

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS  
AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et. seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et. seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be updated annually in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d).



District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2, 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3; 6A:9C-4.1 et seq.

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## R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

- A. Definitions (N.J.A.C. 6A:9C-2.1)
1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.
- B. Components of Professional Development – (N.J.A.C. 6A:9C-3.2)
1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3, student learning and educator development needs, and school, school district, and/or State improvement goals.
  2. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
    - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
    - b. Defining a clear set of educator learning goals based on the rigorous analysis of data on student performance.
  3. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, such as job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
  4. Professional learning may be supported by external expert assistance or additional activities that:



- a. Address defined student and educator learning goals;
  - b. Advance primarily ongoing school-based professional learning; and
  - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
- C. Standards for Professional Learning (N.J.A.C. 6A:9C-3.3)
1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
    - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
    - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
    - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
    - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
    - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
    - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
    - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.



- D. Requirements for and Implementation of Teachers' Individual Professional Development Plans (N.J.A.C. 6A:9C-4.4)
1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.
  2. The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3.
  3. Each teacher's individual PDP shall be updated annually no later than October 31, except:
    - a. If the teacher is hired after October 1, the PP shall be developed within twenty-five working days of his or her hire.
  4. The individual PDP shall be updated annually, and modified during the year, as necessary, and shall specify at least:
    - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
    - b. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.
  5. Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
  6. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her designated supervisor, and shall be reviewed as part of each annual summary conference.



7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9C-4.
8. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
9. The teacher's designated supervisor shall:
  - a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
  - b. Maintain accurate records in My Learning Plan (MLP) of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.

E. School-Level Plans for Professional Development and Implementation (N.J.A.C. 6A:9C-4.2)

1. The Principal shall oversee the development and implementation of a plan for school-level professional development and shall ensure:
  - a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and includes teacher and student learning needs; and
  - b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).
2. The school-level plan shall become part of the school district plan for professional development overseen and reviewed by the Superintendent of Schools.



- F. Requirements for District-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)
1. The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.
  2. The Superintendent of Schools or designee shall oversee the development and implementation of the school district plan to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.
  3. When overseeing and reviewing the school district plan, the Superintendent or designee shall:
    - a. Review school-level professional development plans;
    - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
    - c. Plan, support, and implement professional learning activities that address the New Jersey Student Learning Standards, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;
    - d. Develop and update, as necessary, the district mentoring plan for non-tenured teachers including novice professional teachers who hold a CE or CEAS, in accordance with N.J.A.C. 6A:9C-5.3;



- e. Present the plan to the Board of Education to review the fiscal impact; and
  - f. Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.
4. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
- G. Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)
1. Each school leader shall create, implement, and complete an individual PDP that:
    - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;
    - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader
    - c. Identifies professional learning goals that address specific individual, school, or school district goals;
    - d. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and
    - e. Includes training on: school law, ethics, governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.





2. Each school leader's individual PDP shall be developed by October 31 except:
  - a. If the school leader is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.
3. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:
  - a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
  - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
  - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.
4. Each leaders whose positions requires a Principal or supervisor endorsement, or whose positions requires a Chief School Administrator endorsement but who does not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with his or her designated supervisor an individual PDP and shall provide evidence to his or her designated supervisor of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
  - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
  - b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and



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- c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.
5. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:
  - a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
  - b. Maintain accurate records in My Learning Plan (MLP) of each school leader's progress in meeting the individual requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.

## H. Assistance (N.J.A.C. 6A:9C-4.1)

1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.

## I. Professional Development Programs

1. Teaching staff members may be excused from the performance of their duties, without loss of compensation, for participation in relevant professional development programs, provided such participation:
  - a. Meets the requirements of Policy No. 3240 and this regulation; and
  - b. Has received final advance approval in accordance with paragraph B10 below.



