

Staff College Bulletin

Course Offerings & Registration Form



Fall, Winter and Spring 2010/2011

Registrations due by
September 10, 2010 and
then will reopen on September 13, 2010

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 10, 2010. We will close PDEExpress to eliminate under subscribed classes and will reopen the system on September 13, 2010.

Please contact Tiffany Quick if you have any questions. 908-204-2600 x 128 or E-mail at 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 27, 2011.**
- **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.

Time: 3:15 – 6:15

Presenter: Debbie Karuppan

Course hours: 6

Dates: October 4 and 5, 2010

January 24 and 25, 2011

May 2 and 3, 2011

Location: William Annin Nurses Office

Bernards Township History for 3rd Grade Social Studies Teachers

This course will provide resources and information that will help you teach about Bernards Township History in your elementary classroom. Bernards Township through its role in the American Revolution, the Civil War and its rapid growth and development over the last fifty years, has played an important role in the development of our country. Come learn about many of the township's significant people and events, such as the arrest of General Charles Lee and about contributions made by people like Gerald Pearson. Secondary Teachers are welcome, but this course is designed with the needs of the elementary school teacher in mind, and as township history relates to the third grade social studies curriculum.

Time: 3:45 – 5:15

Presenter: Kristin Fox

Course hours: 3

Dates: November 8, 2010 and January 10, 2011

Location: TBA

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. This book chat will discuss the ups and downs of the often stressful, but potentially rewarding, life of a working parent. This humorous book, which explores the life of a busy working mom, will provide an avenue for the group to discuss the ups and downs of your busy life. Include in the discussions will be the psychology of stress and how different possibility 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: 2:45 – 3:45

Presenter: Kristin Fox and

Don Kober

Course hours: 6

Date: Oct. 19, Nov. 16, Dec. 14, Jan. 11, Feb. 15 and
Mar.15

Location: TBA

Book Talk: *Bipolar*

This class will take a comprehensive look at the special issues and challenges faced by children, their families, teachers, and treatment professional. Area 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 – K. Jamison. 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.

Time: 3:30 – 5:00

Date: October 6 and 20, 2010

Presenter: Jean O’Connell

Location: Board Office Conference Room

Course Hours: 3

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, to learn about the dynamics that allow for RA to occur, the various roles in “Girls World”, recognize symptoms and precursors, and how to prevent and intervene 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: October 13 and 20, 2010

Presenter: Meredith Ross

Location: Cedar Hill Rm. TBA

Course Hours: 3

Book Talk: *Teaching the Male Brain*

Come and join a small group of colleagues as we discuss the book Teaching the Male Brain. This book is a practical guide to teaching boys and recognizing sociological and neurobiological foundations of cognitive gender differences as they relate to education. The author not only provides the intellectual foundation for new thinking about the way boys learn, but also offers very practical advice about how these new ideas and insights, derived from advanced research about the brain and learning can be applied to actual classroom settings. Everyone will be expected to contribute to an active discussion of the book.

Time: 3:30 – 5:30

Dates: January 6, 13 and 20, 2011

Presenter: Jane Costa

Location: Oak Street Conference Room

Course hours: 6

Burnout

Burnout is often the norm in the helping professions. This course explores the cause of teacher burnout and provides for self-assessment. Participants will create a mindset and a plan to take care of themselves. It will be relaxed, reflective day to understand why we do what we do, and to support one another.

Time: 3:30 – 6:30

Dates: October 19 and 26, 2010

Presenter: Barbara Bush

Location: William Annin Rm. TBA

Course hours: 6

Burnout II

Teachers may understand the dynamic of burnout and may 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: March 22 and 29, 2011

Location: William Annin Rm. TBA

Clay Techniques and Projects for the Elementary Student (K-5)

Participants in this class will learn the steps to building a successful elementary clay/ceramics program in their school. The first class will focus on age appropriate lessons for student in grades K-5. Participants will have the opportunity to make samples with clay to bring back to their classrooms. The second will focus on preparation, set-up & clean-up procedures along with firing the kiln.

