

# PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

106 Washington Avenue, Plainview, New York 11803

## Dr. Jim Bolen

Assistant Superintendent for Curriculum & Instruction



## MEMORANDUM

**TO:** All Staff  
**FROM:** Dr. Jim Bolen  
**DATE:** September 1, 2023  
**RE:** Staff Development Hours 2024-2025

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Welcome back! Our 12-hour staff development course offerings for the 2024-2025 school year are available in the District Catalog in My Learning Plan which can be accessed the “Frontline Professional Growth” Icon on Classlink.

If you are new to the District, please review these offerings with your principal or department leader prior to registration as there are mandatory courses designated within the 12-hour requirement based on your grade and/or content area.

If you are out on unpaid leave of absence or using and/or borrowing sick days, please refer to the attached sheet detailing your obligation for Staff Development Hours.

Please note the following:

- Please register for all courses through My Learning Plan/Frontline Education.
- All Staff are eligible to participate in up to 4 hours of staff development credit which is available through the BOCES/Buzz websites.
- If you register for a course, but later decide not to participate, please **“Drop”** it from your activities. This will allow us to assess enrollment in sessions and appropriately schedule presenters.
- If you register for a conference, upon completion, you must mark the conference **“COMPLETE”** on MLP.
- **Final approval** on your conference/staff development only **occurs AFTER** the conference/staff development has been completed.

Please be advised that staff development workshops are often added throughout the year; therefore, please refer to My learning Plan for the most recent offerings.

Please contact the curriculum office at 516-434-3010 if you have any questions.

Thank you in advance for your cooperation.



## USING SICK DAYS OR BORROWING SICK DAYS VS. UNPAID LEAVE OF ABSENCE 2024-2025

12-Hour Staff Development Requirement

### USING SICK DAYS/BORROWING SICK DAYS

When a staff member is on leave and using sick days or borrowing sick days, they are still on the district's payroll. Therefore, they are still obligated to complete the 12-hour staff development requirement.

### UNPAID LEAVE OF ABSENCE

When a staff member is out on unpaid leave of absence or using FMLA, staff development credit is issued on a **pro-rated basis** depending upon the length of absence. The pro-rated ratio for the hours that need to be met is 1.2 for each month they are paid by the school district. (12 hours over 10 months).

### COMPLETING REQUIRED STAFF DEVELOPMENT HOURS WHEN ON LEAVE

One way to fulfill either all or part of this obligation is to begin taking the online courses (up to 4 hours) which can be completed online. These courses are through the BOCES/BUZZ management system. Directions to access this information are included on the Curriculum & Instruction Website. Staff should also contact their building principal for other professional development opportunities to fulfill the requirements if more hours are needed. Please coordinate as early as possible.

Please contact Lisa Colella in the Curriculum Office for any further information.

Lisa Colella  
516-434-3011