

# PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

106 Washington Avenue, Plainview, New York 11803

**Joanne F. Mannion**

Assistant Superintendent for Curriculum & Instruction



## MEMORANDUM

**TO: All Staff**

**FROM: Joanne F. Mannion, Assistant Superintendent for Curriculum and Instruction**

**DATE: September 4, 2020**

**RE: Staff Development Course Offerings 2020-2021**



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Our 12-Hour Staff Development Course offerings for the 2020-2021 school year are available in the District Catalog in My Learning Plan which can be accessed through the “Frontline Professional Growth” icon on ClassLink.

Please review these offerings with your Principal or Department Supervisor 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.
- All Staff is eligible to participate in up to 4 hours of staff development through the BOCES/Buzz websites. (see attached)
- If you register for a course, but later decide not to participate, please “Drop” it from your activities in My Learning Plan. This will allow us to assess enrollment in sessions and appropriately schedule presenters.
- Upon completion of a Staff Development Course, please log onto My Learning Plan, click on “manage” next to the workshop and fill out the anonymous evaluation form before marking the workshop complete. These evaluations will enable us to be responsive to your needs.

Please be advised that Staff Development Courses 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.

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

## 12-Hour Staff Development Requirement

### USING SICK DAYS/BORROWING SICK DAYS

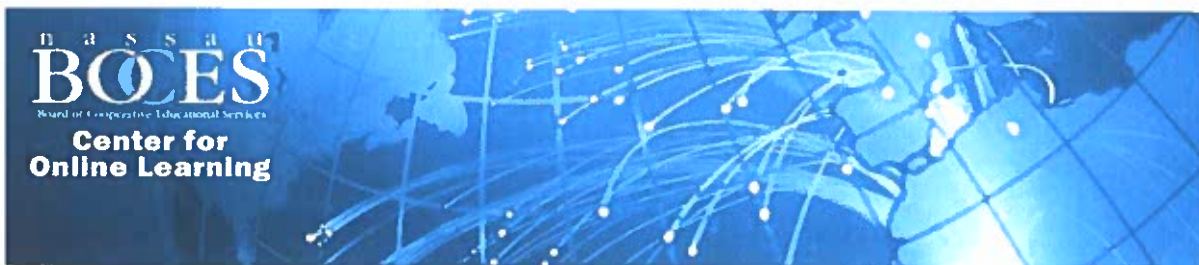
When a staff member is using sick days or borrowing sick days, they are still on the district's payroll. Therefore, they are still obligated to complete the 12-hour staff development requirement.

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 at home. These courses are through the BOCES/BUZZ management system. Directions to access this information are included in the Opening Day folder. 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.

### UNPAID LEAVE OF ABSENCE

When a staff member is out on unpaid leave of absence, staff development credit is issued on a **prorated basis** depending upon the length of absence. Please contact Janice Shaffer in the Curriculum Office for the number of credited hours you will receive as soon as the leave begins.

Janice Shaffer  
516-434-3013



Dear ENL Course Participant:

Your district has subscribed to the Nassau BOCES ENL Plus program which offers 34 two-hour virtual, CTLE-certified ENL and general education professional development courses.

Please note the important information below:

You must register in two places to complete these courses.


- Register in My Learning Plan (MLP) to receive CTLE credit.
- Register in the BUZZ learning management system to access/complete coursework.

Courses must be marked complete in MLP by both Nassau BOCES and your district MLP administrator before CTLE certificates can be downloaded. Courses will be marked complete at the end of each month when the following criteria are met:

- A minimum of two hours is spent in the course
- 85% of all activities are completed
- 80% is achieved on all gradable activities

All courses are housed in our BUZZ Learning Management System. Below is information to register and access courses through Buzz:

**\*NOTE: Due to domain re-configuration all users will be considered new and will need to create a new account. Please use the correct building URL below to create an account.**

