

St. Lawrence-Lewis BOCES

Professional Development Plan

By Division for 2013 - 2014

Career and Technical Education
Instructional Services
Special Education



Professional Development Plan

St. Lawrence-Lewis BOCES Comprehensive Professional Development Plan 2013-2014

Career and Technical Education, Instructional Services, and Special Education

Purpose:

- to provide professional development that is continuous, sustained, and effective
- to identify the impact on and evaluation of student achievement and teacher practice
- to address the broad nature of professional staff needs

Development, Modification, and Adoption:

- The plan will be developed by teams from each division responding to emerging needs of educators based on a variance between expectation and practice, and students based on their achievement.
- Team membership will be reviewed each spring with modifications made, as necessary.
- The plan will be taken to the BOCES Board of Education by the District Superintendent each fall for their consideration for adoption.

Professional Development Plan Team will include:

- District Superintendent or designee
- Three subcommittees, Career and Technical Education, Instructional Services, and Special Education teachers, and administrators
- if possible, a curriculum specialist, parent, and representative from a higher education institution.

Tracking Professional Development Hours:

- Recording: Each division will be responsible for tracking the professional development hours of each educator
- Required Hours: Activities for professional development outlined in the PDP will be acceptable for those employees holding;
 - Professional Certificate - 175 hours each five years
 - Level II Assistants - 75 hours each five years

Mentoring: The Mentoring Program Guidelines, updated in January 2007, will be followed.

Professional Development Plan Division Team Members		
Career and Technical Education	Instructional Services	Special Education
Stanley Young Sonya Kinnear Gerald Patterson Jane Akins Rachelle Romoda	Stephanie Allen Rachelle Amo Marcia Eggleston Patricia Fisher Jennifer French Katherine Lynch Roberta Stillin-Dowman	Carolyn McPherson Sharon Miller Suzanne Raffel Nancy Avery Sue Bouchey Reggie McDonald Lori Montpetit Shannon Pitcher-Boyea

Professional Development Goals Table of Contents

	Page
Overview and Professional Development Plan Members	2
Professional Development Division Goals	3
Integrated Professional Development Goals	4
Career and Technical Education Division Goals	
Career and Technical Education Goal 1: Staff development in the use of specific applications and software to assist in the development of curriculum, delivery of lessons, assessments and program evaluations	5
Career and Technical Education Goal 2: Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE programs	5
Career and Technical Education Goal 3: CTE staff will increase integration of NYS Common Core Standards career and technical education programs	6
Career and Technical Education Goal 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioner’s Regulations to provide support for new teachers	7
Instructional Services Division Goals	
Instructional Services Goal 1: Instructional Services professional developers will be prepared to support component district and BOCES teachers in their implementation of the NYS Common Core Learning Standards	8
Instructional Services Goal 2: Instructional Services Staff will be prepared to implement strategies from the NYS Teaching Standards and assist component district and BOCES teachers in their integration of the standards	8
Instructional Services Goal 3: Instructional Services professional developers will be prepared to assist component district and BOCES teachers to implement RTI/AIS and Data Driven Instruction	9
Instructional Services Goal 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers	10
Instructional Services Goal 5: Professional development staff will implement effective coaching/facilitation strategies	11
Special Education Division Goals	
Special Education Goal 1: Special Education Teachers and administration will participate in ongoing trainings and focus groups to acquire knowledge in the implementation of the NYS Common Core	12
Special Education Goal 2: Special Education staff will consistently utilize data collection systems to monitor student instructional progress and ensure data driven instruction	12
Special Education Goal 3: Special Education staff will consistently review and implement the Student Management Procedures and the FBA/BIP process	13
Special Education Goal 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers	14
Special Education Goal 5: Special Education staff will participate in the implementation of de-escalation and Emergency Intervention strategies	14

