned with individual teaching assignments. Workshops taking place during the summer months must be submitted for approval by July 1st.

Frontline

Our Professional Learning Management System, Frontline Education (formerly My Learning Plan), supports the district in managing our professional development needs. This system is used to request approvals for workshops, submit travel order requests, and monitor individual learning. To receive attendance credit for after school in-district workshops, teachers must register via the Frontline District Catalog no later than 12:00 PM the day of the workshop. Attendance is maintained by immediate supervisors. Additional Frontline Activity Catalogs include Nassau BOCES, Nassau TRACT, and Eastern and Western Suffolk BOCES.

Required—10 hours

In order to support State, district, and building initiatives, the Superintendent maintains control of up to 10 professional development hours each year. By the first day of school in September, immediate supervisors will notify teachers, in writing, to indicate the specific workshops and dates for which teachers are required to attend. These workshops will be posted in the Frontline catalog and teachers are responsible for registering for and attending these workshops. In the event of a cancellation, teachers will be given notice of the rescheduled date 15 business days prior to the start of the workshop. Required workshops will be made available in district and will start no later than 15 minutes after the end of the school day. To avoid scheduling conflicts, required workshops will be scheduled on Tuesdays, Wednesdays and/or Thursdays. In the event of absence, teachers will complete a research project assigned by the immediate supervisor, directly aligned with the topic, and not to exceed the hours of the missed workshop.

Teacher Choice—7 hours

In order to support individual professional needs, teachers may choose 7 hours of professional development that will support them in their teaching assignments. Teachers may also participate in virtual learning and other workshops not found within the Frontline catalogs and can seek prior approval by submitting a Travel Order Request. The district supports and approves edWeb webinars which offer online learning experiences on a variety of topics and provide participants with a certificate of attendance. For all workshops provided outside the district, virtually or in person, participants must submit a Conference Report, found within the Frontline Learning platform, to their immediate supervisor which is required for final approval to be granted.

Teacher Presenters

Teachers are encouraged to share their knowledge and expertise and are invited to present workshops in district. Under the guidance of the immediate supervisor, teachers interested in presenting a workshop can submit a Course Proposal to be approved by the Professional Development Committee for inclusion in the Frontline District Catalog. For each workshop presented, teacher presenters will receive the workshop hours plus an additional 2 hours of planning time toward District 17 with the submission of the workshop agenda, presentation and handouts. Workshops taught by teachers will count toward the 7 hours of teacher choice.

CTLE Hours

Registered Continuing Teacher and Leader Education (CTLE) Certificate Holders are required to successfully complete 100 hours and maintain a record of completed CTLE. Acceptable CTLE must be conducted through activities designed to improve the teacher's pedagogical skills, targeted at improving student performance. CTLE must be taken from a sponsor approved by NYSED. District workshops that can be applied toward CTLE may include professional development workshops during the school day, workshops presented on Orientation Day, Superintendent's Conference Day and after school staff development workshops. Faculty, department, or grade level meetings may apply when agenda items meet the acceptable CTLE requirements. For more information on CTLE requirements, a list of approved providers, and the CTLE documentation form, please visit: http://www.highered.nysed.gov/tcert/resteachers/ctle.html

Teachers on Leave

Teachers on a leave of absence will complete a percentage of professional development hours equal to the percentage of time in the assignment for the year with the Required 10 taking priority.