**Click  in the upper right-hand corner and select create account**

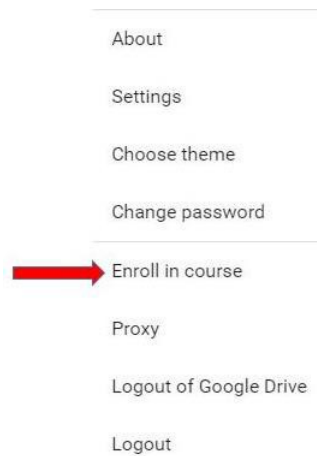
Building	URL	Building Code
Plainview Old Bethpage	<a href="https://nasboces-pob.agilixbuzz.com">https://nasboces-pob.agilixbuzz.com</a>	
PLAINVIEW-OLD BETHPAGE/JFK HS	<a href="https://nasboces-pobhs.agilixbuzz.com">https://nasboces-pobhs.agilixbuzz.com</a>	pc01jv
JUDY JACOBS PARKWAY ELEMENTARY	<a href="https://nasboces-pob-jacobs.agilixbuzz.com">https://nasboces-pob-jacobs.agilixbuzz.com</a>	4r.7pg
PLAINVIEW-OLD BETHPAGE KINDG CTR	<a href="https://nasboces-pob-k.agilixbuzz.com">https://nasboces-pob-k.agilixbuzz.com</a>	15pxu1
H B MATTLIN MIDDLE SCHOOL	<a href="https://nasboces-pob-mattlin.agilixbuzz.com">https://nasboces-pob-mattlin.agilixbuzz.com</a>	vkxxgk
PLAINVIEW-OLD BETHPAGE MIDDLE SCH	<a href="https://nasboces-pobms.agilixbuzz.com">https://nasboces-pobms.agilixbuzz.com</a>	wj92f3
OLD BETHPAGE SCHOOL	<a href="https://nasboces-pob-oldbethpage.agilixbuzz.com">https://nasboces-pob-oldbethpage.agilixbuzz.com</a>	#hv1cn
PASADENA ELEMENTARY SCHOOL	<a href="https://nasboces-pob-pasadena.agilixbuzz.com">https://nasboces-pob-pasadena.agilixbuzz.com</a>	xfhgmw
STRATFORD ROAD SCHOOL	<a href="https://nasboces-pob-stratford.agilixbuzz.com">https://nasboces-pob-stratford.agilixbuzz.com</a>	m3p6.m

## **Step-by-Step Course Enrollment Instructions:**

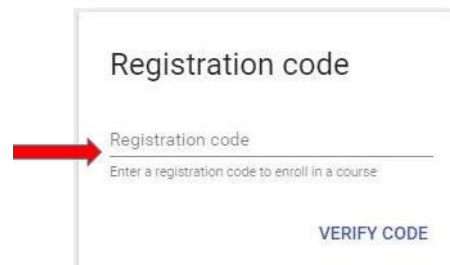
1. Click on the User icon located in the top right corner:



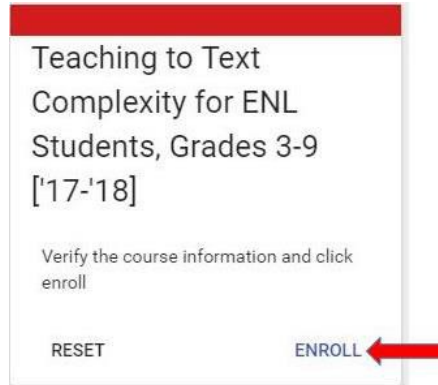
2. Choose "Enroll in course":





3. Enter the code for the appropriate course from list on the attached document: 20-21 ENL MLP Links and BUZZ Codes. Then click verify code.



- You should now see the name of the course in which you would like to enroll. Choose "Enroll"



- Return to your home page. You should now see the course posted to your course roster. Click on the course icon to begin working in the course.
- When you have completed the course, please verify you met the completion requirements, stated at the beginning of this email, by checking your gradebook.

Click on the  Gradebook icon under the Menu tab  located at the top left of the screen .

A screenshot of the Gradebook interface. A red arrow points to the "Grades" tab in the top navigation bar. The main content area shows a "Score: 100%" and a "Schedule: Aug 1, 2017 - Jun 30, 2018 (1 month remaining)". Below this, there are two progress bars: "100% of gradable activities completed (1 of 1)" and "100% of all activities completed (23 of 23)". At the bottom, there is a table with the following data:

Activity Title	Score	Status	Submitted	Due
Module 3		✓		
Final Quiz	100%	✓	Apr 12, 2018	

- **Verify you have received a Score of 80% or greater.**
- **Verify at least 85% of all activities are completed.**
- **Click on the Activity tab (see below) to verify you have completed the 2-hour minimum time requirement.**

Grades For Me What If **Activity** Analytics Badges Stream To-Do List

*\*When you work past midnight on an activity, this report shows the entire duration as a single line-item on the activity's start date so that you can easily see how much time you spent. Consequently, intermediate totals next to the start dates may be more than 24 hours.*

<b>Total</b>	<b>2h 17m</b>
Thursday, April 12, 2018 (total 40m 13s)	Start Time Duration

- At the end of the month we will send a completion report to your district. When your district contact person marks you complete in MLP you will then be able to print your certificate. Please contact your district administrator if you are unable to print your certificate.