St. Lawrence-Lewis BOCES

Integrated Professional Development Goals

Technology Application
Career and Technical Education Goal 1: Staff development in the use of specific applications and software to assist in the development of curriculum, delivery of lessons, assessments and program evaluations
Special Education Goal 2: Special Education staff will consistently utilize data collection systems to monitor student instructional progress and ensure data driven instruction
Safe Learning Environment
Special Education Goal 3: Special Education staff will consistently review and implement the Student Management Procedures and the FBA/BIP process
Special Education Goal 5: Special Education staff will participate in the implementation of de-escalation and Emergency Intervention strategies
Curriculum, Instruction, Assessment
Career and Technical Education Goal 2: Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE programs
Career and Technical Education Goal 3: CTE staff will increase integration of NYS Common Core Standards career and technical education programs
Instructional Services Goal 1: Instructional Services professional developers will be prepared to support component district and BOCES teachers in their implementation of the NYS Common Core Learning Standards
Instructional Services Goal 2: Instructional Services Staff will be prepared to implement strategies from the NYS Teaching Standards and assist component district and BOCES teachers in their integration of the standards
Instructional Services Goal 3: Instructional Services professional developers will be prepared to assist component district and BOCES teachers to implement RTI/AIS and Data Driven Instruction
Instructional Services Goal 5: Professional development staff will implement effective coaching/facilitation strategies
Special Education Goal 1: Special Education Teachers and administration will participate in ongoing trainings and focus groups to acquire knowledge in the implementation of the NYS Common Core
Career and Technical Education, Instructional Services, and Special Education Goal 4: Teachers and administration will participate in the development and implementation of the requirements of the APPR process
Mentoring New Teachers
Career and Technical Education, Instructional Services, and Special Education Goal 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers

**St. Lawrence-Lewis BOCES
PROFESSIONAL DEVELOPMENT PLAN
2013-2014**

Career and Technical Education

CTE Goal # 1: Continued staff development in the use of specific applications and software to assist in the development of curriculum, delivery of lessons, assessments and program evaluations.

Strategy CTE Goal 1	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Staff from three programs will utilize software and training to update CTE program curriculums	Bi-monthly webinar trainings with Atlas training division	Supervisor of Instruction	2013-2014	Software access archives	Electronic curriculum, standards, alignment
Increase use of effective assessment and authentic opportunities for staff and students to access technology for instructional purposes	Peer in-service training on instructional technology provided to staff at all three centers	CTE Administrative Team	2013-2014	Documented evidence of technology use in lesson planning, teacher observations, mid-year and end of year evaluations	Enhanced staff technology skills integrated into instructional activities and lesson plans
	CTE Staff training on Assignments and Assessments that impact student success.	Supervisor of Instruction SREB Staff	2013-2014	Documented Staff Training	CTE Assignments & Assessments
	CTE Staff and Industry Partners implement design framework for authentic and rigorous workplace projects using industry needs and technology	Supervisor of Instruction SREB Staff	2013-2014	Documented Staff Training and Meeting Outcomes	CTE Projects
	Staff will utilize PolyCom units for program development, training, and instructional purposes	CTE Administrative Team	2013-2014	Increased use of PolyCom units for program meetings and cross-center activities within programs	PolyCom Contact Tracking form

CTE Goal # 2: Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE programs.

Strategy CTE Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Evaluate existing and research new CTE programming	1. Identify quality CTE curriculum and programs 2. Establish	Director Staff Supervisor	2013-2014	Planning, and research resources and documents	Planning documentation

Strategy CTE Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
	communication with potential site visit locations 3. Review curriculum and program/career statistics with team 4. Arrange site visits and follow up for CTE staff				



CTE Goal # 3: CTE staff will increase integration of NYS Common Core Learning Standards into career and technical education programs.

Strategy CTE Goal 3	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Staff will gain an understanding and develop literacy integration strategies for the NYS CCLS	1. Staff presentations on the common core literacy shifts 2. Attend professional development opportunities relevant to the implementation of CCLS.	CTE Administration and Staff	October, 2013 and March 2014 Staff Development	Documented staff training	Training evaluations
	Prepare an action plan with identified professional development activities and timeline for implementing literacy common core in CTE centers	CTE Staff Administration	2013-2014	Established action plan detailing participants, specific trainings, and timeline for 2013-2014 forward.	CCLS Integration Plan
	Common Core integration into CTE classrooms	CTE Principals and staff		Faculty meetings and other venues	Agendas with common core focus

CTE Goal # 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers.

