



Newmarket School District

Professional Development & Frontline

March 19, 2024



Professional Development Committee Members

*The role of the Newmarket
Professional Development
Committee is to develop,
implement and monitor the five-
year master plan. The Committee
meets monthly.*

Kristina Cochran

Alina Grass

Jackie Hansen

Andy Korman

Maggie Daley-Dolloff

Amybeth Taylor

Erica MacNeil

Patty Wons

Newmarket School District Professional Development Master Plan

- The purpose of professional development in the Newmarket School District is to promote and support educators' learning to meet the needs of school and district goals and improve student learning. Professional learning consists of various forms; including but not limited to conferences and workshops outside of the district, graduate coursework, remote learning webinars, collaboration/lesson planning among educator teams, independent study/research, and district planned events.
- Our Professional Development Master Plan will provide the structure and means through which all educators continuously enhance their professional competency as it satisfies the New Hampshire recertification requirements outlined in ED 512.

Professional Learning Hours

3 Year Cycle



45 Hours Combined in the Areas Listed Below:

- Character Citizenship
- Education
- Technology and the Internet
- Professional Skills
- Knowledge of Learners and Learning
- Knowledge of School's Role, Organization, Operation
- Exploratory and Innovative Activities

30 Hours Required Per Endorsement:

- Knowledge of Subject/Content Area

Total Hours Required for One Endorsement = 75

Managing Professional Learning Hours for All Professional Staff

Organized into Three Categories

- Independent Professional Learning
- Professional Day (In-District) or Conference/Workshop
- Coursework

The screenshot shows the login interface for 'Professional Growth' (formerly MLP PDMS and MLP OASYS) on the Frontline Education platform. The page has a dark purple header with the 'frontline education' logo. Below the header, the title 'Professional Growth' and subtitle 'Formerly MLP PDMS and MLP OASYS' are displayed. A white sign-in form is centered on the page, containing fields for 'Username' and 'Password', a blue 'Sign In' button, and links for 'Forgot Username' and 'Forgot Password'. Below the form, there is a link for 'Or Sign In with Organization SSO'. At the bottom, a dark banner promotes 'Automated time tracking? Check. Unlock an easier workday' with a checkmark icon and a right-pointing arrow.

Frontline

NAVIGATION

- Insights
- My Info >
- Learning Plan >
- Activity Catalogs >
- Activities >
- Forms >
- Administration >
- Configuration Tools >
- Reports >
- Resource Library >



Trends Planning My Supervision My Growth Journey

Where I've Been
Completed activities, resources, & evaluations >

Where I Am Now
Current activities, resources, & evaluations >

Where I'm Going
Upcoming activities & goals >

Announcement The NHDOE is no longer supporting the certificate sync with Frontline Education. We are currently exploring our options to continue to support the state of New Hampshire for certificate management. NHED Help Desk --> [↗](#)

In Progress 0 ?

[PD Portfolio](#) | [Resource History](#)

There Are No Online Resources Or Activities In Progress.







My Requests
All impending and potential professional development

Upcoming PD Proposals



Select District Catalog: PD Activities

Professional Growth ▾ Newmarket School District

NAVIGATION	←	CATALOGS
 Insights		District Catalog
 My Info	>	Calendar
 Learning Plan		
 Activity Catalogs	>	
 Activities	>	
 Forms	>	

List of District Catalog Activities

Professional Growth ▾ Newmarket School District ?

Switch Apps World Navigation

- 23. Teacher Evaluation Committee Meeting**
Program: District Catalog
Dates: 2/5/2024
February 5, 2024 - Articulate a Portrait of a Newmarket Educator that will become the criteria for efficacy on the Professional Growth Plan/Teacher Evaluation
Hours: 2 | Enrolled: 2/15 | Wait: 0/0
- 24. Newmarket School District Early Release Day 2/14/24**
Program: District Catalog
Dates: 2/14/2024
All Educators will engage in a variety of trainings in the afternoon to support school growth plans, curriculum, and instruction.
Hours: 2.5 | Enrolled: 24/200 | Wait: 0/0
- 25. Professional Development Committee Meeting Dates**
Program: District Catalog
Dates: 2/19/2024 to 5/20/2024
The role of the Professional Development Committee is to develop, implement, and monitor the five year master plan.
Hours: 4 | Enrolled: 1/10 | Wait: 0/0
- 26. Teacher Evaluation Committe**
Program: District Catalog
Dates: 3/11/2024
Articulate a Portrait of a Newmarket Educator that will become the criteria for efficacy on the Professional Growth Plan/Teacher Evaluation
Hours: 2 | Enrolled: 0/20 | Wait: 0/0
- 27. District PD Day March 12, 2024**
Program: District Catalog
Dates: 3/12/2024
New
All Staff will attend the Keynote Session: UDL & MTSS and then engage in a variety of break-out learning sessions by choice: Diving Deeper into UDL, Practical Experience with UDL, MTSS - Supporting Classroom Success and Evidence Based Teaching Strategies. Staff may also attend: Healing Math Trauma, Understanding and Assessing Rigor, Math Routines, Team Building, Kids have Trauma, Getting Rid of Math Tricks, Student with Different Disabilities, Google Classroom, 7 Mighty Moves re: Reading Success, and Creating Bellringers to Support Content and SEL.

