

St. Lawrence-Lewis BOCES

Professional Development Plan

By Division for 2014-2015

Career and Technical Education
Instructional Services
Special Education



Professional Development Plan

St. Lawrence-Lewis BOCES Comprehensive Professional Development Plan 201-2015

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
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Professional Development Goals

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St. Lawrence-Lewis BOCES

Integrated Professional Development Goals

Technology Application
Career and Technical Education Goal 1: Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE offerings through more rigorous and technologically advanced programs
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: CTE staff will be provided opportunities to identify and explore areas of individual professional development interest and need
Career and Technical Education Goal 3: CTE staff will develop a strategic planning framework that presents CTE as a quality, viable pathway for education of students in St. Lawrence-Lewis Counties
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
Instructional Services Goal 6: Professional development staff will have an awareness of the PLC process.
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
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
2014-2015**

Career and Technical Education

CTE Goal # 1: Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE offerings through more rigorous and technologically advanced programs

Strategy CTE Goal 1	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Staff from five programs will utilize software and training to update CTE program curriculums	Webinar, and face –to-face trainings with Atlas training division	Supervisor of Instruction	2014-2015	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	2014-2015	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	2014-2015	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	November 10, 2014 2014-2015	Documented Staff Training / Coaching and Meeting Outcomes	CTE Projects
	Staff will utilize ESC conference space, PolyCom units for program development, training, and instructional purposes	CTE Administrative Team	2014-2015	Conference Schedule PolyCom Contact Tracking form	Increased use of program meetings and cross-center activities within programs

CTE Goal # 2: CTE staff will be provided opportunities to identify and explore areas of individual professional development interest and need

Strategy CTE Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Staff individually identify areas of need for professional development	Anonymous internal survey for staff to prioritize areas of interest	Supervisor of Instruction	September 3, 2014	Survey Monkey	Prioritized staff development interests
	Targeted internal	Supervisor of	October	Survey Monkey	Detailed staff

Strategy CTE Goal 2	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
	survey for staff to identify areas of need for training, and strengths for peer coaching	Instruction	2014		development needs and interest for professional development
Provide Professional Development for staff based on prioritized needs	Staff training on Classroom Management	Supervisor of Instruction The Education Company	March 20, 2015 2014-2015	Documented staff training	Increased use of positive classroom management strategies

CTE Goal # 3: CTE staff will develop a strategic planning framework that presents CTE as a quality, viable pathway for education of students in St. Lawrence-Lewis Counties

Strategy CTE Goal 3	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Evaluate existing CTE programming	1. Identify quality CTE curriculum and programs 2. Review curriculum and program/career statistics with team	Director Staff Supervisor	2014-2015	"Evaluating the Quality of Career/Technical Programs" SREB Rubric	Planning documentation and rubric
Research new CTE programming	Establish a timeline for CTE Program Review and Development	Director CTE Administration	2014-2015	Planning, and research resources and documents	Five-Year Plan of Review and Development
	Identify sites to visit for program improvement and development based on program specific rubrics	Supervisor	2014-2019	Planning, and research resources and documents	Five-Year Plan of Review and Development

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	Eligible teachers will be identified by administration. Mentors will be selected by administration with agreement of teachers' association Mentors will meet regularly with mentee and log their time	Assistant Superintendent for Instruction Director Mentors	2014-2015	Mentors will mentor untenured teachers	Mentee will increase teaching skills with successful student achievement and remain in the teacher profession

	A mid-year review will be held in January to assess current mentoring Mentoring records will be kept 7 years				
All new teachers will receive support in lesson planning and instructional strategies	1. New teachers attend APL Effective Teaching 2. Work with Instructional Coach	Director Supervisor Effective Teaching	2014-2015	Documentation of meetings, and workshop attendance	Lesson plans

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	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	9/14-6/15	Training completed	Teacher evaluation conferences will include discussion of professional development needs
	ISD coaches will meet monthly and engage in professional development.	Patti, Roberta, Rachelle	9/14-6/15	Meetings held and minutes shared	
	Librarians will attend CCLS sessions at the NYLA/SSL Conference.	Kelly Wilson	Spring 2015	Training completed	
	ISD coaches will visit classrooms of exemplar teachers implementing CCLS.	ISD administrators	Ongoing	Sharing of observed practices at monthly meetings	