Strategy CTE Goal 4	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
All first and second year teachers will participate in the mentoring program	<p>Eligible teachers will be identified by administration.</p> <p>Mentors will be selected by administration with agreement of teachers' association</p> <p>Mentors will meet regularly with mentee and log their time</p> <p>A mid-year review will be held in January to assess current mentoring</p> <p>Mentoring records will be kept 7 years</p>	<p>Director</p> <p>Mentors</p>	2013-2014	Mentors will mentor untenured teachers	Mentee will increase teaching skills with successful student achievement and remain in the teacher profession
All new teachers will receive support in lesson planning and instructional strategies	<p>1. Minimum of ten small group meetings for lesson plan development and review.</p> <p>2. New teachers attend APL Effective Teaching</p>	<p>Director</p> <p>Supervisor</p> <p>Effective Teaching</p>	2013-2014	Documentation of meetings, and workshop attendance	Lesson plans



**St. Lawrence-Lewis BOCES
PROFESSIONAL DEVELOPMENT PLAN
2013-2014**

Instructional Services

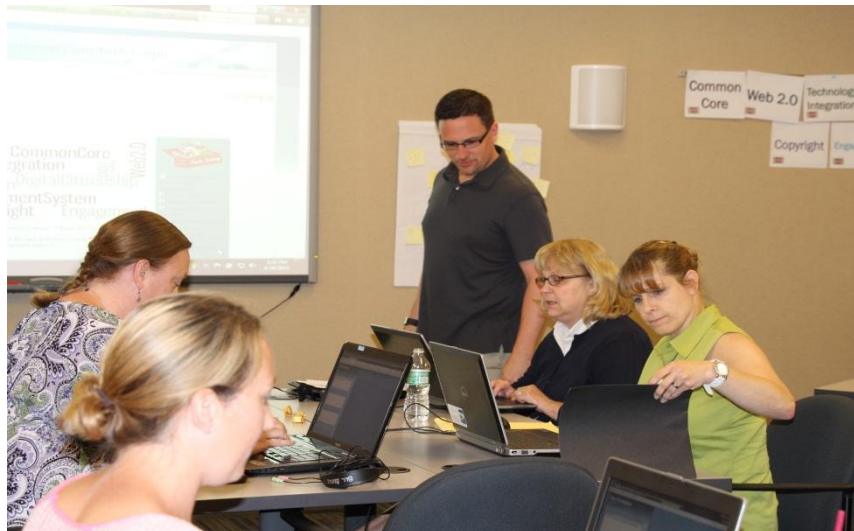
ISD Goal # 1: Instructional Services professional developers will be prepared to support component district and BOCES teachers in their implementation of the NYS Common Core Learning Standards.

Strategy ISD Goal 1	Action Tasks	Persons Responsible	Time- frame	Performance Data Source	Evaluation
Instructional Services professional developers will continue to engage in the shifts and complexities of the NYS Common Core Learning Standards for Literacy and Mathematics as well as become versed in the curriculum materials provided by NYSED.	Instructional Services professional developers will attend conferences and BOCES professional development opportunities relevant to the implementation of CCLS.	ISD administrators	9/13-6/14	Training completed	Teacher evaluation conferences will include discussion of professional development needs
	ISD coaches will meet monthly and engage in professional development.	Patti, Roberta, Rachele	9/13-6/14	Meetings held and minutes shared	
	Librarians will attend CCLS sessions at the NYSSSL Conference.	Marcia Eggleston	Spring 2014	Training completed	
	ISD coaches will visit classrooms of exemplar teachers implementing CCLS.	ISD administrators	9/13-6/14	Sharing of observed practices at monthly meetings	

ISD Goal # 2: Instructional Services Staff will be prepared to implement strategies from the NYS Teaching Standards and assist component district and BOCES teachers in their integration of the standards.

