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GUIDELINES FOR ASSESSING PROPOSALS BY THE PG&D COMMITTEE

The PG&D committee will consider the following points as proposals are reviewed

- Proposals should be in a readable, typed format, and show evidence of thought and effort.
- Proposals should be outside the scope of regular classroom responsibility - beyond normal responsibilities.
- The resources requested should be appropriate for the scope of the work planned as reflected in the "Task Analysis" (steps/activities necessary to complete the project, with approximate time to complete each task).
- Proposals should show creativity.
- How will the project extend professional growth? Will the project be of value to other professionals in our school district?
- Feasibility of proposal will be considered in relationship to available funds.
- Relevance to school or district priorities. SEE BELOW!

The Bedford Central School District's priorities for professional development are established to maximize and improve student learning, and are as follows:

Priority One: Improvement of Student Learning

- Through focus on instructional approaches and strategies which maximize student learning.
- Through focus on the New York State Standards and Assessments.
- Through focus on the alignment of District curriculum with State standards across subject areas.
- Relating an analysis of student assessment results to instructional/curricular initiatives.
- Focusing on reading and writing in the content area.
- At the Elementary level, focus on [balanced literacy](#).

Priority Two: Technology

- To expand staff capacity to learn fundamental tools of technology (Act Now/E-Mail/and other advanced software applications).
- To expand staff capacity to access and use electronic resources.
- To expand staff capacity to integrate curriculum and technology.

Priority Three: Diversity/Character Development

- To foster a respectful, peaceful interpersonal environment and to promote a deeper understanding of differences in relation to Ethnic and Racial Diversity, Learning (), and

Gender/Sexuality/Equity/Harassment issues

Priority Four: [Academic Diversity /Differentiation of Instruction](#)

- To address the diverse learning needs of students in the BCSD.

All funds in each category will be for teacher initiated proposals, which must meet District priorities

TIMELINES / DEADLINES

- Building Proposals to Building PG&D Committee chair: **Contact your [Building Committee Chair](#).**
NOTE:2006 High School Deadline is **Monday, April 24, 2006 at 2:30 PM** in the PG&D box in the front office.
 - Districtwide Proposals to Assistant Superintendent for Curriculum and Instruction: **JUNE 1, 2006**
 - Completion and submission for payment of summer projects: **OCTOBER 15, 2006**
 - **NOTE: NEW DATE!** Completion and submission for payment of projects completed during the school year: **MAY 1, 2007.**
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OTHER INFORMATION and FAQs

Role of the Principal

The Principal is a member of the building PG & D committee.

Role of the Chairperson

The Chairperson of the committee chairs the PG & D meetings. He/She establishes dates of meetings with committee membership. The Chairperson also serves on the Superintendent's Conference Day Planning Committee and the District Wide PG & D committee.

Scheduling Meetings

PG & D committee meetings are held at a time determined by the committee, other than release time. If more than 15 proposals are to be considered the Assistant Superintendent for Curriculum and Instruction will grant release periods on a case-by-case basis.

Where should PG & D Work Take Place?

PG & D projects are to be worked on in the school except where library, field research or an alternative location is agreed upon by the teachers and the PG & D committee.

When Do Teachers Work on PG & D's?

The primary goal in administering the program is to have more projects completed with more teachers involved. Therefore, most teachers are encouraged to work on PG & D's during release time, since funds are limited and the cost to the program of a substitute

day is considerably less than the cost of an extra day of teacher time.

On occasion, this priority may conflict with a teacher's instructional responsibilities. For example, if a teacher has already participated in a number of staff development activities during release time, then the need for continuity of instruction for pupils may require that PG & D work occur outside the school day. The teacher, the PG & D committee or the Principal may suggest that PG & D work be done on weekends or vacation period, when other absences from teaching make such arrangements advisable.

TO SUBMIT A PROPOSAL

Submit **10 copies of pages 1 - 3**, and **1 copy of pages 4 and 5** of the [PG&D Proposal Form](#) to your [Building PG&D Committee Chair](#).

If payment is to be made for this project, the following must be submitted to the building principal:

- The completed checklist and evaluation pages (pages 6-8) from your original proposal ([forms available here](#))
- A completed yellow PG&D payroll sheet
- Two copies of the product of the project in a clear typed format.

The principal will check for completion and send the evaluation checklist, forms, and one copy of the product to the Assistant Superintendent for Curriculum and Instruction.

The Assistant Superintendent for Curriculum and Instruction will review the project and authorize payment.