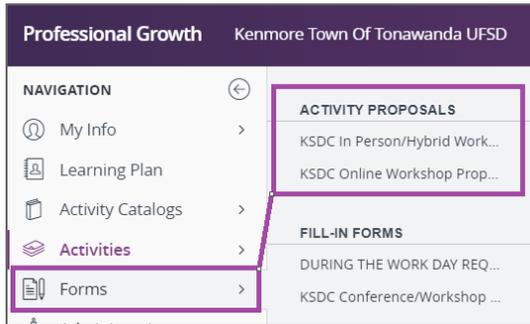


Submitting Proposals for Summer 2024 Workshops

- 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](#) - 4mins]



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

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

- II. Important Dates for the 2024 Summer Session

Spring 2024 Catalog	
Workshop Proposals Due	3/22/2024
SDC Policy Board Review	4/24/2024
Preview Catalog	5/17/2024
Registration begins	6/3/2024
Classes Run from	7/1/2024 - 8/23/2024

In Person workshop black out date: July 4

Online class start date and end date must be weekdays

(FYI: Proposals for **fall** workshops will be due by 4/29. We ask that people avoid submitting those proposals now since the district and building calendars for Fall2024 have not been released. Stay tuned for those dates.)

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 Select # of in person dates

MeetingDate 1

Meeting 1 Date Select Calendar Dates - See KSDC dates above

Start & End Time Start & End Times: It's summer, be creative ;)

Location KSDC will secure locations based on your suggestion here and availability

Hours

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

Hours Total Hours for Workshop

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: Select BOTH KSDC Credits and CTLE hours.

Select a Purpose(s)

- KSDC Credits
- CTLE hours
- Non CTLE hours

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

- Instruction for All Students: Core Instruction; Academic Intervention; Accelerated Programming
- Technology: Integrate Technology into the Learning Environment; Engaging all Learners
- Social/Emotional Awareness: Understanding student needs on how best to address them; Restorative Trauma-Informed Practices
- Community Engagement: Shared Decision Making and Communication; Cultivating Shared Responsibility & Accountability
- Finance, Safety & Operations: Safety & Security, Healthy Facilities & Nutrition

Submit: If you have additional comment you’d like the Board to consider you can add then it and then submit.

Finish

Submit Save as Draft

If the KSDC Director 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.

Professional Growth Kenmore Town Of Tonawanda UFSD

NAVIGATION

- My Info
- Learning Plan
- Activity Catalogs

My Information
Portfolio
Transcript
System Jobs

My Evaluations
My File Library
My PG Profile

PLM Email Notification Preferences

- Pending Approval Notification: Yes No
- New Activity Notification: Yes No
- Approval Status Changes: Yes No
- Upcoming Activities Reminder: Yes No
- TeamRoom Postings: Yes No

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 more 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 5 - 6 hours (Summer Session runs: 7/1/2024 - 8/23/2024)

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](#).