

## **Act 48 Professional Development Plan - Introduction**

On November 23, 1999 Governor Tom Ridge signed into law Act 48 of 1999 mandating that every school district submit to the Secretary of Education a professional development plan. Act 48 specifies that a committee composed of representative teachers chosen by teachers, representative administrators chosen by administrators, parents of children attending the school district, and business representatives prepare the plan. The Act requires that the committee and local school board approve the plan and submit it to the Secretary of Education for approval.

Act 48 requires that every five calendar years all certified educators complete any of the following or a combination of the following:

- Six (6) credits of collegiate studies in the area of assignment and certification.
- Six (6) credits of Pennsylvania Department of Education approved continuing professional education courses in the area of assignment and certification.
- 180 clock hours of Pennsylvania Department of Education approved continuing professional education activities and learning experience.

For the purpose of calculating hours and credits, one credit of collegiate studies or continuing professional education course is equivalent to 30 hours of continuing professional education. The professional requirements take effect July 1, 2000 for all certified educators and will support achievement of the Pennsylvania Standards and Chapter 49 Teacher Certification Standards.

It is the professional educator's responsibility to obtain from the provider notification of successful completion of credits or hours of programs, activities, or learning experiences. The professional educator is responsible to pass that notification on to the school district and for maintaining documentation to support completion of Act 48 requirements.

All employees shall file annually, by October 1 of each school year, a record and description of attainment of approval credits with the Office of the Superintendent.

This Act 48 Staff Development Plan does not supersede the contractual agreements between the Crestwood School District and its administrative and professional staff. It will be the responsibility of the individual teacher to monitor and fulfill the requirements for continuing education set forth in Act 48.

**Pennsylvania Department of Education Reporting Requirement 1:  
The people who developed the plan and how they were selected are described.**

Committee Establishment

As part of the District Comprehensive Planning Committee, members of the school district's Act 178 Committee met to review the requirements of Act 48. The Committee asked the Crestwood Education Association to assist in the selection of Act 48 committee members. All professional staff members were notified of the opportunity to serve on this committee. Interested members submitted their names to the Crestwood Education Association. Administrators elected two representatives to serve on the Act 48 Committee. Three parent/business representatives were selected by the Crestwood School District School Board.

Committee Selection

Members of the Professional Education Committee are as follows:

Margaret S. Foster  
Act 48 Document Chairperson  
Director of Curriculum K - 12  
Crestwood School District

Janice Ciavarella  
Act 48 Chairperson CEA  
Teacher  
Fairview Elementary School

Robert Mehalick  
Superintendent  
Crestwood School District

Anna Bibla  
Parent/School Board Member  
Rice Elementary School

Cecelia Chimola  
Teacher  
Crestwood Secondary Campus

Anne Wallace  
Learning Support teacher  
Rice Elementary School

Lori Rozitski  
Teacher  
Crestwood High School

Raelene Macking  
Teacher  
Fairview Elementary School

Stephanie Otero  
Confidential Asst. to Central Admin  
Crestwood School District

Justine Yeager  
Teacher/Parent  
Crestwood Secondary Campus

Karin Caporuscio  
Parent/Local business rep

Professional Education Committee Members

2021 Comprehensive Planning review committee

The Professional Education Committee in compliance with the requirements of Act 48 developed the Professional Education Plan.

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Margaret S. Foster  
Act 48 Document Chairperson

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Janice Ciavarella, Act 48 Chairperson

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Robert Mehalick, Superintendent

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Anna Bibla, Parent/School Board

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Cecelia Chmiola, Teacher

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Anne Wallace, Learning Support  
Teacher

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Lori Rozitski, Teacher

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Raelene Macking Teacher

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Stephanie Otero, Confidential Asst.  
to Central Admin

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Justine Yeager, Parent/Teacher

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Karin Caporusco, Business/Parent

## Committee Guidelines

The Crestwood School District professional staff has always dedicated itself to the highest level of professional competency. Professional development in this plan will aim to strengthen professional growth by setting goals for the staff to fulfill their role in accomplishing the District's mission, beliefs, and Strategic Planning goals. Through this professional growth, the District's professional staff will be able to better assist students in achieving local, state, and national academic standards and occupational competencies.

