



Northeast Professional Educator Network

NPEN Member District Handbook

Vision Statement: *The Northeast Professional Educator Network (NPEN) will maximize regional resources to provide high-quality, inter-district professional development, fostering a culture of collaborative inquiry in order to improve student learning.*

Member Benefits:

- One full-day of free professional development for low-incidence staff on Election Day each year
- Networking opportunities for educators across the Northeast region
- Opportunities to participate in district sponsored professional development
- Multi-district curriculum mapping and curriculum development
- PD in your PJs-Online courses during the summer (in development)
- Online Mandatory Training resources
- Member district coursework (when available)

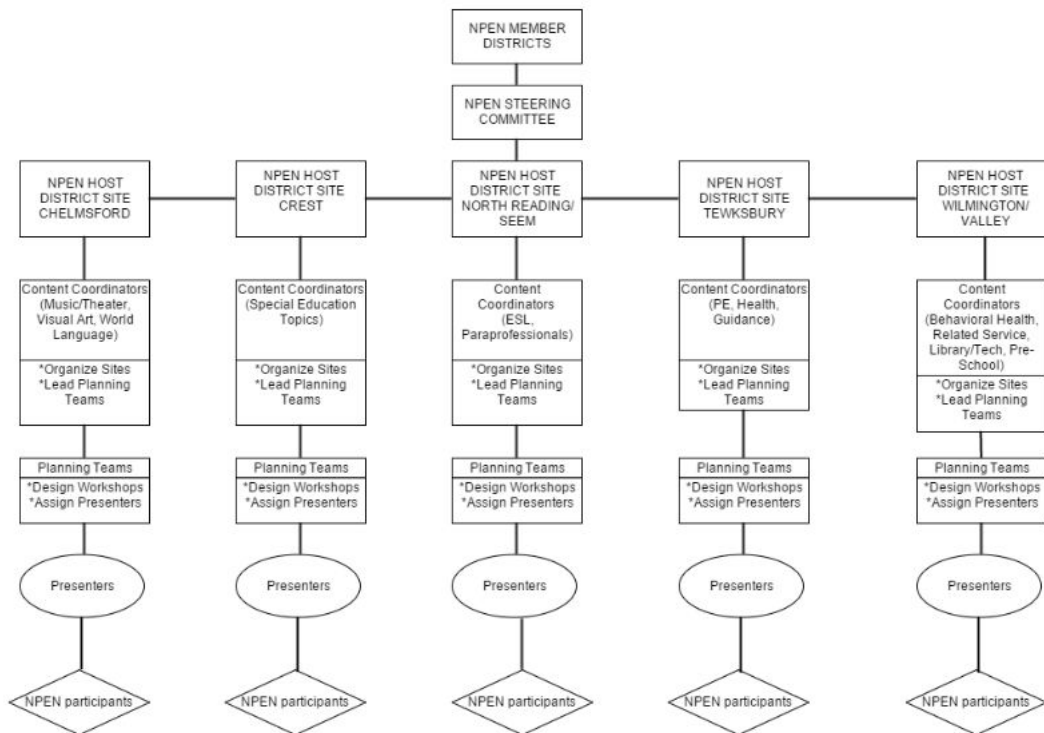
Content Areas Serviced on November PD Day:

Fall Extravaganza on Election Day: We have selected election day each year since it is a date when many districts have a full day professional development release day. While it is not required that your district take this date as a PD day, it is *recommended* as it allows you to send more of your teachers to these professional learning opportunities.

Visual & Performing Arts
Physical Education & Health
Library & Information Technology
Early Childhood Paraprofessionals
Related Services Providers
Paraprofessionals (targeted offerings)

World Languages
Guidance
ELL
Nurses
OT/PT/SLP

Organization Chart:



NPEN Member District Responsibilities:

- Participate in large-group member meetings
- Identify point-person in district for contact and communication from Steering Committee
- Communicate opportunities for planning to interested teacher-leaders
- Complete the essential NPEN Member District Survey
<https://goo.gl/forms/299MNgU0AulQeFUx1>
- Communicate NPEN activities and events to appropriate educators
- Coordinate payment of [yearly membership fee](#)
- Provide accountability for participation of presenters and educator attendees

NPEN Steering Committee Responsibilities:

Members of the Steering Committee are: Billerica, Carlisle, Chelmsford, Crest Collaborative, Haverhill, Merrimack College, Northeast Consortium for Staff Development, North Middlesex Regional School District, North Reading, SEEM Collaborative, Tewksbury, Valley Collaborative, and Wilmington.

