

AUTHORITY: Section 380.1527
of [Public Act 289, 1995](#)

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P. O. Box 30008, Lansing MI 48909

**Direct questions regarding this
form to Donna L. Hamilton
(517) 241-4546**

Experienced Teachers ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT

GENERAL INSTRUCTIONS: This form should be completed annually for each teacher, then signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed each year to assist in recording professional development. (Please type or print. Make additional copies of this form as needed.) ***This form is a worksheet to be completed and retained by the school district. DO NOT return this form to the Michigan Department of Education.***

Name Of Teacher: _____ Social Security Number Of Teacher: _____

Name Of School District Where Employed: Clara B. Ford Academy

Name Of School Where Assigned: Clara B. Ford Academy

Number of Years as a Contractual Teacher (3rd, 6th, Etc.): _____ School Year Hired: _____

Number Of Years With Current School District: _____ Current School Year: 2013-2014

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	Registry of Educational Personnel (REP) Category	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED
8-16-13	Classroom Management	New Staff Orientation	Professional Expectations, Classroom Management	7
8-19-13	Classroom Management	Staff Orientation	Professional Expectations, Classroom Management	7
8-20-13	Instructional Delivery	Special Education Program	Accommodating to student needs	7
8-21-13	Classroom Management	Smart Character Choices	Teaching to the whole student, building relationships	7
8-22-13	Instructional Delivery	Trauma Informed F. Groups	Wayne State gathered research data on student/staff	7

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DATE	Registry of Educational Personnel (REP) Category	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED
8-23-13	Instructional Delivery	Plato Training (selected staff)	Training on credit recovery computer class	7
8-26-13	Instructional Delivery	Clear Learning Targets	Establishing learning goals/formative assessment	7
8-27-13	Instructional Delivery	Worksheets Don't Grow Dendrites	Engage content areas with 20 learning strategies	7
8-28-13	Classroom Management	Shouting Won't Grow Dendrites	Classroom management strategies	7
8-29-13	Classroom Management	Healing the Inside Child	Provide students with a safe nurturing environment	7
9-3-13	Classroom Management	Student Orientation + Advisory	Volunteer and Plan Advisory Classes	1
9-4-13	Classroom Management	Community Building for students	Review student engagement and class management policy	2
9-5-13	Classroom Management	Review CLEAR Policy	Review of CLEAR policy to ensure safety for the class	0.5
9-10-13	Instructional Delivery	Student Focus Group Feedback	Receiving student feedback about the effectiveness of training	1
9-11-13	Classroom Management	8 Sensory Tools Trauma Informed Teaching	Use of sensory tool to assist with intervention of escalated students	2
9-17-13	Instructional Delivery	Monarch, Seizures, and Assembly Expectations	Review the procedures as a staff to become aware of expectations	1
9-18-13	Instructional Delivery	Instructional Funds and Paper Use	Address and discuss solutions of instructional funds and paper use	2
9-24-13	Instructional Delivery	Professional Learning Committee Groups	Staff is divided into groups that are charged with special tasks to assist of build school environment.	1
9-25-13	Classroom Management	Trauma Informed Avoiding Conflicts	John Misak continues the Trauma Informed Teaching of "Hot Zones"	2
10-1-13	Instructional Delivery	Count Day Procedures and PLC Groups	Insure accuracy in Count Day Papers and continue to build school culture	1

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10-2-13	Classroom Management	Blue Dot Program	Introduce the CBF and Vista Maria Blue Dot Program to prevent bullying	2
10-8-13	Classroom Management	Student Interventions	Student trauma interventions and educational programs are discussed and planned for students.	1
10-9-13	Classroom Management	Trauma Informed Training John Misak	Continuation of Trauma Informed Teaching	2
10-15-13	Instructional Delivery	Department Meetings	Staff group to focus on cross curricular lessons and identify areas of need for students to focus	1
10-16-13	Classroom Management	Power School and Teacher Assistant Expectations	Administration addresses changes in attendance and TA expectations.	2
10-22-13	Classroom Management	Trauma Informed Training John Misak	Problem solves hypo and hyper aroused students in the classroom.	1
10-23-13	Classroom Management	Trauma Informed Training John Misak	Continuation of Trauma Informed training; therapeutic Crisis Intervention	2
10-29-13	Classroom Management	School/Classroom Struggles	Discuss the school, staff, and student struggles and problem solve for solutions	1
10-30-13	Instructional Delivery	Scan Tron and IPAD Training	Scan Tron Assessment and IPAD technology training	2
11-5-13	Instructional Delivery	Professional Learning Comities	Staff focus on special group projects for school culture/improvement	1
11-6-13	Classroom Management	Empower Hour Review and Highlights	Faculty review pros and cons of John Misak "Empower Hour" with students.	2
11-12-13	Instructional Delivery	SIP Goals at a Glance	SIP Team present the school goals from the previous year and request evidence to support this year reports.	1

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DATE	Registry of Educational Personnel (REP) Category	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED
11-13-13	Classroom Management	GSC Statistic Play	Support student and staff in community building.	2
11-19-13	Instructional Delivery	Department Meetings	Staff meets for curriculum planning and continuance of engaged learning.	1
11-20-13	Classroom Management	Trauma Informed Teaching John Misak	Staff and student self wellness and avoidance of burn out	2
11-25-13	Instructional Delivery	Neuroscience with CS Partners	Learn strategies for maximizing student engagement.	5.5
11-26-13	Instructional Delivery	Neuroscience with CS Partners	Learn strategies for maximizing student engagement	5.5
12-3-13	Instructional Delivery	Marzano Research Laboratory	Webinar for cultivating teacher development and teacher reflection	1
12-4-13	Classroom Management	Trauma Informed School Awareness	Building awareness of student struggles and behavior shifts in school	2
12-11-13	Instructional Delivery	Staff Evaluation Review	Staff review the document that will be used for evaluations and discuss pros and cons	2
12-17-13	Instructional Delivery	Professional Learning Committees	Staff group into special task groups to build a stronger school	1
12-18-13	Classroom Management	Holiday Air of Grievances	Staff gathered to air grievances, concerns, or struggles; seeking peers for potential solutions.	2

SIGNATURE OF IMMEDIATE SUPERVISOR _____ TITLE _____

SIGNATURE OF TEACHER _____ DATE _____

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