



DEPARTMENT OF TEACHING, LEARNING, AND LEADERSHIP

MEMORANDUM

September 22, 2020

FROM: Cory Kapelski, Talent Development Specialist

THROUGH: Terri H. Mozingo, Ed.D., Chief of Teaching, Learning, and Leadership
Gerald R. Mann Jr., Ed.D., Executive Director of Instructional Support

TO: All Principals and Assistant Principals

SUBJECT: Update on October 12, 2020, Division-Wide Professional Development Day

ACTION: **Please share information in preparation for upcoming professional development day.**

SUMMARY

This memorandum is designed to clarify the focus areas and logistics for the upcoming professional development day on *October 12, 2020*. The division-wide theme for this day is *Instructional Best Practices*. We expect that school-based staff will benefit from the targeted professional learning workshops held on this day.

October 12, 2020, is aligned with the division's goal areas of the new *ACPS 2025 Strategic Plan: Equity for All*. Specifically, this day will focus on the goals of *Systemic Alignment* and *Instructional Excellence*. With these goals in mind, the professional learning sessions will focus on alignment and implementation of highly effective instructional strategies within content and specialized areas. Staff should reflect on their progress this year, and identify strategies that will benefit the individual needs of students in their classes. Administrators and staff can collaborate to ensure that every teacher and paraprofessional has registered for workshops using the [Professional Learning Management System](#) (PLMS). Sessions with less than 20% enrollment can be cancelled after **October 7, 2020**. The decision to cancel will be made by the instructor of the section. The earlier date will allow staff time to find another session that meets their needs. All staff should register for their sessions in PLMS by **October 6, 2020**.

Sessions can be scheduled during three blocks of time. There will be a morning session from 9:00 a.m.-11:00 a.m., an afternoon session from 12:30 p.m.-2:30 p.m., and a larger full-day time block from 9:00 a.m.-2:30 p.m. Sessions will model both synchronous and asynchronous learning, similar to the student experience in *Virtual PLUS+*. The expectation is that participants experience no more than 60 minutes of continuous synchronous learning, with at least 30 minutes of asynchronous learning to model the experience of students in *Virtual PLUS+*. This asynchronous learning might be application of a strategy, lesson planning, additional reading, or exploration of a new program or application. Instructors can decide which portions of the session will be synchronous and which will be asynchronous.

PLMS COURSE CREATION AND LOCATIONS

1. All professional learning sessions will be held virtually.
2. The individual departments will post professional learning opportunities in PLMS no later than **October 1, 2020**.
 - a. Course descriptions will include: 1) An essential question; 2) A brief description of the course; and 3) Learner outcomes.
 - b. A zoom link will be used instead of a physical location. Zoom information will be added to the sections in PLMS and not advertised publicly.

CONTACT INFORMATION

If you have any questions, suggestions, or concerns, please contact Mr. Cory Kapelski via email (cory.kapelski@acps.k12.va.us).

cc: Senior Leadership Team