If you have any questions, please contact us at: 516-608-6628.

Or if you are in need of technical support contact the Nassau BOCES Center for Online Learning Help Desk at [nbc0l@nasboces.org](mailto:nbc0l@nasboces.org).

20-21 ENL/CTLE MLP Links and Enrollment Codes:

**Building Reading Muscle, Grades 6-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522345&D=10056>

**Enrollment Code:** r50re3x3

**Building Reading Muscle, Grades 9-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522335&D=10056>

**Enrollment Code:** e4n778xy

**Building Reading Muscle, Grades PK-5**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522351&D=10056>

**Enrollment Code:** 40f6dyax

**Co-teaching and Professional Collaboration**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522369&D=10056>

**Enrollment Code:** kj#d-yu#

**ENLs: Balanced Literacy Grades K-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522377&D=10056>

**Enrollment Code:** 5tjmpvff

**ENLs: Best Literacy Practices**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3522385&D=10056>

**Enrollment Code:** c6durtnh

**ENLs: Building Reading Comprehension Grades PK-3**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523879&D=10056>

**Enrollment Code:** n4p0v5#h

**ENLs: Close Reading Strategies Grades 3-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523882&D=10056>

**Enrollment Code:** -.dejkmnt

**ENLs: Data-Driven Decision Making**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523887&D=10056>

**Enrollment Code:** #01a4me9

**ENLs: Differentiating in Bilingual Classrooms, Grades 6-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523888&D=10056>

**Enrollment Code:** y64a9jhj

**ENLs: Differentiating in Bilingual Classrooms, Grades K-5**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523889&D=10056>

**Enrollment Code:** m4kxc76w

**ENLs: Differentiating with Literature Circles Grades K-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523891&D=10056>

**Enrollment Code:** erv45v4r

**ENLs: Formative Assessment Practices, Grades K-5**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523894&D=10056>

**Enrollment Code:** 0vcwy.#r

**ENLs: Inclusive Classrooms**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523897&D=10056>

**Enrollment Code:** gv#28ftt

**ENLs: Literacy Strategies for Struggling Learners, Grades 3-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3523903&D=10056>

**Enrollment Code:** 8yhet9#p



**ENLs: Planning with Differentiation in Mind**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524612&D=10056>

**Enrollment Code:** c7dmcmtty

**ENLs: Research-Based Literacy Strategies**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524618&D=10056>

**Enrollment Code:** j.xvudu8

**ENLs: Teaching to Diversity, Grades 3-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524622&D=10056>

**Enrollment Code:** .w860gh8

**ENLs: Teaching to Text Complexity, Grades 3-9**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524723&D=10056>

**Enrollment Code:** pp8gv5nx

**ENLs: The Art of Differentiating Instruction**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524752&D=10056>

**Enrollment Code:** xk6d31-3

**ENLs: Tools and Practices for Monitoring Progress**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524756&D=10056>

**Enrollment Code:** pe0jw8pf

**Literacy Strategies for STEM, Grades 6 – 12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524760&D=10056>

**Enrollment Code:** 75a5rk2c

**Literacy Strategies for STEM, Grades K – 5**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524770&D=10056>

**Enrollment Code:** 4f45xj1k

### **Motivating and Engaging 21st Century Adolescents, Grades 6-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524777&D=10056>

**Enrollment Code:** mwj0e55a

### **Multiple Intelligences, Multiple Learning Styles, Grades 3-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524607&D=10056>

**Enrollment Code:** p32jrp87

### **Purposeful Planning**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524788&D=10056>

**Enrollment Code:** v#.uy#u#

### **Research-Based Assessment Practices for Special Needs Students, Grades 3-8**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524793&D=10056>

**Enrollment Code:** g70c21uc

### **Standards-Based Formative Assessment, Grades K-5**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524801&D=10056>

**Enrollment Code:** ytdfxcp1

### **Standards-Based Formative Assessment, Grades 6-12**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524803&D=10056>

**Enrollment Code:** v.y4w32e

### **Teaching to Text Complexity**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?l=3524806&D=10056>

**Enrollment Code:** frk3h-xx

**Working the Brain Into Teaching and Learning**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?I=3524810&D=10056>

**Enrollment Code:** pj-4558u

**Writing Strategy For All Content Areas**

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?I=3524814&D=10056>

**Enrollment Code:** nxh#fcpc