2024

Personal Professional Growth

Professional Growth ▾ Newmarket School District

NAVIGATION ⏪

- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan
- 📖 Activity Catalogs >
- 📁 Activities >
- 📄 Forms >
- 👤 Administration >
- ⚙️ Configuration Tools >
- 📊 Reports >
- 📁 Resource Library >

ACTIVITY PROPOSALS

- Activity Proposal

FILL-IN FORMS

- Independent PD Activity Form
- Professional Day Request
- Course Approval Request

Examples of PD Learning Activities

- Review learning activities provided in the PD Master Plan (handout)
- Current list of activities offer specific details related to certification hours earned for each activity



My File Library

*Certificate of Attendance

*Course Description

*Final Grade

*Proof of Payment

Professional Growth ▾ Newmarket School District

NAVIGATION ↵

- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan
- 📁 Activity Catalogs >
- 📁 Activities >
- 📄 Forms >
- 👤 Administration >
- ⚙️ Configuration Tools >
- 📊 Reports >
- 📖 Resource Library >

My Information >

- My File Library
- My Personal Goals
- My PG Profile
- My Certificates

Portfolio >

Transcript >

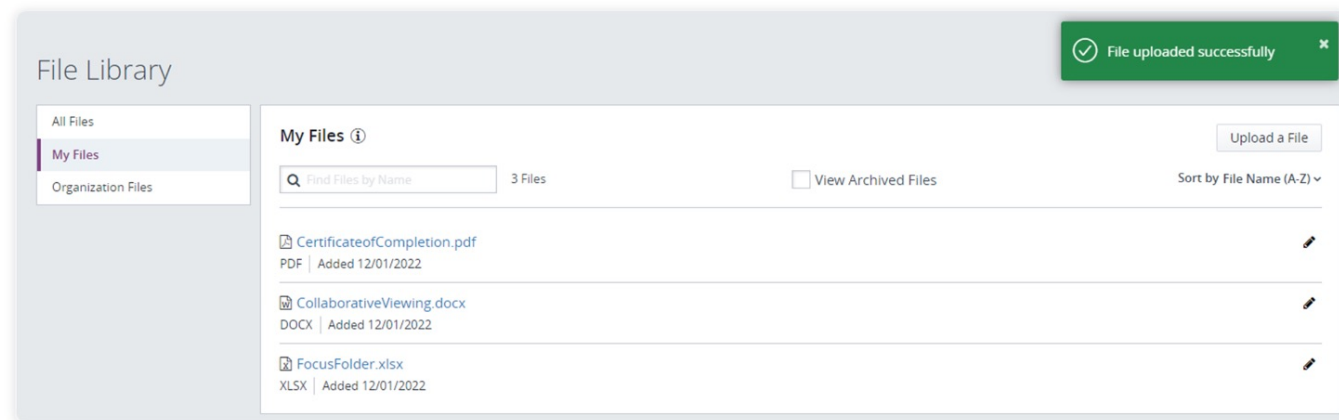
System Jobs

frontline education.

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My File Library

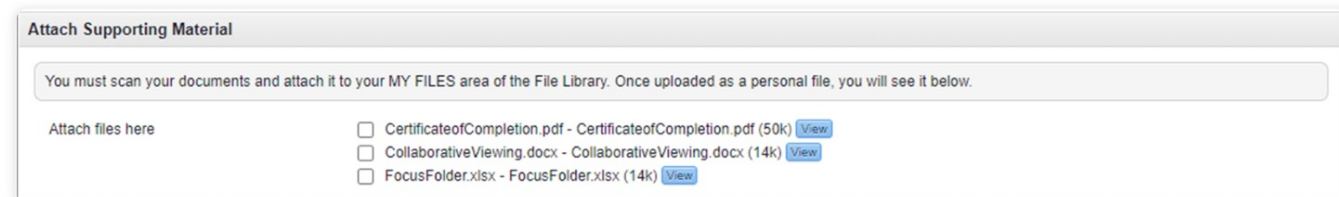
The document then displays in the "My Files" list. When the file has been uploaded, a green confirmation message displays in the upper right-hand corner.