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

Strategy	Action Tasks	Persons Responsible	Time-frame	Performance Data Source	Evaluation
ISD staff will learn and practice instructional elements to effectively implement the NYS Teaching Standards.	ISD Administrative Team will identify key instructional elements for focus during the 2014-15 school year.	ISD Administrative Team	November Division Mtg. 2014	4 key instructional elements identified	Identified elements are evident in observations of coaches
	ISD teachers will	ISD	January/February	Training	

	<p>participate in professional development training to incorporate identified elements.</p> <p>ISD coaches will meet monthly and engage in professional development.</p>	Administrative Team	2015 9/14 - 6/15	<p>completed</p> <p>Meetings held and minutes shared</p>	
School library system librarian will support component district librarians to integrate 21 st century skills into their lessons.	<p>Attend state-provided professional development on 21st century skills.</p> <p>Plan and provide professional development at SLS Regional Librarian Meetings.</p>	Kelly Wilson	9/14-6/15	Conference attendance records	Report out to regional librarians

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	Action Tasks	Persons Responsible	Time-frame	Performance Data Source	Evaluation
ISD literacy/math staff will receive professional development on all current RTI/AIS regulations	<p>Staff attend semi-annual meetings focused to help support component districts to</p> <ul style="list-style-type: none"> • update their AIS/RTI plans • implement assessment plans • implement researched based interventions 	Title I Services, Literacy Coordinator	February 2015	Staff have resources needed to assist districts	Districts receive support to write/revise AIS/RTI plans developed Assessment plans developed Intervention implemented
ISD (Data Assessment, Literacy, and Math) staff will be prepared to assist in the evolving implementation of DDI	<p>Provide continued training to ISD staff 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 • Creation of Common Assessments 	Stephanie Allen	7/14 – 6/15	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	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>Assistant Superintendent for Instruction</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	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	7/2014 – ongoing	Meeting minutes	Teacher evaluation conferences will include self-reflection.

ISD Goal # 6 – ISD professional development staff will have an awareness of the PLC process.

Strategy	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Professional developers receive training on PLCS.	ISD coaches will meet monthly and engage in conversations about how they can participate/support district PLCS.	ISD Administrators	August 2014	Professional development attendance records. Meeting minutes	Discussions

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	Action Tasks	Persons Responsible	Time-frame	Performance Data Source	Evaluation
Special education teachers will participate in ongoing training and discussions regarding: NYS Common Core & Modules and Curriculum and how to integrate the common core into special education programs	Set training dates, program group meetings, regional staff meetings and Curriculum Work Sessions	Director of Special Education Regional Supervisors Special Education staff	7/14-6/15	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 and behavioral progress to ensure data driven instruction

Strategy	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
Special Education staff will participate in "Telling It Like It Is: Accurate Reporting of Incidents" workshop	Special Education staff will participate in training regarding documenting objective data collection	Director of Special Education Special Education Staff Regional Supervisors	2014-2015	Training and implementation of learning information	Ongoing program review Student outcomes
Special Education staff will participate in ongoing training, program groups and Curriculum Work Sessions regarding data collection systems, assessments, progress monitoring and the use of data in instructional and behavior plan 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	7/14-6/15	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	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
The Challenging Behaviors Committee will review and revise (if needed) the Student Management Procedures document and develop a plan for ongoing staff regional training based on the document	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	2014-2015	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	2014-2015	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	Action Tasks	Persons Responsible	Timeframe	Performance Data Source	Evaluation
All first and second year teachers will participate in the mentoring program.	Eligible teachers will be identified by administration. Mentors will be selected by administration with agreement of teachers' association. An overview meeting will be completed annually. Mentors will meet regularly with mentee and log their time. A mid-year review will be held in January to assess current mentoring. Mentoring records will be kept 7 years.	Assistant Superintendent for Instruction Teachers' Association Co-President Mentors	Ongoing	Mentors will mentor mentees for 1-2 years and log activity.	Mentee will increase teaching skills with successful student achievement and remain in the teacher profession. Mentee survey will be completed in June.

Special Education Goal # 5: Special Education staff will participate in the implementation of proactive and de-escalation and emergency intervention strategies

Strategy	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	Director of Special Education Selected Special Education Staff Regional Supervisors NECC	2014-2015	Training/certification completion	Successful completion of certification
Staff will develop appropriate skills in dealing with acting out/self-injurious student behaviors	Trainers will provide training to assigned staff to become certified and recertified in CALM Staff will participate in 2 day "Understanding & Dealing" training	Director of Special Education Special Education Department Trainers Staff Regional Supervisors	Annual New employees initially	Workshop completion Staff will demonstrate use of safe techniques	Ongoing program review