

TO: Professional Circle Facilitator*

FROM: Peconic Teacher Center

RE: Professional Circle Protocols

Professional Circles: Must be sent to Larrilee Jemiola. Staff Development approval must be cleared with your District Office. In addition, application that lists participants' names (at least 5) must be received **PRIOR** to professional circle beginning. It is very important that records of attendance, log of sessions with brief summary of topics discussed, ideas shared, decisions made, etc with dates and time spent in group are sent to the Peconic Teacher Center upon completion for in-service credit.

If you participate in "My Learning Plan", please follow the appropriate procedures for applying for in-service credit. If you are listed to participate in this Professional Circle you **MUST meet as a group for a total of 15 hours.** *Working on your own will not be enough to earn an in-service credit.*

*Please note: There is a change in the way in which facilitators submit documentation at the end of the Professional Circle. Please see Professional Circle minutes enclosed in this packet.

If you have any questions please do not hesitate to contact our office at 591-4629.

Thank you!

Revised 7/15/09