The following guideline will be used to guide the Act 48 Committee:

- Each school year during the initial September Committee meeting, a chairperson will be elected from the Committee members to serve for the school year. It will be the Act 48 Chairperson's responsibility to submit approved conference requests to the Superintendent following the Committee's monthly meetings.
- A calendar of monthly meetings will be set at the September meeting each year.
- Any Committee action to be recommended to the Superintendent must reflect the majority vote of the Committee members present.
- Committee vacancies will be replaced by an election within each designated group for professional staff members or administrators or by Board selection of parent/business members.
- The Superintendent will notify the Committee in writing of the yearly budget following the adoption of the Crestwood School District budget.
- Guidelines for expenditures will be established by the Committee.
- The Act 48 Committee will meet monthly to discuss conferences and in-service programs.
- The Act 48 Committee members will be given release time or compensatory time to participate in Act 48 activities.
- An annual recognition of goal achievement will be made at the November School Board meeting to award certificates of achievement to professional staff members who have achieved the Master's Degree level and/or the maximum horizontal level of the salary scale.
- The Act 48 Committee will help to identify professional staff members who have made exceptional contributions to the District and are eligible for an award as specified in Article XIV, Section II, of the Agreement between the Crestwood School Board and the Crestwood Education Association.

## **Pennsylvania Department of Education Requirement 2:**

**The plan is based on an assessment of needs.**

The professional education needs were derived using the following resources:

- Act 48 Professional Education Plan Needs Survey developed by the Professional Development Committee and distributed to professional staff members in April annually.
- Crestwood School District Comprehensive Plan
- Mission statement and goals established in the strategic planning process
- Metropolitan Achievement Test scores
- PSSA scores
- Title I Assessments
- Observations and evaluations of student achievement and behavior by teachers and administrators

## **Pennsylvania Department of Education Requirement 3:**

**The professional education needs/goals that will be met by completion of each continuing professional option and how it relates to areas of assignment and certification or potential administrative certification.**

The following professional/educational District-wide needs were identified using the Act 48 Professional Needs Survey and will be addressed in the Act 48 Action Plans:

- Supporting the social and emotional needs of students including trauma-informed practices
- Keeping current in grade/subject/specialty, especially in the area of emergent technology
- Improving language acquisition of students
- Implementing new methods of teaching
- Implementing state or district assessment standards
- Integrating new technology into classroom instruction
- Addressing the needs of diverse learners

The following building-level needs were identified using the Act 48 Professional Needs Survey and will be addressed in the Act 48 Action Plans that follow:

Fairview Elementary

- Supporting the social and emotional needs of students
- Pursuing district in-service courses
- Implementing new methods of teaching

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- Implementing state or district assessment standards
- Using student assessment techniques
- Addressing the needs of students with mild learning disabilities
- Integrating new technology into classroom instruction

#### Rice Elementary

- Supporting the social and emotional needs of students
- Keeping current in my grade/subject/specialty
- Improving image of education
- Communicating rules and educational expectations with parents
- Implementing new methods of teaching
- Implementing state or district assessment standards
- Addressing the needs of students with mild learning disabilities
- Integrating new technology into classroom instruction

#### Crestwood Secondary Campus

- Supporting the social and emotional needs of students
- Adapting for learning disabilities
- Improving student attitude toward school
- Understanding learning styles
- Implementing state or district assessment standards
- Addressing the needs of students with limited English proficiency
- Integrating new technology into classroom instruction
- Implementing new methods of teaching.

#### Options

The Act 48 Plan includes and defines the following options to ensure that all personnel are provided with the competencies to implement a quality educational program. This program will be an on-going process, where professional staff members are provided with the resources needed to stay competent in their discipline and to meet the requirements of Act 48.