The screenshot shows the 'File Library' interface. At the top right, a green notification box states 'File uploaded successfully'. On the left, a sidebar lists 'All Files', 'My Files' (selected), and 'Organization Files'. The main area is titled 'My Files' and shows '3 Files'. A search bar is labeled 'Find Files by Name'. There is a checkbox for 'View Archived Files' and a 'Sort by File Name (A-Z)' dropdown. The file list contains three items:

File Name	Format	Added	Actions
CertificateofCompletion.pdf	PDF	Added 12/01/2022	✎
CollaborativeViewing.docx	DOCX	Added 12/01/2022	✎
FocusFolder.xlsx	XLSX	Added 12/01/2022	✎

Forms that allow attachments indicate the availability of the document and can be checked off to attach to the form.



The screenshot shows the 'Attach Supporting Material' form. It includes a text box with the instruction: 'You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below.' Below this, there is a section titled 'Attach files here' with a list of files and checkboxes:

File Name	Size	View
<input type="checkbox"/> CertificateofCompletion.pdf - CertificateofCompletion.pdf	50k	View
<input type="checkbox"/> CollaborativeViewing.docx - CollaborativeViewing.docx	14k	View
<input type="checkbox"/> FocusFolder.xlsx - FocusFolder.xlsx	14k	View

Mark Complete Following a PD Activity/Course

Use these steps to submit an activity/form for Final Credit (Mark Complete):

☰ Navigation:

Learning Plan

My Requests

1. Review the list of activities in the "My Requests" view. Note: You can only perform this function on an activity that is Approved and in Progress.
2. By clicking the **Manage** button, you can access the activity status screen. This screen contains the option to mark the activity as complete.
3. Click the **Mark Complete** link. The "Mark Complete" link is located towards the bottom of the screen under "Actions".

6+1 Writing Traits in the MS Math Classroom

Activity Details

6+1 Writing Traits in the MS Math Classroom

Instructor(s): Maureen Bogenschutz, Albert Einstein, JK Rowling

Dates: 02/28/2020

Status: Approved In Progress

1 Meeting(s)

#	Date	Time	Location
1.	Fri Feb 28, 2020	9:00 am to 3:00 pm	Math lab, 2nd Floor

6+1 Writing Traits in the MS Math Classroom



Hours: 6.00 | Program: District Catalog | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Activity Team Room Summary

Most Recent Discussion: No discussion topics have been added to the Team Room.
Most Recent File: No files have been added to the Team Room.

Actions

- View/Print Form
- Download Calendar File
- Team Room
- Personal Reflection-PD
- Mark Complete
- Drop



“Mark Complete” Continued

4. Complete the "Activity Completion" form. The "Activity Completion" screen may contain fields for expense tracking and providing comments to those responsible for granting final approval for the activity. If no expenses were incurred or you do not wish to enter a comment, those entries may be left blank.
5. Click the **Submit** button. When this action is completed, the request is automatically submitted for final credit approval.
6. If the "Mark Complete" link is not active, it is most likely because one or more of the following conditions are true.
 - There is a mandatory evaluation form that must be completed first (click on the activity evaluation form link located just above the "Mark Complete" link to access the evaluation form). For more information, watch the Forms: Mark Complete video (link at the top of this article).
 - The amount of time granted by your organization to mark an activity complete after the end date of the activity has expired. Contact your organization's professional development department for further instructions.
 - Your organization has already completed this step for you.

How Do I Find My Professional Learning Hours in a School Year?

Professional Growth ▾ Newmarket School District

NAVIGATION

- Insights
- My Info**
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My Information >

Portfolio >

Transcript >

System Jobs

My Portfolio

View All

View By Goal

View By Purpose (Current)

