

2024 - 2025
Kenmore Staff Development Center



**KENMORE STAFF
DEVELOPMENT CENTER**
Learning • Support • Growth

Participant Handbook

Our mission is to be responsive to our school population and offer programs that enhance the professionalism of our entire Ken-Ton community.

Our workshop offerings are aligned with district goals and provide our entire staff with opportunities to further their knowledge of learning and instruction. We offer a wide range of workshops targeted toward the social and academic needs of our population of elementary, middle, and high school-age students.

The Kenmore Staff Development Center is a NYSED approved Continuing Teacher and Leader Education (CTLE) provider. [NYS authorized ID 23062]

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Workshop Policies & Procedures

We are thrilled that you are taking a workshop through the Kenmore Staff Development Center. Please refer to the following Attendance and Workshop expectations established by the KSDC Policy Board.

How can I register for workshops?

You can view and register to the KSDC digital catalog using [Frontline Education](#) - Professional Growth.

You must be registered BEFORE the start of a workshop in order to receive credits. After registering, you have the ability to drop yourself from the workshop in Frontline, click the manage button. Frontline will not notify the instructor that you have dropped; as a courtesy, IF the course is already underway, please also communicate with the instructor.

Why did my workshop get canceled?

- Workshops with insufficient enrollment will be canceled no later than one week prior to the start date of the workshop. It is the fiduciary responsibility of the Center and the Policy Board to utilize the Teacher Center Grant appropriately. The current minimum guideline for workshops to run is an 8-to-1 participant to presenter ratio. Enrollment numbers for workshops is actually visible to all in Frontline, if you go back to the catalog at the bottom of each description you can see the current number enrolled:

Hours: 20	Enrolled: 7/15	Wait: 0/5
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- Some workshops may run with a lower than 8-1 enrollment IF, the presenter is not being paid by the Teacher Center Grant and/or the initial target audience is already small that a minimum threshold may be challenging to reach.

Can I retake a workshop?

(Monitored by the Center)

- All workshop proposals and evaluations are reviewed by the full KSDC Policy Board at least once per year. Presenters are expected to update descriptions as necessary. For the most part, if a course is reoffered and content remains the same the following credit accumulation rules apply:
- **General Workshops** may be taken for full credit every 3 years UNLESS the content has been modified. Refer all questions to the Staff Center. If taken within the 3 year cycle, ½ credit will be awarded.
- **Technology-Based Workshops** can be retaken for FULL credit after a 2-year cycle. If workshops are taken for the second time in less than 2 years, ½ credit will be awarded.
- **Book Study Courses** may only be taken once for FULL credit.
 - Participants are able to retake a book study course to deepen their understanding but no credit will be awarded.



Participant Attendance Policies



Partial Credit Policy

- The intention is always that staff complete all hours for a workshop. However, should there be an unanticipated emergency or illness, staff may receive partial credits if they have completed at least 2/3 of the credit hours for in-person workshops. The decision for partial credits is made on a case-by-case basis. There is **NO partial credit** awarded for online/asynchronous classes.

Start Times

- Being on time counts. For in-person classes, time will be deducted if participants are more than 15 minutes late or leave 15 or more minutes early.

Workshop Assignments

- All workshop required activities must be completed ON TIME. Instructors are under no obligation to give credit for overdue submissions.

Target Audience

- Registered participants must be part of the specified audience in a workshop's description in order to receive credits. This is established by the presenter. Frontline allows even limiting which workshops participants are able to view in the Activity Catalog based on their own job description - it is important to ensure you are "tagged" correctly in Frontline. See the Frontline Tip sheet on how to view and update job descriptions.
- However, staff who wish to take a workshop but are NOT in the specified audience will need to contact the KSDC, or the Presenter directly, for approval to be added to the roster. Frontline may allow you to register for a workshop even if you are NOT part of the targeted audience; for example, all Teachers may see a workshop but it is identified as High School Teachers only. Please be mindful of that.
- Ken-Ton Staff receives preferential enrollment for all workshops sponsored by the Kenmore Staff Development Center.