- Credits of collegiate studies related to an area of the educator's assignment or certification at an accredited institution of higher education approved by the Pennsylvania Department of Education
- Credits of continuing professional education courses related to an area of the professional educator's assignment or certification conducted by providers approved by the Pennsylvania Department of Education

- Hours of other continuing professional education programs, activities, or learning experiences related to an area of the educator’s assignment or certification conducted by providers approved by the Pennsylvania Department of Education
- Credits or hours completed in any collegiate studies, continuing professional programs, activities, or learning experiences included in this professional education plan and conducted by:
  1. Crestwood School District
  2. School Board approved providers
  3. Pennsylvania Department of Education
  4. Providers approved by Pennsylvania Department of Education
  5. Providers included in the Act 48 Professional Education Plan
- Other credits or hours approved by the Crestwood School District School Board
- Credits or hours required to obtain additional certifications
- Curriculum development work through committees to discuss and update curriculum
- Participation in scheduled in-service activities
- Attendance at scheduled faculty meetings that discuss professional activities
- Participation in Crestwood School District committees such as Strategic Planning, Curriculum, Act 48, Textbook Selection
- Attendance at professional conferences, workshops, or seminars
- School Policy Development
- Peer Coaching
- Serving as a cooperating teacher (3 hours)
- District professional development presentations
- Induction mentoring
- Grant writing
- Participation in subject area professional associations at the international, national, state, and local level
- Personally designed options, which must be approved by the Act 48 Committee include, but are not limited to:
  - Implementing new teaching strategies based on research
  - Community relations activities
  - Independent study
  - Out-of-district professional development presentations
  - Research
  - Publication
  - Personally designed options approved by the Act 48 Committee

#### **Pennsylvania Department of Education Requirement 4:**

**School entities that have students who are limited English proficient/English language learners address the professional needs of staff that work with these students.**

The Crestwood School District's ESL Program is part of the core curriculum; it replaces the English planned instruction required under Chapter 4. The budget includes funding to support the program. The student shall receive sufficient instructional time from a PA certified teacher with appropriate resource materials. The teacher shall use an assessment system that monitors student progress in learning English. The classroom teacher shall provide assistance and accommodations so the LEP student has academic success while learning English. The ESL Program shall be evaluated annually to determine if the ELL are achieving success in learning English. If they are not, the program will be adapted to meet their needs.

#### **Pennsylvania Department of Education Requirement 5:**

**A list of providers, courses, programs and activities approved by the professional education committee to provide the continuing professional education options listed in the plan.**

The following providers, courses, programs, and activities will support the professional growth and development of the Crestwood School District professional staff:

- Crestwood School District
- Other school districts as approved by the School Board
- Pennsylvania Department of Education (PDE)
- Pennsylvania Department of Education approved providers
- All accredited institutions of higher education with their courses, clinics, and conferences
- All Local, Regional, State, and National Educational Associations and Councils related to specific curriculum areas with their workshops, clinics, and conferences: e.g., Luzerne County Council of Teachers of Mathematics, PA Council of Teachers of Mathematics, etc.
- All Intermediate Units with their courses, workshops, clinics, institutes, and conferences
- Government Agency sponsored conferences
- Community sponsored seminars
- Teacher presenters from within or from other school entities
- Joint staff development with other school districts and other intermediate units
- Technological opportunities
- Presentations from area businesses and industries



- Access PA Database
- Association of Retarded Citizens (ARC)
- Association for Supervision and Curriculum Development (ASCD)
- American Academy of Pediatrics
- American Cancer Society
- American Heart Association
- American Lung Association
- American Red Cross
- Astor Group
- Attendance/Child Accounting Professional Association of PA (A/CAPA)
- Bureau of Educational Research
- Career Track - Computer Workshops
- Center for Statistics Education in Pennsylvania
- CompEd Solutions - Computer Workshops
- CompuMaster - Computer Workshops
- Children's Service Center of Wyoming Valley
- Commonwealth Student Assistance Program (SAP) Training System
- Governor' Institute for Environment and Ecology Standards
- Greater Wilkes-Barre Chamber of Business and Industry Partners-in-Education Committee
- Harcourt, Inc.
- International Reading Association (IRA)
- Junior Achievement of Northeastern Pennsylvania
- Keystone State Reading Association (KSRA)
- Learning Disabilities Association (LDA)
- Lee Canter and Associates
- Luzerne County Business Education Partnership/School-To-Work Initiative
- Luzerne County Children and Youth Services
- Luzerne County Librarians Association
- Luzerne County Reading Council
- National Association of Elementary School Principals (NAESP)
- National Association of School Administrators (NASA)
- National Association of Secondary School Principals
- National Education Association (NEA)
- National Endowment for the Humanities
- National School Boards Association (NSBA)
- National Staff Development Council (NSDC)
- Northeast Counseling Services
- Northeast Pennsylvania Tech Prep Consortium
- Osterhout Free Library
- Pennsylvania Associations of Elementary and Secondary School Principals (PAESSP)
- Pennsylvania Association of Federal Programs Coordinators (PAFPC)
- Pennsylvania Association of Schools Administrators (PASA)