View Current Year

View Denied Requests

View In Progress

View Licensure

View My Activities

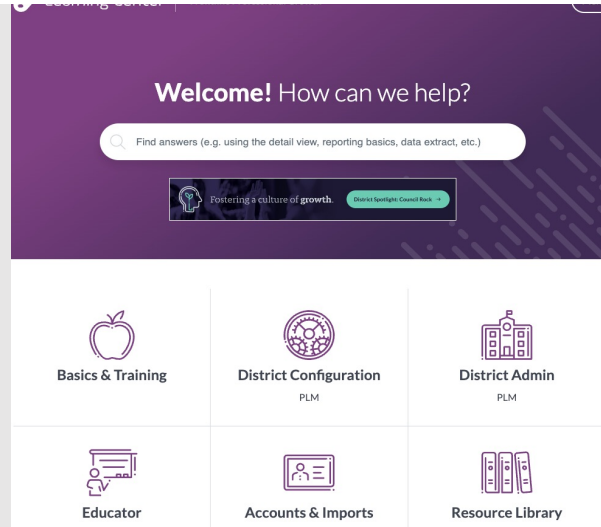
Completed by Purpose			
Date Complete	Title	Hours	Credits
Relicensure: 7/1/2023 - 6/30/2024 (7 Records)			
02/14/2024	Newmarket School District Early Release Day 2/14/24	2.50	0.00
01/20/2024	January 20, 2024 District Professional Development Day	6.50	0.00
10/01/2023	NHED State Assessment and Accountability Conference	14.00	0.00
09/29/2023	September 29, 2023 District PD Day	6.50	0.00
08/29/2023	District PD Day - August 29, 2023	6.50	0.00
07/13/2023	Virtual Conference	2.50	0.00
07/01/2023	2023-24 Mandatory Training Topics	6.50	0.00
		45.00	0.00
Relicensure: 7/1/2022 - 6/30/2023 (3 Records)			
03/16/2023	NHSD 3rd Spring Conference	6.00	0.00
09/26/2022	Suicide Training	2.00	0.00
08/24/2022	NH Law Training Video	2.00	0.00
		12.00	0.00
Relicensure: 7/1/2021 - 6/30/2022 (17 Records)			
06/15/2022	Newmarket Certified Educator Program	5.00	0.00
06/01/2022	Edmentum - Fax Assignments	0.75	0.00
05/19/2022	Edmentum - Fax Assignments for Credit Recovery	0.75	0.00
04/12/2022	NH SAS Prioror Training	1.00	0.00
03/29/2022	USD Session 5	3.00	0.00
03/28/2022	Signs of Suicide	2.00	0.00
02/07/2022	Courseware Training	1.25	0.00
12/10/2021	USD Session 2	3.50	0.00
12/10/2021	MSP Applying Essential Reports for Grades K-2, Case Managers, ESOL, Reading Teachers, and Speech Pathologists	2.00	0.00
11/18/2021	NH SAS - Setting Up Accommodations in TDE	1.00	0.00
11/12/2021	USD Session 1	2.00	0.00
11/12/2021	USD Session #1	1.50	0.00
09/30/2021	Dr. Lynn Lyons Breakout Session 1	0.75	0.00
09/30/2021	Dr. Lynn Lyons Keynote Address	1.50	0.00
08/27/2021	Jay McTigue Understanding by Design	2.00	0.00
08/26/2021	Map Reading and Math Basics for Secondary Teachers who are new to NWEA	1.00	0.00
08/26/2021	S.T.E.A.M. Planning workshop 1	1.50	0.00
		36.50	0.00
		87.50	0.00

Frontline Support

The screenshot shows the 'Professional Growth' interface for 'Newmarket School District'. The main navigation bar includes 'Trends', 'Planning', 'My Supervision', and 'My Growth Journey'. The 'My Growth Journey' section is active, displaying three stages: 'Where I've Been' (Completed activities, resources, & evaluations >), 'Where I Am Now' (Current activities, resources, & evaluations >), and 'Where I'm Going' (Upcoming activities & goals >). A 'HELP RESOURCES' dropdown menu is open, showing 'Frontline Support' as the selected option. Other options in the dropdown include 'Help', 'Recommend resources, n', and 'Share'. A green announcement banner at the bottom states: 'Announcement The NHDOE is no longer supporting the certificate sync with Frontline Education. We are currently exploring our options to continue to support the state of New Hampshire for certificate management. NHED Help Desk -->'. A question mark icon is visible in the top right corner of the interface.

- Click on the ? in the upper right corner
- Select Frontline Support

Frontline Learning Center



Getting Started

- EEM Orientation for Educators
- PLM Orientation for Learners
- Getting Started for Instructors
- Getting Started in PLM for Learners
- Getting Started in EEM for Educators
- Popular Questions for Instructors

See all 9 articles

Login and Basic Account Information

- ☆ Adding a Personal File to the File Library
- Forgot Frontline ID (Login) or Password
- Contacting Support
- Transfer Information Between Districts - Transcripts
- Receiving Email Notifications
- Updating Account Profile Information

See all 11 articles

Form Submissions

- Completing a PD Evaluation
- Attaching Files to Forms
- Monitoring the Status of a Request
- Submitting an Activity/Form for Final Credit (Mark Complete)
- Revise and Resubmit
- Submitting a Fill-In Form

Portfolio

- Viewing My Portfolio
- PA: ACT48 PDE Uploads

Activity Registration

- ☆ Catalog Viewing/Activity Registration
- Attention Required - Fix Form
- Team Room Usage
- Downloading Calendar (iCal) Entries
- Cancelling/Dropping a Request



Thank You!

Please reach out if you need support with submitting PD requests or Marking an Activity Complete

