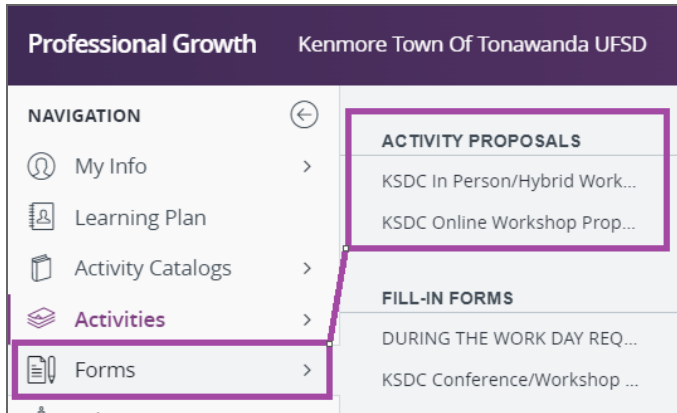


Submitting Proposals for 2025-2026 Workshops

- I. Log into [Frontline](#), click on Forms and then choose the proposal form which reflects how your workshop will meet: (KSDC In Person/Hybrid - or - KSDC Online).

[[Video Tutorial](#) - 5mins]



A. [KSDC In Person / Hybrid Workshop Proposal Tips](#)

B. [KSDC Online Workshop Proposal Tips](#)

- II. Important Dates for the 2025 Spring Session

Summer 2025 Catalog	
NEW Proposals Due	3/25/25
KSDC Policy Board Review	4/30/25
Preview Catalog	5/27/25
Registration begins	6/3/25
Classes Run from	7/1/25 - 8/22/25

Dates to Avoid: 7/4/2025

Online class start date and end date must be weekdays

KSDC In Person / Hybrid Workshop Proposal Tips

Use the following tips in blue to assist in how to complete each component of your proposal form.

Activity Information

Proposed Workshop Title

Activity Description (What is this workshop about and why is it important for participants? *Please include if any texts that are required*)

Characters left **2048**

Learning Outcomes / Expected Work & Final Project (What will participants be able to do and/or understand when this workshop has concluded?)

Characters left **2048**

Max Participants [The KSDC Policy Board minimum is 15]

Audience to invite: ALL or Administrators, Teachers, Teacher Assistants, Support Staff, TOSAs, Sub. Teachers, Non-Reps., Others, (if department specific, you can specify: i.e., Music Teachers only -or- Clerical only)

PLM Instructor

Instructor/Facilitator

Instructor Name (if not on list)

Instructor: What are your qualifications for offering this workshop? (Area of Expertise/Certification, Turnkey Training, Years of Experience, etc.)

Characters left **2048**

Meeting Dates/Times/Locations

of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time

Location

Hours

Enter the number of Hours that could be awarded for this activity

Hours

The next section is needed for the Center’s reporting purposes for the Ken-Ton Professional Learning Plan (PLP) and the NYS Teacher Center Grant

Purpose(s)

Select a Purpose(s)

- KSDC Hours (Stipend)
- PD / CTLE Credit Hours (Workday)

NYS Required Categories

- Pedagogy
- Content
- ELL
- Non ELL

Purpose: Select KSDC Hours

- NYS CTLE:** Here is more information regarding what qualifies for CTLE hours for State Ed reporting. The KSDC is a certified CTLE provider by NYSED and uses these guidelines as well when reviewing activity proposals.

NYS Required Categories: Please Read each below to Select ALL that apply

- Pedagogy: select for Teaching methods, learning activities & assessment
- Content: select for Specific academic concepts, skills &/or theories
- ELL: select if can be applied to [English Language Learners](#); a focus on best practices for co-teaching strategies, integrating language and content instruction and cultural awareness.
- Non ELL: does not apply at all to English Language Learners

District Goals/Objectives: Select ALL that apply

- Instructional and Programmatic Excellence: Research-based curriculum, Evidence-based high-impact instruction; Transformative educational environments
- Services for All Students: Research-based interventions, supports and programs; Comprehensive continuum of services; Preventative health, wellness, academic, behavioral, and extracurricular services.
- Safety, Security and Wellness: Secure, healthy and safe facilities; Responsive principles and best practices to foster connectedness, belonging, trust and emotional safety; Safe transportation services
- Connected Community: Optimal participation and engagement; Efficient and meaningful communication; Partnerships for comprehensive resources and post secondary opportunities
- Strong Fiscal and Human Resources: Fiscal controls and responsible, strategic budgeting; Recruit and retain an expert, quality workforce

Additional Comments: Add here any other pertinent information you would like the Policy Board to know while reviewing your proposal.

Submit - or - Save as Draft (and come back to it later in your listed under “My Proposals” on your Frontline homescreen)

Finish

If the KSDC Office or Policy Board has questions, they will follow up within Frontline. We strongly recommend you turn on your Frontline Notifications so that you will get alerted when questions or approvals have happened within Frontline.

KSDC Online Workshop Proposal Tips

Use the following tips in blue to assist in how to complete each component of your proposal form.

Online KSDC Catalog Training Proposal Activity Information

Proposed Online Workshop Title

Online Workshop Description (What is this workshop about and why is it important for participants?)

Learning Outcomes / Expected Work & Final Project (What will participants be able to do and/or understand when this workshop has concluded?)

Characters left **2048**

Required Materials and/or Text (Please provide information of how participants can purchase materials)

Learning Platform (Canvas, Google Classroom, other please specify)

Max Participants [The KSDC Policy Board minimum is 15]

Audience to invite: ALL or Administrators, Teachers, Teacher Assistants, Support Staff, TOSAs, Sub. Teachers, Non-Reps., Others, (if department specific, you can specify: i.e., Music Teachers only -or- Clerical only)

Characters left **2048**

PLM Instructor

Instructor/Facilitator

Select your name from this list.
For more than one presenter, hold down ctrl and select each.
If not on this list, please type name(s) in the box below

Instructor Name (if not on list)

Instructor: What are your qualifications for offering this workshop? (Area of Expertise/Certification, Turnkey Training, Years of Experience, etc.)

Characters left **2048**

Online Meeting Dates

Start Online Date:

End Online Date:

Select Start and End Date of your workshop.
We recommend 1 week for every 3 - 5 hours
(Summer Session runs: 7/1/25 - 8/22/25)

Online Hours

Enter the number of online Hours that could be awarded for this activity.

Online Total Hours Total Hours for Workshop

For tips on Purpose(s) and District Goals/Objectives, go back to [page 3](#).