- Pennsylvania Association for Supervision and Curriculum Development (PASCD)
- Pennsylvania Department of Health
- Pennsylvania Educational Leadership Foundation (PELF)
- Pennsylvania Education Technology Conference (PETC)
- Pennsylvania Governor’s Institutes and Academies
- Pennsylvania Joint Distance Education Conference
- Pennsylvania Leadership Development Center (PLDC)
- Pennsylvania Power and Light Corporation
- Pennsylvania Psychological Association
- Pennsylvania School Boards Association (PSBA)
- Pennsylvania School Study Council
- Pennsylvania Service Learning Alliance (PSLA)
- Pennsylvania Staff Development Council (PSDC)
- Pennsylvania State Athletic Directors Association (PSADA)
- Pennsylvania State Team (PAST)
- Prime Presentations - Mathematics Workshops
- Reading Recovery
- Staff Development Resources
- Victims Resource Center
- Wilkes University Regional Computer Resource Center
- Wyoming Valley Alcohol and Drug Services, Inc.
- Wyoming Valley Children’s Association
- Wyoming Valley Historical and Geological Society
- Wyoming Valley Sanitary Authority
- Other School Board approved providers

As new providers are found, this list may be amended.

### **Pennsylvania Department of Education Requirement 6:**

#### **Action plans for professional education activities to meet the goals of the three-year plan.**

##### **Action Plan 1**

Action Plan: To encourage professional staff members to update themselves in emergent methods of teaching using instructional strategies including technology to improve their curriculum and instruction.

Objectives: To provide professional staff members with the opportunity to attend conferences, district in-service programs, workshops, district designed graduate classes or seminars in their grade level, subject, specialization that provide information to assist professional staff members in updating their curriculum and integrating technology into their curriculum.

**Actions:** Professional staff members will be given the time and resources to attend in-service programs, conferences, workshops, or seminars.

**Person Responsible:** Superintendent, principals, professional staff members.

**Evaluation:** Each professional activity will be evaluated upon completion. Evaluation will include the participants' reaction to the activity and their planned use of the new knowledge and skills that have been acquired.

**Timeline:** September, 2021 – August, 2024

### **Action Plan 2**

**Action Plan:** Act 48 Language & Literacy acquisition for all students

**Objectives:** Language and literacy instructional practices and data analysis to improve language acquisition.

**Actions:** K - 6 Teachers will implement DIBELS assessments during three district defined benchmark windows annually. The resultant literacy data will be analyzed by PLC teams at the building level to design intervention and enrichment groups as part of the building level intervention period.

**Person Responsible:** Superintendent, principals, professional staff members.

**Evaluation:** Assessment data received from student scores will be monitored and used to determine program effectiveness.

**Timeline:** September, 2021 – August, 2024

### **Action Plan 3**

**Action Plan:** Act 48 Opportunities for continuing education re: diverse learners

**Objectives:** To assist professional staff members in acquiring the knowledge and skills to implement effective adaptations, accommodations and progress monitoring for students with learning disabilities.

**Actions:** Professional staff members will be given the time and resources to attend conferences, workshops, in-service programs, seminars, or complete course work to address the needs of the professional staff members to work with students with learning disabilities.

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Person Responsible: Superintendent, principals, professional staff members

Evaluation: Each professional activity will be evaluated upon completion. Evaluations will include the participant's reaction to the activity and their planned use and implementation of the new knowledge and skills that have been acquired.

