

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 18, 2001
TO: **BOARD OF EDUCATION**
FROM: Dr. J. Hairston, Superintendent
SUBJECT: **Electronic Professional Development Approval Process**
ORIGINATOR: Mary Jacqe Marchione
RESOURCE
PERSON(S): Michelle Wagner, David Phelan, Linda Meyer

RECOMMENDATION

That the attendees will develop an understanding of the Electronic Professional Development Process and Professional Development Calendar.

Estimated Operating Funds Fiscal Impact: \$ -0-

Possible Funding Source: N/A

MJM/dw

Appendix I Professional Development: A Systematic Model to Promote Student Achievement

Appendix II BCPS Professional Development Center Request Form

**Baltimore County Public Schools
Department of Professional Development**

**Professional Development:
A Systemic Model to Promote
Student Achievement**

Mary Jacqe Marchione, Director
410 887.6400
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December 18, 2001

Baltimore County Public Schools
Department of Professional
Development

December 18, 2014
Baltimore, Maryland

Professional Development:
A Systemic Model to
Promote Student
Achievement

Nature of the Issue

The system does not have a comprehensive plan for professional development initiatives in place. There is no mechanism for monitoring the alignment of the planned activity with the *Blueprint for Progress*.

History of the Issue

The activities planned for employee professional growth and development have not been delivered according to a systemic focus and as a result there is no accurate way to assess their effectiveness, nor determine the intended outcome.

Systemwide Priorities

- ✓To improve student achievement in all subjects with an emphasis on mathematics, English/language arts, social studies/history, and science
- ✓To increase the number of students successfully completing their courses of study

Systemwide Priorities

- ✓To improve the number of students taking and passing Advanced Placement tests.
- ✓To improve the number of students taking and passing the Scholastic Aptitude Test

Systemwide Priorities

- ✓To ensure students are provided with an opportunity to use technology

Systemwide Priorities

- ✓To recruit and maintain a quality work force
- ✓To improve the quality and timeliness of services provided to students, staff, parents, and community

Criteria for Program Approval

1. The content, process, and context of the professional development program is aligned with the Indicators of Progress.

Criteria for Program Approval

2. The professional development program is clearly described including: title, audience, dates/day/times/location, funding sources, and person responsible.

Criteria for Program Approval

3. The professional development program has an evaluation component that accurately assesses progress toward the Indicators.

Criteria for Program Approval

4. Incremental assessments are used to measure program progress and to determine program modifications.

The Process...

A form is completed and submitted on-line.



Baltimore County Public Schools Intranet

The Program Request Form is available on BCPS Intranet and is password protected.

Program Request Form

- Department Responsible for Program
- Title of Activity
- Contact Person
- E-mail Address
- Phone Number
- Alignment with Indicators and Strategies from the *Blue Print for Progress* for each activity.

Program Request Form

- Coordinator and Executive Director's Name
- Proposed Day/Dates/Time/Location with Make-up Date
- Budget Source - Operating or Grant

Program Definition

- Program Title
- Alignment to Indicators of Progress
- Intended Audience
- Method of Delivery
 - Distance Learning
 - Local School
 - Feeder Pattern
 - Videotaping
 - Cluster
 - Other (explain)

Approval Process

1. An e-mail is sent to the appropriate Director/Coordinator/Office Head notifying him/her that an activity is awaiting approval.

Approval Process

2. Once approved notification is sent via e-mail to the Executive Director for approval.

Approval Process

3. After the Executive Director approves the activity, the Director of Professional Development is notified.

Approval Process

4. The Director of Professional Development will review and give final approval for the activity.

Approval Process

5. When final approval is given, the activity is automatically placed on the systemwide calendar.



Process Highlights

Activities can be sorted by

- ✓Title
- ✓Location
- ✓Day
- ✓Audience
- ✓Date
- ✓Priorities
- ✓Time
- ✓Budget Source

Process Highlights

- Review process is timely – electronic notification of pending approvals
- Reduction of paperwork
- Revisions can only be performed by Department of Professional Development



Baltimore County Public Schools

Professional Development Center**Program Request Form Step Three: Preview Request†****Program Title:** Implementing Your Class Web Site

Contact Person: Michele Wagner
Phone Number: 410-887-4266 x430
Email: mwagner2@bcps.org
Department: Technology
Submitted: 10/23/2001

Anticipated Number of Participants: 50
Intendent Audience: Teachers
Related Departments: Office of Instructional Technology
Budget Source: Operating

Coordinator: Gary Schlimme
Executive Director: Greg Barlow

Proposed Dates/Locations: 1/1/2002 at Timonium Support Services**Proposed Rain Date:** 1/2/2002 at Timonium Support Services**Methods of Delivery:** Distance Learning, Classroom Instruction**Feedback:** Evaluation form**Activities**

Priority	Required?	Activity	Person(s) Responsible	Alignment with Indicators of Progress	Specific Dates for Activity
1	Yes	Review of Outlook News Folder	Michele Wagner, David Phelan	1, 4, 10, 11	1/1/02
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Submit Request For Approval