Time: 3:30 – 6:30

Presenter: Susan Bivona

Course hours: 6

Dates: September 21 and 28, 2010

Location: Mount Prospect Rm. 257

Core Team 101: Identifying At Risk Students and Utilizing the Core Team Process

“Should I be concerned if Jimmy has trouble staying awake in class? What should I do if I overhear students talking about their own indulgences at a party they attended over the weekend? Whenever I ask Sara why she didn’t complete her homework she behaves as if she doesn’t care.” Are these behavioral clues that warrant attention from school faculty in an effort to help protect students? What is the difference between developmentally appropriate adolescents risk taking behavior and those signs that should be cause for concern?

Core Team 101 will help RHS faculty identify at-risk students, develop an understanding of the support services available for student through the Core Team and the Student Assistance Program, as well as how and when to make a referral.

RH staff only

Time: 2:45-5:45

Presenter: Megan Hoffman and
Kim Clark

Course hours: 6

Dates: March 22 and 29, 2011

Location: Ridge High Rm. TBA

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
Presenter: Meredith Ross
Course hours: 6

Dates: September 20, 22 and 27, 2010
Location: Cedar Hill Rm. TBA

Food Education – What's On Your Plate?

Are you looking for new and fresh ways to educate your students about food and nutrition? Do you have only one day to teach this subject matter and want to leave a lasting impression? Do you find yourself losing steam as your day goes on and the thought of discussing nutrients seems to bring you down further? Then this is the class for you! Join us in March as we celebrate National Nutrition Month! We will begin our fun filled afternoon with a snack (yes – snack time for teachers!) that you will prepare. Once our brains have been fueled properly we will discuss food education in various ways. Topics include food and mood, food for all ages and food philosophies. We will explore great ideas for getting out nutrition message across and identify food related topics for all subject areas.

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

Dates: March 10, 2011
Location: William Annin Rm. 219

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 team in an educational setting.

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

Time: 6:00 – 9:00
Presenter: Rich Shello
Course hours: 6

Dates: October 27, 2010
Location: Ridge High Rm. 630

Inquiring About Science K-12

Inquiry is at the core of all scientific activity. It is a pattern of thought that allows scientists to explore ideas deeply and learn about the world around them. In the classroom it involves effective questioning, communication, and evidence gathering. In this course, we will use guidelines from the NSTA. Ready, Set SCIENCE! And the BSCS to critically examine out classroom practices and refocus on inquiry based instruction. Learn how to make student learning more meaningful and more visible in the science classroom.

Time: 3:30 – 6:30

Presenter: Brian Heineman

Course hours: 6

Dates: March 8 and April 5, 2011

Location: Board Office Conference Room

Investigating the “Common Core” Part I (Grades 6-8)

This workshop is intended for middle school mathematics teachers or special education teachers who support the mathematics program. Participants will study the new Common Cores Standards for Mathematics relevant to the middle school. Then working in pairs or groups, the participants will develop lessons aligned to the Common Core Standards, use the lessons in their classroom and gather feedback on student achievement. The initial meeting is posted. Other meetings will be scheduled according to the lesson implementation timelines.

Time: 2:45 – 3:45

Presenter: Marian Palumbo

Course hours: 6

Dates: September 29, 2010

Location: TBA

Investigating the “Common Core” Part II (Grades 6-8)

This workshop is intended for middle school mathematics teachers or special education teachers who support the mathematics program. Participants will study the new Common Cores Standards for Mathematics relevant to the middle school. Then working in pairs or groups, the participants will develop lessons aligned to the Common Core Standards, use the lessons in their classroom and gather feedback on student achievement. The initial meeting is posted. Other meetings will be scheduled according to the lesson implementation timelines.

Time: 2:45 – 3:45

Presenter: Marian Palumbo

Course hours: 6

Dates: January 11, 2011

Location: TBA

Investigating the “Common Core” Part I (Grades 9-12)

This workshop is intended for high school mathematics teachers or special education teachers who support the mathematics program. Participants will study the new Common Cores Standards for Mathematics relevant to the high school. Then working in pairs or groups, the participants will develop lessons aligned to the Common Core Standards, use the lessons in their classroom and gather feedback on student achievement. The initial meeting is posted. Other meetings will be scheduled according to the lesson implementation timelines.