Strategy ISD Goal 2	Action Tasks	Persons Responsible	Time- frame	Performance Data Source	Evaluation
ISD staff will learn and practice instructional strategies to effectively implement the NYS Teaching Standards.	ISD Administrative Team will identify key instructional strategies for focus during the 2013-14 school year.	ISD Administrative Team	Fall 2013	4 key instructional strategies identified	Identified strategies are evident in observations of coaches
	ISD teachers will participate in professional development training to incorporate identified strategies.	ISD Administrative Team	9/13 - 6/14	Training completed	
	ISD coaches will meet monthly and engage in professional development.		9/13 - 6/14	Meetings held and minutes shared	

Strategy ISD Goal 2	Action Tasks	Persons Responsible	Time- frame	Performance Data Source	Evaluation
School library system librarian will support component district librarians to integrate 21 st century skills into their lessons.	Attend state-provided professional development on 21 st century skills Plan and provide professional development at SLS Regional Librarian Meetings	Marcia Eggleston	9/13-6/14	Agendas and attendance records	Evaluation documents from professional development
Teachers will receive additional professional development on implementation of the Marzano rubric	Attend BOCES professional development focused on Marzano strategies.	Patti Fisher	9/13-6/14	Agendas and attendance records	Evaluation documents from professional development



ISD Goal #3: Instructional Services professional developers will be prepared to assist component district and BOCES teachers to implement RTI/AIS and Data Driven Instruction.

Strategy ISD Goal 3	Action Tasks	Persons Responsible	Time- frame	Performance Data Source	Evaluation
ISD literacy/math staff will receive professional development on all current RTI/AIS regulations	Staff attend semi-annual meetings focused to help support component districts to <ul style="list-style-type: none"> • update their AIS/RTI plans • implement assessment plans • implement researched based interventions 	Title I Services, Literacy Coordinator	7/13-6/14	Staff have resources needed to assist districts	Districts receive support to write/revise AIS/RTI plans developed Assessment plans developed Intervention implemented

Strategy ISD Goal 3	Action Tasks	Persons Responsible	Time- frame	Performance Data Source	Evaluation
ISD staff will be prepared to assist in the implementation of DDI	<p>Provide training to ISD staff/Network team in the components of DDI.</p> <ul style="list-style-type: none"> • Data collection and storage in eDoctrina • Use of data to guide instruction 	Stephanie Allen	7/13 – 6/14	Staff trained	Training evaluations

ISD Goal # 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers.

Strategy ISD Goal 4	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
All first and second year teachers will participate in the mentoring program.	<p>Eligible teachers will be identified by administration.</p> <p>Mentors will be selected by administration with agreement of teachers' association.</p> <p>An overview meeting will be completed annually.</p> <p>Mentors will meet regularly with mentee and log their time.</p> <p>A mid-year review will be held in January to assess current mentoring.</p> <p>Mentoring records will be kept 7 years.</p>	<p>Stephen Todd</p> <p>Teachers' Association Co-President</p> <p>Mentors</p>	Ongoing	Mentors will mentor mentees for 1-2 years and log activity.	<p>Mentee will increase teaching skills with successful student achievement and remain in the teacher profession.</p> <p>Mentee survey will be completed in June.</p>



ISD Goal # 5: ISD professional development staff will implement effective coaching/facilitation strategies.

Strategy ISD Goal 5	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Professional developers receive training on effective coaching facilitation strategies.	ISD coaches will meet monthly and engage in professional development.	ISD Administrators	7/2013 – ongoing	Meeting minutes	Teacher evaluation conferences will include self-reflection.