Check your Portfolio in Frontline

- Career credits from KSDC Workshops are accumulated from the beginning of the Summer session to the end of the Spring session of the same school year (ie. July 1, 2024- May 23, 2025).
- Administrators, Teachers (including Teaching Assistants and Term Subs), Per diem Subs, Building Based Subs, and Support Staff all have different credit requirements. Make sure you have accurate information which can be found in your employee Contract.

STAFF WHO ARE OUT ON LEAVE WILL NOT BE ELIGIBLE TO TAKE ANY WORKSHOPS (WHETHER IN PERSON OR ONLINE) FOR CAREER CREDITS.



Alternative Career Credit (Offsite) Opportunities



Applying for Offsite Credits

- The mission of the Kenmore Staff Development Center is to be responsive to our school population and offer programs that enhance the professionalism of our entire Ken-Ton community. Our workshop offerings are aligned with district goals and provide our entire staff with opportunities to further their knowledge of learning and instruction. If you are interested in attending a workshop which is not sponsored by the Staff Center, you can apply for consideration of hours by utilizing the proper form in Frontline
- You must complete the application **BEFORE** the start date of the workshop. These workshops are referred to as "Offsite" workshops and may only be used for credit if they occur outside of the workday.

What information is taken into consideration for Offsite Credit

- The Kenmore Staff Development Center is a certified CTLE provider and maintains this annually with NYSED. There are expectations for what qualifies for CTLE hours and all that the KSDC approves on site or offsite workshops must also follow these expectations:
 1. Applies directly to the content area of the licensed educator and/or staff job responsibilities
 2. Designed to improve the participant's pedagogical and/or leadership skills
 3. Promotes the professionalization of teaching and education
 4. Closely aligned to district goals
 5. Learning in classes is active and engagement is monitored. Whether the workshop is live or asynchronous (responding to prompts, quizzes, questions); learning cannot just be passively reading a book or watching videos.
 6. Attendance is monitored and authenticated by KSDC presenter or Offsite organization, and a certificate of proof is provided; certificate must include name, date, and total hours.
 7. KSDC presenter and Offsite organization has been vetted with qualifications that meet the previous requirements.

How do I apply for offsite credit?

- The entire offsite application form is in Frontline, please refer to the steps, tips and even tutorial videos in the linked Google Doc for assistance:
- [KSDC- Application for OffSite Credits & Verifying Hours](#)

Tips When Taking Online Workshops

Before the Class Begins

- Check your email for messages from the presenter about materials (books) that may need to be purchased and what learning management system will be used.



- Google Classroom - You will receive an email invitation to join the class in Google Classroom; also it can always be found in the google waffle when you are logged into Chrome on a computer or in the app on a device.



- Canvas - You will receive an email invitation to join the class in Canvas; also it can always be found in the Ken-Ton Sites drop down menu in Chrome or you can go to this website: [Canvas](http://ktufsd.instructure.com/) (<http://ktufsd.instructure.com/>)

- If you need more support on how to navigate either system, please contact the presenter directly.

- The KSDC does have laptops and tablets that can be borrowed on a limited basis to ensure all can participate with online workshops, please reach out to the Center to check availability.

During the Workshop

- Check the syllabus or list of due dates for course expectations. There is no partial credit for online workshops, you must complete ALL assignments in order to receive the credit hours.
- Coursework and posting must be completed *outside* of the participant's regularly scheduled work time.
- Check in with assignment feedback and course communications; there may be a request for more information or clarity with responses.
 - Engage and interact with other participants as called for
 - Ask questions as needed

Towards the End of the Workshop

- Check syllabus - did you complete all that was required?
 - Communicate with presenter if needed
- Complete the Evaluation in Frontline (active on the last day of the workshop); credits will not be applied to your portfolio until, 1. Instructor confirms attendance and 2. Participant evaluation in Frontline is complete.
 - Your feedback is vital to the presenter and the KSDC for reflection and growth