Timeline: September, 2021 – August, 2024

#### **Action Plan 4**

Action Plan: Act 44 Opportunities for professional development based on topics related to school safety including trauma-informed education awareness.

Objectives: To continue to provide opportunities for professional staff members to have learning opportunities in the areas of school safety, security, and trauma sensitive/informed practices.

Actions: Professional staff members will be provided training in the implementation of safety protocols as well as trauma informed systems within the school setting.

Person Responsible: Superintendent, Director of School Safety, principals, professional staff members.

Evaluation: The District will implement a survey to faculty/staff feedback to measure the success of the activities.

Timeline: September, 2021 – August, 2024

#### **Action Plan 5**

Action Plan: Act 18 - trauma-informed care training for all staff. To increase professional staff members' knowledge and understanding of the "whole child"(physical, emotional, social, and mental conditions) and how they affect student achievement and overall staff performance.

Objectives: To help professional staff members to plan and implement strategies to help students and staff maintain a positive attitude toward school utilizing pupil services, guidance counselors, school nurses, social worker, psychologists, home and school visitors and appropriate agency supports.

Actions: Professional staff members will be provided with and seek out

information on understanding physical, social, emotional, and mental conditions that affect student behavior and achievement as well as staff performance/morale.

Person Responsible: Superintendent, principals, guidance counselors, trained peer mediators, professional staff members community agencies.

Evaluation: Each building will form a child study team comprised of administrators, professional staff, parents, and a community agency representative. This committee will review school data and create a survey at the building level for all stakeholders.

Timeline: September, 2021 – August, 2024

**Pennsylvania Department of Education Requirement 7:  
A description of the process for reviewing and amending the plan annually.**

The Act 48 Professional Development Committee will meet monthly during the school year to monitor and approve professional development activities. The committee will continue to survey the staff to determine the effectiveness of the professional development activities. The evaluations of these activities will be used to plan future professional development activities and to revise and/or amend the Professional Education Plan. Any necessary changes to the Plan will be forwarded to the Crestwood School Board for consideration prior to submission to the Pennsylvania Department of Education.

**Pennsylvania Department of Education Requirement 8:**

**Evidence that the plan meets the professional education criteria and strikes a balance between content, pedagogy, and other skills.**

The Professional Education Plan seeks to permit the professional staff a variety of options in designing their personal staff development plan while balancing the needs of the professional staff, students, and the Crestwood School District. The activities offered will use varied methodologies to ensure that current best practices are taken into consideration to improve our professional skills. The goal of this plan is to comply with the academic standards outlined in Chapter 4 of current state regulations. New methods of instruction are being introduced to allow teachers to work more effectively with their

students within state guidelines. The plan allows each staff member to meet their personal needs while ensuring that requirements be met by all professional staff members.

This plan is considered a working document that allows the Act 48 Professional Education Plan Committee to make revisions as they become necessary to meet the changing needs of the professional staff, students, and school district.

**Pennsylvania Department of Education Requirement 9:  
A signature form showing approval of the plan by the Board of Directors.**

**PROFESSIONAL EDUCATION PLAN SIGNATURE FORM**

Date Submitted to PDE: \_\_\_\_\_

School Entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Chief School Administrator: \_\_\_\_\_

Contact Person: (typed/printed) \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

We affirm that this professional education plan has been developed in accordance with the laws, regulations and guidelines regarding professional education plans and that the plan was recommended by the Professional Education Committee and approved by the school board.

\_\_\_\_\_  
Signature (Date)  
Board Secretary

\_\_\_\_\_  
Signature (Date)  
Board President

\_\_\_\_\_  
Signature (Date)  
Chief School Administrator

\_\_\_\_\_  
Signature (Date)  
Professional Education Committee

## **Act 48 Form Directions**

Costs that will be paid are the conference registration fees and the cost of a substitute (\$105.00). The total expenditures allowed per person in a school year is limited to \$300. The Act 48 Committee has the right to limit the number of conferences attended by an individual during a school year even if the dollar amount does not exceed \$300. The committee has the right to limit the number of staff attending the same conference.