- Attend monthly steering team meetings
- Design NPEN extravaganza structure and offerings
- Facilitate planning and preparation sessions with content coordinators
- Communicate NPEN offerings to member districts point-person
- Maintain sign-up process and website - *Identified Personnel Only*
- Provide folders to providers and collect W-2s
- Collect and analyze data and feedback from NPEN session for continuous improvement

**Please Note: Members of the NPEN Steering Committee are not compensated for time on the committee*

NPEN Host District Responsibilities:

In addition to the above:

- Facilitate host sites (currently Chelmsford, Tewksbury, Wilmington, North Reading, Billerica, CREST)
 - Communicate information about the site to the Steering Team
 - Coordinate parking, lunch, classroom spaces, technology needs etc. on NPEN Conference date
 - Communicate regularly with content coordinators at the site
 - Provide nametags and collect unused nametags for attendance purposes
 - Provide folders to presenters and collect W-2s

**Please Note: Members of the NPEN Host Districts are not compensated for additional time on the committee*

NPEN Content Member District Fee Structure:

- 100+ people (\$1200 per district)
- 50-99 people (\$750 per district)
- 49 or fewer (\$600 per district)

**Payment is due prior to sign-ups. Invoices will be sent out in June, or earlier by request.*

NPEN Content Coordinators

Positions:

- 1 Physical Education PD Team Coordinator (Barrett Rounds- Gloucester)
- 1 Health PD Team Coordinator (TBD)
- 1 Visual and Performing Arts PD Team Coordinator (Chris Dearbeck- Billerica and Christy Whittlesey - Chelmsford)
- 1 Library Team PD Coordinator (Rachel Bouhanda - Billerica)
- 1 Information Technology PD Team Coordinator (Julie Kelley- Wilmington)
- 1 World Languages PD Coordinator (Sharon Charbonnier- Westford)
- 1 EL PD Coordinator (Rachel Hoffman- SEEM)
- 1 Related Service Provider PD Coordinator (Laura Badger- Valley)
- 1 Paraprofessional PD Coordinator (Cathy Lawson- SEEM Collaborative, Fran Rosenberg- Northshore Collaborative)
- 1 Pre-K PD Coordinator (Michaela Hardimon- Carlisle)
- 1 Guidance PD Coordinator (Karen O'Brien- Tewksbury)

Content Coordinator Stipend:

- **\$600 each (for preparation outside of one's District contractual work day)**

**Payment made at the conclusion of the sessions*

Skill Set:

- Demonstrated leadership skills
- Excellent communicator
- Ability to easily learn new skills and teach them to others
- Detail-oriented
- Organized
- Patient
- Good listener

Responsibilities:

- Oversee one, full professional development day per year for the specified content area
- Organize and facilitate 3-5 planning meetings with a team of teachers (6-9) for full professional development day
- Assist in the design of the November Election Day PD Day
- Initiate correspondences between meetings for follow-up activities and tasks
- Survey districts and teachers about needed topics for professional development day
- Create and maintain a training budget for needed materials
- Provide needed training materials to site (copies, technology, materials, etc.)
- Help presenters identify/develop creative and interesting techniques to teach the information
- Help presenters adapt teaching strategies according to audience, knowing the best ways to reach specific groups of people
- Serve as a liaison to the NPEN group

NPEN Content Planning Team

Each of the content areas will have a planning team of four or five content area specialists provided by the member districts. What does being part of the planning team entail? All planning team members and coordinators will meet in late spring. For 2017, this meeting will take place on May 4 from 12:00-2:30. After the initial planning meeting, much of the planning takes place over email or informal meetings scheduled by the coordinator.

Being a member of the planning team has its perks! Not only does it indicate the strong instructional leadership abilities of the team member, but participants will also receive 30 PDPs for the work. Additionally, most team members present a workshop, which includes a \$100 stipend for each unique workshop provided and an additional 30 PDPs.

NPEN Presenters:

After the Planning Team brainstorms relevant content area topics, the coordinators and team members seek to find and schedule qualified presenters. It is vital that member districts identify potential presenters as we may have up to 150 presenters on the November day.

Presenter Stipends:

- \$100 per unique session provided (This is a one time fee per session. Duplicate sessions on the same topic will not include an additional payment of \$100. Preparation for sessions must be outside contractual work hours).

Registration:

Registration for the November NPEN Extravaganza will take place online using an online registration system, currently a Google form. All participants must register online. The window for registration will be open mid-October and will close at the end of October. There will be no late registration or on-site registrations. It is important that the lead person for the district informs staff about the deadlines.

**Admittance Policy: Please note that there is no admittance for attendees that have not signed up for sessions. Sessions are developed based on registrations.*

Evaluation and Certificates of Attendance:

At the end of the Extravaganza, attendees will fill out an evaluation and once it is submitted the attendee will receive a certificate of attendance for 6 hours. It will be up to member districts to determine if they would like to bundle the 6 hours with other PD activities in district for a total of 10 hours and 10 PDPs. We are not issuing PDPs.

NPEN Member Survey: All member districts need to complete a member district survey in the spring to help the NPEN Steering Committee and NPEN planning teams create the best, most balanced event in November. The survey asks you to estimate numbers of participants by content area and asks for you to recommend potential planning team members. Link to Survey: <https://goo.gl/forms/299MNqU0AuIQeFUx1>

Participation in Member District Professional Development and Courses:

In addition to the full professional development day, member districts will have the opportunity to attend professional development offerings and graduate level course as spaces provided. Member districts will reach out to NPEN members to advertise any availability.

Lunch

Each host site will coordinate for cost lunch options for the election day extravaganza.