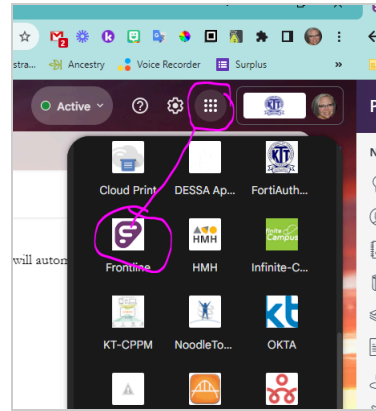
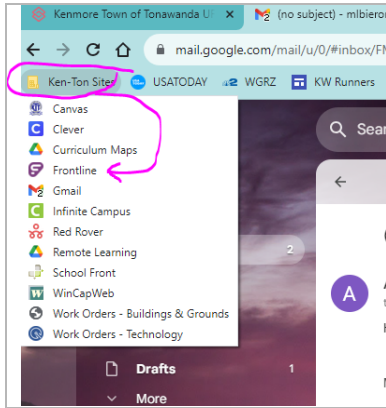


Frontline Participant Tools

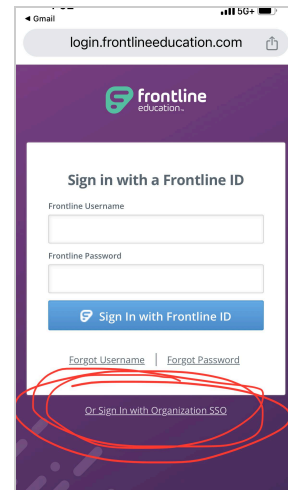
Participant Login

- **Access Frontline:** <https://www.ktufsd.org/frontline>
Login: your Ken-Ton email address
Password: your Ken-Ton email password

From a computer, and if already logged into your Ken-Ton accounts you can find Frontline either in the Ken-Ton Sites folder in Chrome, or via the Google Waffle

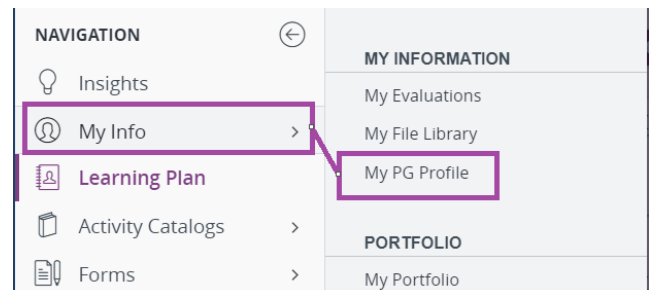


From a cell phone you can use your internet browser to go to the same website, but when THIS screen comes up you must select “OR SIGN IN WITH ORGANIZATION SSO” to connect to your @ktufsd.org email address.



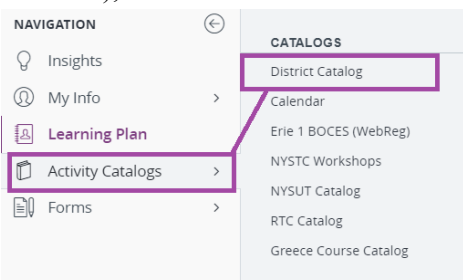
- **Verifying your Personal Info in Frontline**
You can always check your "PG Profile" in Frontline (under My Info) to ensure you are in accurate places. For example, Did you change buildings? Did you change departments? Did you change grade levels? Having this accurate in Frontline is important so that you see all the workshops in the catalog that fit your profile! If you need any assistance or have questions, please reach out to us!

Email: Staff_Development@ktufsd.org or Call: x32600.