1. Fill out the Application Form
2. Submit a completed Application Form to your Act 48 Committee Representative.
3. Retain the copy of the approved application and complete the reimbursement section and the Evaluation Form following your attendance at the conference or workshop.
4. In order to receive reimbursement, resubmit the completed form with receipts, and the Evaluation Form to the Act 48 Chairperson. Do not submit this information directly to the Business office. Reimbursement cannot be authorized until all information is submitted properly within 30 calendar days.
5. Committee meetings are held the first Monday of each month. All applications must be submitted prior to this date.
6. Applications will not be accepted earlier than two months prior to the conference date. If you are able to receive a discount for early registration, early approval will be considered.

# Crestwood School District

## Act 48 Conference/Visitation/Workshop Form

Name			
School			
Date of Application			
Title of Conference/Visitation/Workshop			
Date(s ) of Attendance			
Location			
Costs—PLEASE NOTE: Any expenses without an amount listed will not be eligible for reimbursement upon return.			
	Registration	\$	
	Substitute (if applicable)	\$	
Total Costs		\$	
Describe briefly how your attendance will benefit you and the Crestwood School District			
Applicant Signature:			
Printed Name:			
Department Head Recommend Request (if applicable)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
<i>Signature</i>	<i>Date</i>		
Building Principal Recommend Request	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
<i>Signature</i>	<i>Date</i>		
Act 48 Committee Recommend Request	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
<i>Signature</i>	<i>Date</i>		
Superintendent Recommend Request	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
<i>Signature</i>	<i>Date</i>		

***Please use a copy of your approved form and complete the following items upon your return.***

Actual Costs—PLEASE NOTE: Provide receipts for <b>all</b> expenses. Any expenses without a receipt will not be eligible for reimbursement. Indicate \$0.00 where applicable.		
	Registration	\$
	Substitute (if applicable)	\$
Total Actual Costs		\$
Applicant Signature:		
Printed Name:		

***Complete Evaluation on Reverse for Reimbursement***



# Crestwood School District

## Act 48 Conference/Visitation/Workshop Evaluation

Name	
Title of Conference/Visitation/Workshop	
Date(s ) of Attendance	
Location	

How was this conference beneficial to you and Crestwood School District?


Would you recommend this conference to other staff members? \_\_\_\_\_

Would you consider presenting information gained at this conference at a Crestwood School District Act 80 Day? \_\_\_\_\_

CRESTWOOD SCHOOL DISTRICT

APPLICATION FOR **REIMBURSEMENT** FOR APPROVED TUITION CHARGES  
If Column Movement only, please mark N/A under Tuition

Teacher's Name \_\_\_\_\_

Institution Attended \_\_\_\_\_

Date of Attendance \_\_\_\_\_

Course	Credit Received	Tuition (ONLY)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach tuition statement (**showing tuition cost**) and transcript or grade report.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(teacher)

Reimbursement in the amount of \_\_\_\_\_ approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

For Office use only:

Gave to Business Office:

DATE: \_\_\_\_\_

**CRESTWOOL SCHOOL DISTRICT  
PRE-APPROVAL TUITION REIMBURSEMENT REQUEST FORM**

TEACHER NAME \_\_\_\_\_ DATE \_\_\_\_\_

I AM REQUESTING PRE-APPROVAL FOR REIMBURSEMENT FOR THE FOLLOWING COURSE(S) ACCORDING TO THE PROFESSIONAL TEACHER CONTRACT: The course MUST be program of studies REQUIRED or a program of studies ELECTIVE. If the class is a course you simply want to take, and NOT a requirement for your Masters, please check Neither and provide a syllabus for that class. Classes may be Graduate or undergraduate level.

COURSE NUMBER	Program Required	Approved Elective	Neither	COURSE TITLE	COLLEGE/ UNIV.	CREDITS
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

I will be taking these courses during the \_\_\_\_\_ semester of the \_\_\_\_\_ school year.

Approved \_\_\_\_\_ Superintendent of CSD \_\_\_\_\_ Date \_\_\_\_\_ Received this on \_\_\_\_\_ DATE \_\_\_\_\_