Time: 2:45 – 3:45

Presenter: Marian Palumbo

Course hours: 6

Dates: September 29, 2010

Location: TBA

Investigating the “Common Core” Part II (Grades 9-12)

This workshop is intended for high school mathematics teachers or special education teachers who support the mathematics program. Participants will study the new Common Cores Standards for Mathematics relevant to the middle school. Then working in pairs or groups, the participants will develop lessons aligned to the Common Core Standards, use the lessons in their classroom and gather feedback on student achievement. The initial meeting is posted. Other meetings will be scheduled according to the lesson implementation timelines.

Time: 2:45 – 3:45
Presenter: Marian Palumbo
Course hours: 6

Dates: January 11, 2011
Location: TBA

Literature Circles

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 by Harvey Daniels. Reading will be completed before meeting to satisfy the six hour requirement

Time: 3:30 – 6:30
Presenter: Denise Callaway
Course hours: 6

Dates: October 7 and October 14, 2010
Location: Mount Prospect Rm. 250

Make and Take Activities for Multisensory Reading Instruction

Learn how to incorporate direct and effective strategies within a Multisensory Reading Program. Learn how to teach through your students’ strengths to remediate their weakness. In this course you will learn researched-based strategies to help your students understand the structure of written language. This course will examine syllable types, phonemic awareness activities, and analyzing miscues. Walk away with a resources binder to help your organize your materials and your students, as well as games and activities for multisensory lessons.

Time: 3:30 – 5:30
Presenter: Tara Gorski
Christine Szrom
Course hours: 6

Dates: October 14, 28 and November 11, 2010
or January 13, 28 and 27, 2011
Location: Mount Prospect Rm. 212

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. 29, Oct. 28, Dec. 15, 2010,

Feb. 16, Mar. 30 and Apr. 27, 2011

Location: Ridge High Rm. 205

Morning Meeting For the Bully Free Classroom – Grades K-5

Looking for a way to create a stronger classroom community, but short on time? This staff college is for you! Together we will break down the components of the Morning Meeting, a sure fire way to create unity in the classroom. We will address the best ways to manage all the Morning Meetings have to offer while limiting it within the time constraints of the classroom. We will be taking a look at the book, Morning Meeting Book by Roxann Kriete, and dissecting which activities would fit best for the upper elementary grade levels. In addition, we will discuss how these morning meetings will address the necessary components for the classroom in conjunction with the Olweus Bullying Prevention program being implemented during the 2010-2011 school year in the Elementary Schools. At the end of the course, you will walk away with ideas and other necessary supplies to help you get your morning meeting off to a great start in September!

10 Participants

Time: 3:30 – 6:30

Presenter: Debbie Len

Amy Legvari

Course hours: 3

Dates: September 28, 2010

October 13, 2010

Location: Liberty Corner Rm. 218

Problems, Problems, Problems (Elementary Teachers Grades 3-5)

During the busy school day most teachers do not have an opportunity to work with one another. The participants in this workshop will begin by solving problems from Guillan's book, Problems Without Figures and discuss various strategies used to solve the problems. Next, participants will use the problems with students in their classroom and bring student solutions to subsequent sessions for discussion about student thinking.

Time: 3:45 – 4:45

Presenter: Marian Palumbo

Course hours: 6

Dates: October 4, 2010 (first session)

Location: TBA

Problems, Problems, Problems (Mathematic Teachers Grades 6-8)

During the busy school day most teachers do not have an opportunity to work with one another. The participants in this workshop will begin by solving problems from Guillan's book, Problems Without Figures and discuss various strategies used to solve the problems. Next, participants will use the problems with students in their classroom and bring student solutions to subsequent sessions for discussion about student thinking.