Searching the Catalog:

- Once in Frontline you can review all active workshops in our District Catalog (or by Calendar), select the title and then choose “Sign Up Now”



District Catalog View

Calendar View

Enrolling in and Removing yourself from Workshops



- Click on the activity title in either the Catalog View or the Calendar View then click Sign Up Now
- You can see all your In-Progress workshops on your home screen in Frontline, the Learning Plan. If you can no longer participate in a workshop, you can click the blue Manage button and then choose drop.
 - If it is AFTER the start of the workshop and you are dropping yourself in Frontline, please also send an email to the instructor with a heads up; Frontline will not notify instructors of changes in the roster once the course has begun.

Completing the Post-Workshop Evaluation in Frontline

- Credits for KSDC workshops will be finalized to portfolios in Frontline after the instructor has confirmed attendance AND the participant has completed the Post-Workshop Evaluation within Frontline.
- Evaluations will be active in Frontline on the last day of either in-person or asynchronous workshops. You can find it by clicking the Blue Manage button next to the activity title in your Learning Plan and choosing the option for the 2024-2025 KSDC Workshop Evaluation

then

Other Helpful Frontline Tips for Participants

-  Printing Certificates & Transcripts
-  Monitoring your Total Credits and how to read your Portfolio page

Sample Participant Evaluation (completed in Frontline)

After every workshop, participants must complete the **ANONYMOUS** evaluation in Frontline. Only when the participant completes the evaluation will the hours be finalized. Presenters are expected to review the responses after each workshop. The Policy Board also uses the feedback for reflection.

2024-2025 KSDC Workshop Evaluation	
Your responses are ANONYMOUS Although you are logged into your account while submitting this survey, your name and account details are not visible in the results.	
Please confirm that you participated in the workshop:	<div>--- Click To Select ---</div>
Position:	<div>--- Click To Select ---</div>
What was the main reason you registered for this workshop?	<div></div> <div>Characters left 2048</div>
Did this workshop meet your expectations?	<div><input type="radio"/> 1-STRONGLY AGREE</div> <div><input type="radio"/> 2-AGREE</div> <div><input type="radio"/> 3-DISAGREE</div> <div><input type="radio"/> 4-STRONGLY DISAGREE</div>
Throughout this workshop, participants were actively engaged with the content, activities and other participants.	<div><input type="radio"/> 1-STRONGLY AGREE</div> <div><input type="radio"/> 2-AGREE</div> <div><input type="radio"/> 3-DISAGREE</div> <div><input type="radio"/> 4-STRONGLY DISAGREE</div>
The Instructor(s) was receptive to participant's questions and concerns; and adjusted instruction if needed.	<div><input type="radio"/> 1-STRONGLY AGREE</div> <div><input type="radio"/> 2-AGREE</div> <div><input type="radio"/> 3-DISAGREE</div> <div><input type="radio"/> 4-STRONGLY DISAGREE</div>
There were a variety of materials and resources supplied (either paper or digital links) to supplement content.	<div><input type="radio"/> 1-STRONGLY AGREE</div> <div><input type="radio"/> 2-AGREE</div> <div><input type="radio"/> 3-DISAGREE</div> <div><input type="radio"/> 4-STRONGLY DISAGREE</div>
During the workshop, feedback was provided to both push the learning and help participants.	<div><input type="radio"/> 1-STRONGLY AGREE</div> <div><input type="radio"/> 2-AGREE</div> <div><input type="radio"/> 3-DISAGREE</div> <div><input type="radio"/> 4-STRONGLY DISAGREE</div>
What suggestions or support do you have to improve this workshop?	<div></div> <div>Characters left 2048</div>
Would you recommend this course to a colleague?	<div><input type="radio"/> YES-I CAN'T WAIT TO SHARE WHAT I'VE LEARNED</div> <div><input type="radio"/> MAYBE-IF SOME OF MY SUGGESTIONS ABOVE ARE CONSIDERED</div> <div><input type="radio"/> NO-IT WAS NOT WHAT I EXPECTED WHEN I REGISTERED</div>