2. The use of school district funds for travel expenditures for professional development activities shall be in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events, and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.
3. Requests for professional days must be approved in advance. Reimbursement of expenses for professional conference registration and/or travel must be approved in advance by the Board of Education. No professional day or reimbursement is guaranteed until and unless a teaching staff member has received confirmation of approval. The only exception is regular business travel - i.e., single-day travel that is not professional development and is required to carry out the duties of your position. Example: CST visits to potential or current out-of-district schools.
4. Requests for approval are to be submitted on the "Request for Professional Day Absence and Authorization to Submit Expenses, in or Out-of-District" Form.
  - Requests received in the Superintendent's Office sixty days in advance will receive appropriate consideration by the Superintendent, and, if approved, by the Board.
  - Requests for out-of-state conferences, or those for attendance with more than three staff members, must be received at least sixty days in advance.
  - In-state requests for three or fewer staff members which are received with fewer than sixty days advance notice may not meet timelines for Board approval, and, if that is the case, will not be approved.
5. Prior to making a request, the district professional development sub calendar must be checked for date availability.
6. The request for approval must be accompanied by a requisition number, an AESOP confirmation number, a registration form and an agenda or brochure. Costs may be estimated for purchase order purposes. Unused funds after payment are returned to the accounts when the purchase orders are closed. All costs must be within the guidelines or OMB Circular A-87 found at <http://www.whitehouse.gov/omb/circulars/a087/a872004.html> and NJOMB Circular Letter 08-19 found at <http://www.state.nj.us/infobank/circular/cir0819b.pdf>



- Travel and/or conference/workshop-related personal expenses must be listed on the requisition with the attendee/traveler listed as the vendor.
  - If registration fees are to be paid directly by the district to the conference/workshop provider, the fees must be submitted at the same time on separate requisition.
7. Travel expenses may be estimated as follows:
- Air travel: In cases necessitating air travel, coach tickets must be purchased. Reservations should be made early enough to secure the most economical fare.
  - Ground travel: Shuttle service fare to and from the airport will be reimbursed. Taxis will be reimbursed only if a shuttle service is unavailable. Staff will be reimbursed for mileage, tolls and parking.
  - Mileage: will be reimbursed at the NJ - OMB rate.
  - Lodging expenses: Costs will be paid at the rate as established in the Federal per diem travel regulations as published on the Federal web site [www.gsa.gov/mie](http://www.gsa.gov/mie). In the event lodging cannot be secured at the Federal per diem rate, employees should justify their expenditure in writing and exceptions will be reviewed by the Assistant Superintendent on a case by case basis.
  - Meal Allowance: One day trips that do not involve overnight travel are not eligible for reimbursement. For overnight travel, reimbursement for meals will be for actual and reasonable expenses not to exceed the Federal per diem rates at [www.gsa.gov](http://www.gsa.gov). Receipts are required and costs should be estimated on the request for professional day absence form.
  - Reimbursements: Receipts are required for all reimbursements. Charges for alcohol, personal items, cleaning, in room movies, etc. will not be reimbursed. For all of the above referenced expenses, receipts are required. Tips are not reimbursable.
8. The request will be evaluated considering:
- a. The member's participation in other professional meetings;



- b. Other requests for participation in the same meeting;
  - c. The value to the school and/or district of the member's participation;
  - d. The requirements as outlined in N.J.A.C. 6A:23A-7 et. seq.; and
  - e. Remaining available budgetary allocations for professional development activities.
9. The Superintendent or designee will grant or deny permission to attend the activity pending Board approval. The Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 16-11 OMB and 11-09 OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.
  10. If a request is approved, the teaching staff member will receive a copy of the request form indicating the date of Board approval. Only after receipt of the approved request form may a commitment be made to attend the conference/workshop. The business office will then print and distribute the purchase orders. In the event the request is denied, the teaching staff member will be notified in writing. The requisition will be cancelled by the business office and the funds returned to their respective accounts. The teaching staff member is responsible for cancelling the AESOP request.
  11. If the conference is cancelled, the teaching staff member must notify his/her immediate supervisor, who will then be responsible to notify the Principal and the Human Resources Offices. The teaching staff member is responsible for cancelling the AESOP request.
  12. Within thirty days of the completion of the event, the teaching staff member must submit an expense voucher/invoices/receipts, a copy of the approved request form, and the out-of-district workshop/conference report. No reimbursement will be made until all forms are received and are correct and complete.

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