Time: 2:45 – 3:45
Presenter: Marian Palumbo
Course hours: 6

Dates: October 4, 2010 (first session)
Location: TBA

Suicide Prevention I

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 5, 2010
or March 1, 2011
Location: William Annin Rm. TBA

Suicide Prevention II

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 12, 2010
or March 8, 2011
Location: William Annin Rm. TBA

The Nature of Autism

This course will provide a general introduction to the nature of autism and related disorders. It will be presented in three sections. Definitions and characteristics of autism and related disorders, Cognitive difficulties associated with autism, and major biological findings in autism research.

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

Dates: January 13 and 27, 2010
Location: Board Office Conference Room

Technology



Maximum Enrollment is 15 Participants Per Class

Advanced Tablet PC Workshop – Tech

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 presentations and a variety of pointers and tidbits on how to get the most from the of the technology packed into the Tablet PC. Including: SD cards, Bluetooth, power management and more! This will be tech based advanced workshop.

Time: 2:45 – 4:45

Presenter: Dave Petersen

Course Hours: 4

Date: October 14 and 21, 2010

Location: Board Office Conference Room

Advanced Moodle: Expanding the Capabilities of your Online Learning Environment

This course is intended for current Moodle users who are looking to expand the capabilities of their online learning environment by incorporating additional resources and activities. Topics will include the use of groups, quizzes, assignments, and embedding multimedia elements into your Moodle course.

Online collaboration will be used throughout the course to encourage sharing of resources and peer problem solving. Peer review and support will be employed during the online portion of the course.

The first face to face session will be designed to teach a number of the skills to be implemented during the online portion of the course, while the final session will bring us back together to address questions and share our accomplishments.

Time: 3:30 – 5:30

3:00 – 4:30

Presenter: Dave Petersen and

Marc Seigel

Course Hours: 12

Date: March 14, 2011 in person session 1

April 25, 2011 in person session 2

Location: William Annin Rm. 322/Online

Blogs, Wikis, and Podcasts

Do you know what a blog is? Would you like to learn? Come and be introduced to new technological possibilities and how to integrate them into your classroom; including wikis, podcasts, and blogs. You will create your own blog and wiki, and practice collaborating on a podcast. These skills can be used in all grade levels.

Time: 3:30 – 6:30

Presenter: Erica Stianchi

Course Hours: 6

Date: October 14 and 21, 2010

Location: Liberty Corner Computer Lab

Computer 101

Participants will learn how to identify and fix most common computer and printing problems. They will be introduced to effective file managing and picture storing, as well as useful Internet searching techniques.

Time: 3:30 – 6:30

Presenter: Tatyana Tadenev

Course Hours: 3

Date: October 14, 2010

Location: Oak Street School Computer Lab



District Database Programs – Pentamation Product Workshop

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. Workshop 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 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 frames. You may choose to stay for the full time period each session. You must call (908)204-2610 ext. 106 at least two days before any session you wish to attend.

Fall

9/14, 9/21, 10/19, 10/26

Mid-winter

1/18, 1/25, 2/8, 2/15

NB. Staff looking for *Staff College* certificates 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 Technology into the Multisensory Reading Program

An overview of the components of a multisensory lesson plan and current researched based strategies will be discussed. Participants will identify and share two websites and two SmartBoard activities/templates that support the current Multisensory Reading Program K-5.

Time: 3:30 – 5:30

Presenter: Lisa Vitale-Stanzione

Course Hours: 6

Date: October 5, 12, and 19, 2010

Location: Cedar Hill Computer Room

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 online courses. Concepts covered will include:

- Distance Learning
- Scaffolding
- Constructivism
- Building online learning communities
- Difference 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

Date: September 28 – October 19, 2010

Presenter: Steve Isaacs

Location: Online

Course Hours: 12

Moodle: Creating an Online Learning Community

Moodle is a fully functional learning 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 course 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 opportunities for their students

The first face to face session will be designed to teach a number of the skills to be implemented during the online portion of the course, while the final session will bring us back together to address questions and share our accomplishments.

