

This e-mail message has been approved for distribution by Mr. Larry A. Bowers, chief operating officer, and Dr. Frieda K. Lacey, deputy superintendent of schools. No hard copy will be provided.





ACTION REQUIRED

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

February 26, 2010

MEMORANDUM

To: Principals, Teachers, and Paraeducators

From: Frank H. Stetson, Acting Chief School Performance Officer 
Erick J. Lang, Associate Superintendent for Curriculum and Instructional Programs 
Chrisandra A. Richardson, Acting Associate Superintendent for Special Education and Student Services 
James J. Virga, Jr., Associate Superintendent for Organizational Development 

Subject: ACTION: 2010–2011 Professional Development Overview and Required Teacher Training for Summer 2010

The purpose of this memorandum is to provide you with an overview of the systemwide 2010–2011 professional development and to specify the required teacher training for summer 2010. 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 educators 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. **All training listed is contingent on final approval of the Fiscal Year 2011 budget.**

Through building the capacity of our teachers, MCPS strives to achieve the goals of the MCPS strategic plan, *Our Call to Action: Pursuit of Excellence*, and pursues the mission to help all students be prepared for college and work success. Professional development 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.

The attachment 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 are invited to attend training for best practices in effective coteaching and training for delivery of special education services in kindergarten and Grade 1. Schools should collaboratively identify the team attending the kindergarten and Grade 1 training.

Staff members can register on the Professional Development Online (PDO) system for required training beginning Friday, March 12, 2010, 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 are reinforced by continuing efforts throughout the school year. MCPS believes in job-embedded professional development that assists staff members in applying what they have learned in day-to-day work with colleagues and their students. 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 Gifted and Talented (GT) teachers, Accelerated and Enriched Instruction (AEI) literacy coaches, math content specialists, secondary resource teachers, and other teacher leaders also 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. Required training is part of a comprehensive, systemwide plan to support the achievement of goals and objectives identified in the system's strategic plan.

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 Administrators and Principals, and the Service Employees International Union Local 500. All MCPS teachers are expected to review the attached information and determine, based on position and teaching responsibility, which sessions they are required to attend. Teachers are then expected to complete the registration process and fully attend any required training. Successful completion of required training is an important aspect of fulfilling Standard V of the Teacher

Professional Growth System—*Teachers are committed to continuous improvement and professional development.*

Training activities are offered at several different times in order to provide flexibility with scheduling. 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 required training sessions, they should confer with their principal about alternative training plans. Approval by the principal is required. Upon approval, the principal should contact Mrs. Betty J. Collins, director of staff development initiatives, OOD, by phone at 301-601-4600, no later than April 15, 2010, 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 7, 8, and 9, 2010, and the week of July 12–16, 2010, 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 2010. 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 Ms. Denise M. DeFiore, administrative assistant, OOD, at 301-601-0300.

FHS:EJL:CAR:JJV:ms

Attachment

Copy to:

Executive Staff

Assistant Principals

Mrs. Blum

Mrs. Ferrell

Mrs. Langford-Brown

School Administrative Secretaries


Staff Development Cross-functional Team

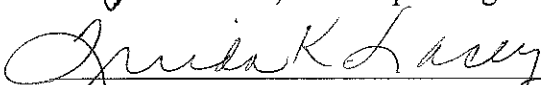
Ms. Cuttitta

Dr. Newman

Mr. Prouty

Approved:


Larry A. Bowers, Chief Operating Officer


Frieda K. Lacey, Deputy Superintendent of Schools