

School District Professional Development Plan Statement of Assurance Form

Not for Submission

The District Professional Development Plan Statement of Assurance (SOA) form below is provided for reference purposes.¹ This form will not be submitted to the New Jersey Department of Education. Please refer to the instructions on page 1 of this guidance document for specific professional development plan SOA requirements and submission procedures.

DATE **8/9/17** for SCHOOL YEAR **2017-18**

SCHOOL DISTRICT **Franklin Lakes Public Schools**

COUNTY **BERGEN**

ADDRESS **490 PULIS AVENUE**

CITY/TOWN **FRANKLIN LAKES, NJ** ZIP **07417**

CHIEF SCHOOL ADMINISTRATOR **DR. LYDIA FURNARI**

PHONE **201-891-1856**

E-MAIL LFURNARI@FRANKLINLAKES.K1.NJ.US

The district-level professional development plan (PDP) has been developed in accordance with all regulations as specified in N.J.A.C. 6A:9C-4.2, including, but not limited to, the following:

- ✓ The school district PDP provides information on school-level and districtwide professional learning opportunities; the resources being allocated toward their support; and a justification for the expenditures.
- ✓ The school district PDP includes any professional development required by statute or regulation.
- ✓ School-level professional development plans have been reviewed to inform the district PDP.
- ✓ The learning needs of students, teachers, and school leaders have been assessed based on educator evaluation data, school-level plans, and data from school- and district-level performances.
- ✓ The school district PDP supports and implements professional learning that addresses the *NJ Student Learning Standards* and aligns with the *Standards for Professional Learning* in N.J.A.C. 6A:9C-3.3 and the *Professional Standards for Teachers and the Professional Standards for School Leaders* in N.J.A.C. 6A:9-3.
- ✓ The school district PDP is reviewed on an annual basis to assess its effectiveness and revised, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.
- ✓ The school district PDP has been presented to the district board of education to review for fiscal impact.

By signing below, you are attesting to the accuracy of this document.

Signature, Chief School Administrator or Designee

Printed Name

District Name

Date

¹ Although the language in this Statement of Assurance form refers to district-level responsibilities, the APSSDs and nonpublics using this form will complete it for their school-level or diocesan professional development plans, as appropriate, and maintain a copy in their administrative offices.

Franklin Lakes Public Schools District Mentoring Plan

Table of Contents

1. District Profile
 - a. District Profile Sheet
 - b. New Jersey Department of Education District Mentoring Plan Statement of Assurance
2. Needs Assessment
 - a. Overview of 2014 New Jersey Teacher Mentoring Regulations (N.J.A.C. 6A9-8)
 - b. Comparison Table Between Amended Mentoring Regulations and Previous Requirements
3. Vision and Goals
 - a. Mentoring Program Vision
 - b. Mentoring Program Goals
4. Mentor Selection
 - a. Guidelines for Selection of Mentors
 - b. Criteria for Selection of Mentors
5. Roles and Responsibilities
6. Professional Learning Components for Mentors
 - a. List of Professional Learning Opportunities
 - b. Explanation of How Plan Aligns with NJ Professional Standards for Teachers
7. Professional Learning Components for Novice Teachers
 - a. List of Professional Learning Opportunities
 - b. Explanation of How Plan Aligns with NJ Professional Standards for Teachers
8. Action Plan for Implementation
9. Resource Options Used
10. Funding Resources
11. Program Evaluation
12. Appendix of Resources



Franklin Lakes Public Schools District Mentoring Plan

New Jersey Department of Education District Mentoring Plan Statement of Assurance

Submitted

This mentoring plan will be in effect during the school year beginning _____.

The district mentoring plan has been developed in accordance with all mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9-8.4, including, but not limited to, the following:

- ☐ All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures.
- ☐ All non-tenured teachers in their first year of employment receive individualized supports and activities.
- ☐ All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) have a one-one mentor upon beginning their contracted teaching assignment.
- ☐ All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) participate in a one-year mentoring program.
- ☐ Each mentor teacher holds a teacher certification, has at least three years of experience and has taught full-time for at least two years within the last five years.
- ☐ The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- ☐ Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- ☐ Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument,* the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
- ☐ The district mentoring plan has been submitted to the district board of education for review of fiscal impact.
- ☐ The district mentoring plan has been shared with each school improvement panel.
- ☐ Mentoring time is logged and mentor payments are handled through the district office.

By signing below, you are attesting to the accuracy of this document.

Signature, Chief School Administrator

Printed Name

District Name

Date

*Charter schools may use their own system of teacher evaluation.



Franklin Lakes Public Schools District Mentoring Plan

District Profile

The district profile sheet reflects the mentoring data from the 2016-2017 school year.

Name of District: Franklin Lakes Public Schools

District Code: 1580

County Code: 03

District Address: 490 Pulis Avenue, Franklin Lakes, NJ 07417

Chief School Administrator: Dr. Lydia Furnari

Mentoring Program Contact: Mrs. Liesel Steines

Mentoring Program Contact Phone: (201) 891-1856

Mentoring Program Contact Email: lsteines@franklinlakes.k12.nj.us

Type of District: K-8

Please provide the following information (as of 8/9/17):

Number of novice teachers with a Certificate of Eligibility: 0

Number of novice teachers with a Certificate of Eligibility with Advanced Standing: 5

Number of novice special education teachers with a standard license: 4

Number of Mentors: 8

Identify the number of provisional novice teachers in the following areas:

K- 5: 7 **6-8:** 1 **9-12:** 0 **Special education (all grades):** 5

Source: New Jersey Department of Education, Mentoring Task Force, 2005.