**St. Lawrence-Lewis BOCES
PROFESSIONAL DEVELOPMENT PLAN
2013-2014**

Special Education

Special Education Goal # 1: Special Education Teachers and administration will participate in ongoing trainings and focus groups to acquire knowledge in the implementation of the NYS Common Core

Strategy Spec. Ed Goal 1	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Special education teachers will participate in initial and ongoing training and discussions regarding: NYS Common Core & Modules and CDOS and how to integrate the common core into special education programs	Set training dates and program group meetings and regional staff meetings	Director of Special Education Regional Supervisors Special Education staff	7/13-6/14	Training completed Names entered in database(s)	Student outcomes Program review



Special Education Goal #2: Special Education staff will consistently utilize data collection systems to monitor student instructional progress and ensure data driven instruction

Strategy Spec. Ed Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Special Education teachers will participate in "Progress Monitoring of IEP Goals: Moving from Subjective to Objective Data Collection" workshop	Special Education Teachers will participate in Staff Development Day activity	Director of Special Education Special Education Staff Regional Supervisors	March 21, 2014	Training and implementation of learning information	Ongoing program review Student outcomes

Strategy Spec. Ed Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Special Education staff will participate in ongoing training and program groups regarding data collection systems, assessments and the use of data in instructional planning	Special Education Teachers and Teaching Assistants will participate in ongoing training activities regarding data collection systems and the analysis of data	Director of Special Education Special Education Staff Regional Supervisors	2013-2014	Lesson Plans and data collection tools	Ongoing program review Student outcomes

Special Education Goal #3: Special Education staff will consistently review and implement the Student Management Procedures and the FBA/BIP process

Strategy Spec. Ed Goal 3	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Presentations and follow up discussions will be offered to Special Education staff; specific topic specific training will be provided to staff as needed	Presentations at regional staff meetings and program group meetings Ongoing topic specific discussions scheduled in regions Trainings developed and scheduled based on need	Director of Special Education Regional Supervisors	2013-2014	Student Management Procedures document	Program review IEP; FBA & BIP documents; progress monitoring documentation
Staff will consistently utilize FBA/BIP process including progress monitoring to address student behaviors	Assess training needs Review and follow the Student Management Procedures document	Director of Special Education Regional Supervisors	2013-2014	Completed FBA & BIP Student Individual Education Plans (IEP)	Progress monitoring data & student outcomes



Special Education Goal # 4: BOCES will follow mentor program guidelines with the intent to meet the Commissioners Regulations to provide support for new teachers.

Strategy Spec. Ed Goal 4	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
All first and second year teachers will participate in the mentoring program.	<p>Eligible teachers will be identified by administration.</p> <p>Mentors will be selected by administration with agreement of teachers' association.</p> <p>An overview meeting will be completed annually.</p> <p>Mentors will meet regularly with mentee and log their time.</p> <p>A mid-year review will be held in January to assess current mentoring.</p> <p>Mentoring records will be kept 7 years.</p>	<p>Stephen Todd</p> <p>Teachers' Association Co-President</p> <p>Mentors</p>	Ongoing	Mentors will mentor mentees for 1-2 years and log activity.	<p>Mentee will increase teaching skills with successful student achievement and remain in the teacher profession.</p> <p>Mentee survey will be completed in June.</p>

Special Education Goal # 5: Special Education staff will participate in the implementation of de-escalation and Emergency Intervention strategies

Strategy Spec. Ed Goal 5	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Staff will develop appropriate skills in dealing with acting out/self-injurious behaviors and the ability to provide training to special education staff	Selected staff will successfully complete 7 days initial train the trainer certification in CALM	<p>Director of Special Education</p> <p>Selected Special Education Staff</p> <p>Regional Supervisors</p> <p>NECC</p>	2013-2014	Training/certification completion	Successful completion of certification
Staff will develop appropriate skills in dealing with acting out/self-injurious student behaviors	<p>Trainers will provide training to assigned staff to become certified in CALM and recertified</p> <p>Staff will participate in 2 day "Understanding & Dealing" training</p>	<p>Director of Special Education</p> <p>Special Education Department Trainers</p> <p>Staff Regional Supervisors</p>	Annual	<p>Workshop completion</p> <p>Staff will demonstrate use of safe techniques</p>	Ongoing program review