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ACTION REQUIRED

Office of School Performance
Office of Curriculum and Instructional Programs
Office of Organizational Development
Office of Special Education and Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

February 27, 2009

MEMORANDUM

To: Principals and Teachers

From: Stephen L. Bedford, Chief School Performance Officer
Erick J. Lang, Associate Superintendent for Curriculum and Instructional Programs
James J. Virga, Jr., Associate Superintendent for Organizational Development
Carey M. Wright, Associate Superintendent for Special Education and Student Services

Subject: ACTION: 2009–2010 Professional Development Overview and Required Teacher Training for Summer 2009

The purpose of this memorandum is to provide you with an overview of the systemwide 2009–2010 professional development and to specify the required teacher training for summer 2009. Montgomery County Public Schools (MCPS) is committed to ensuring success for every student by building the capacity of all staff members. Required summer training is a critical component in our efforts to provide all teachers with the knowledge and skills they need to deliver an effective instructional program and to provide all students with an equitable and supportive learning environment.

Through building the capacity of our teachers, MCPS strives to achieve the goals of the MCPS Strategic Plan: *Our Call to Action*, and pursues the mission to help all students be prepared for college and work success. Professional development that will be provided this summer will support effective implementation of new curricula, build the capacity of new and returning teacher leaders, continue the work of middle school reform, facilitate expansion of advanced courses, support standards-based grading and reporting, enhance the use of technology to support teaching and learning, and strengthen instruction for students with special education needs. Attachment A summarizes professional development that is planned for school staff members at each school level. Attachment B provides a detailed schedule of required training. Principals

should ensure that teachers are informed of their required training sessions. Teachers also should review this information to identify training they must attend in order to plan accordingly.

Please note, paraeducators who support instruction for students with special needs in the general education classroom will be invited to attend training for best practices in effective coteaching in a future memorandum.

Teachers can register on the Professional Development Online (PDO) system for required training beginning Friday, March 13, 2009, at 8:00 a.m. Additional information related to the registration procedures for summer training will be sent as soon as details about the training events are finalized. Locations and times for summer training sessions will be provided during the registration process. It is important to note that teachers will be paid at their current hourly rate of pay at the time of their participation in Tier 1 training.

Knowledge and skills gained in summer training will be reinforced by continuing efforts throughout the school year. MCPS believes in job-embedded professional development that assists teachers in applying what they have learned in day-to-day work with students and their colleagues. Staff development teachers will play a critical role in following up on summer training by working with staff members to successfully implement what they have learned. Reading specialists, math content coaches, Title I GT teachers, AEI literacy coaches, math content specialists, secondary resource teachers, and other teacher leaders also will play an important role in supporting implementation. Principals will receive information from the Office of Organizational Development (OOD) to help them monitor effective implementation of concepts and strategies obtained in professional development during the summer.

Required Summer Training for Teachers

In accordance with the Montgomery County Education Association (MCEA) negotiated agreement stipulating a March 1 notification deadline, the **required** summer teacher training events for this summer are attached (Attachment B). Teachers involved in summer programs or grants will receive separate notification of training. Required training is part of a comprehensive, systemwide plan to support the implementation of initiatives related to the MCPS goals and objectives identified in the system's strategic plan. All training listed is contingent on final approval of the Fiscal Year 2010 budget.

Tier 1 training is high priority, required training that is paid at the teacher's hourly rate of pay. Topics for Tier 1 training were agreed upon through a collaborative process involving central office staff, principals, and leaders from MCEA, the Montgomery County Association of Administrative and Supervisory Personnel, and the Service Employees International Union Local 500. Training activities are being offered at several different times in order to provide flexibility with scheduling. When possible, it is recommended that grade-level teams attend training together and work collaboratively to determine the dates they will attend.

Teachers are required to attend the required summer training so that they are prepared for the beginning of the school year. If teachers have extenuating or unusual circumstances that preclude attendance at the summer training, they should confer with their principal about alternative training plans. Approval by the principal is required. Upon approval, the principal should contact Mrs. Betty Collins, director of staff development initiatives, OOD, by phone at 301-601-4600, no later than April 15, 2009, to identify an alternative plan.

Staff development teachers, resource teachers, and interdisciplinary teachers will be provided details about their summer days and resource teacher week through other memoranda from OOD and the Office of Curriculum and Instructional Programs. Currently, secondary resource teacher days are scheduled as July 8, 9, and 10, 2009, and the week of July 13, 2009, is designated as secondary leadership week.

Other Summer Training Activities

Elective summer training opportunities for teachers and other school staff members will be posted on the PDO system in mid-April 2009. The elective training activities will be paid at a rate of \$20.00 per hour (Tier 2) or will be offered as no-pay opportunities (Tier 3).

If you have any questions, please contact Mr. Andrew Miller, administrative assistant, OOD, at 301-601-0300.

JJV:ms

Attachment

Copy to:

Executive Staff
Staff Development Cross-functional Team
Ms. Cullison
Ms. Cuttitta
Dr. Newman

Approved:


Mr. Larry A. Bowers, Chief Operating Officer

Approved:


Frieda K. Lacey, Deputy Superintendent of Schools