Time: 3:30 – 5:30

Date: February 1, 2011 in person session 1

3:30 – 4:30

March 8, 2011 in person session 2

Presenter: Steve Isaacs

Location: William Annin Rm. 322/Online

Course Hours: 12

Podcasting and Screencasting

Podcasting and Screencasting will be the focus of this staff college course. During our two hour face to face session, ideas about using podcasting in the classroom will be addressed and tools for audio podcasting and video screencasting will be introduced. Screencasting is a great way to record lessons in order to make them available for students after the lesson was presented in class.

The format of the course will be a blended course with 2 hours in person and four hours online. The online portion course is conducted in an asynchronous manner. It is not necessary to log on at a particular time of day, but participants are expected to log in regularly during the span of the course in order to actively engage activities and class discussions. During the four online hours, participants will complete an audio or video podcast and share their project with their online peers and ultimately their students.

Time: 3:30 – 5:30/ Online
Presenter: Marc Seigel and
Steve Isaacs
Course Hours: 6

Date: January 11, 2011 (in person session)
Location: William Annin Rm. 322 /Online

“Shift Happens” – Joining the Conversation: Globalization and Preparing our Students for the 21st 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 21st 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 discussion. Participants will share their newfound insight through their own blog or another medium in order to engage in the discussion.

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

Time: Online
Presenter: Steve Isaacs
Course Hours: 6

Date: September 13 - September 27, 2010
Location: Online

Submitting College Recommendations Online

The goal of this course is to get teachers up and running on the Naviance eDocs systems, a program that allows college recommendations submitted online. This will be mandatory for teachers in 2011-2012, as we move to an entirely paperless system. The Guidance Department would like to offer this course to register and train teachers on this user friendly system, in order to ensure the transition to Naviance eDocs is a smooth one.

In addition to reviewing the online process, we will explain what colleges are looking for in teacher recommendations and provide suggestions on how to make the fall less stressful. The Guidance Department's specific policies, procedures and instructions regarding the College Process will be reviewed as related to the teachings staff, so that they better understand their role in the process.

Teachers would be afforded 3 hours to prepare recommendations and Common Application Teacher Forms, and then 3 hours would be spent in the classroom actually uploading the documents utilizing the system. Teachers should come to this class with their tablet (if available).

Time: 2:45 – 5:45

Presenter: Sean Siet

and Jillian Shadis

Course Hours: 6

Date: April 5 and April 7, 2011

Location: Ridge High School Rm. TBA

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 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 – 6:30

Presenter: Brian Heineman

Course Hours: 6

Date: February 15 and March 15, 2011

Location: Board Office Conference Room

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

Date: September 27, 2010

Location: William Annin Rm. 322

Using Technology to Make Your Life Easier

Would you like to know how to keep your OnCourse webpage current and easily updated? Care to learn the quicker and easier way to upload your plans? Are SMARTBoards giving you trouble? Do you just have questions about either and don't know who to ask? I will go over the basics of both applications and show you how to keep your OnCourse webpage updated, plans uploaded, how to organize your computer files, and SMARTBoard tips in simple easy steps.

Time: 3:30 – 5:00

Presenter: Erica Stianchi

Course Hours: 3

Date: September 30 and October 7, 2010

Location: Liberty Corner Computer Lab

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: October 20 – November 3, 2010

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: November 8 – November 22, 2010

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

Year Two

Essential Elements of Instruction

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 – 6:30
Presenter: Paul Ciempola
and David Yastremski
Course hours: 15

Dates: Oct. 19, Oct. 26, Nov. 2 and Nov. 9, 2010
Location: Board Office Conference Room

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.

3 additional hours online

Time: 3:30 – 6:30
Presenter: Joanne Hozeny
and David Yastremski
Course hours: 15

Dates: Jan. 4, 11, Feb. 1 and 8, 2010
Location: Board Office Conference Room

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

People learn successfully in a variety of ways; successful teaching 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 – 6:30
Presenters: Kristin Bobowicz and
Reggie Rudolph
Course hours: 15

Dates: Sept. 23, 28, 30, Oct. 5, 7 and 14, 2010
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. 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, and Must accrue 30 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.
- B.

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. If the course is going to be used for Flex Day you must use a vacation day.

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 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 –20 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.