

**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.

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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  
mmarchione@bcps.org  
December 18, 2001

Baltimore County Public Schools  
Department of Professional  
Development

December 18, 2014  
Baltimore, Maryland

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Professional Development:  
A Systemic Model to  
Promote Student  
Achievement

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**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*.

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### 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.

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### 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

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### 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

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**Systemwide Priorities**

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

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**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

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**Criteria for Program Approval**

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

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Criteria for Program Approval

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

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Criteria for Program Approval

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

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Criteria for Program Approval

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

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### The Process...

A form is completed and submitted on-line.



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### Baltimore County Public Schools Intranet

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

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### 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.

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### Program Request Form

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

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### Program Definition

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

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### Approval Process

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

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### Approval Process

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

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### Approval Process

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

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### Approval Process

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

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## Approval Process

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



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## Process Highlights

Activities can be sorted by

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

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## Process Highlights

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

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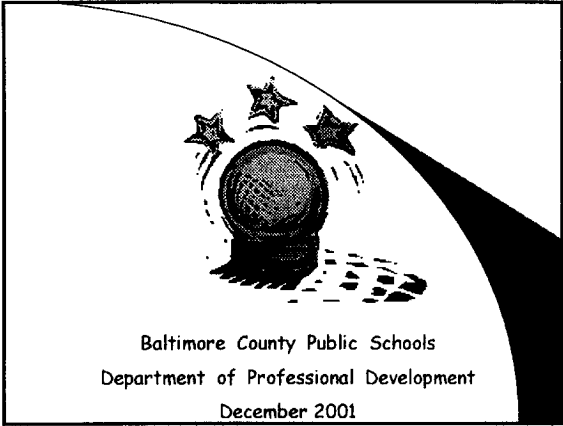
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Baltimore County Public Schools

**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
1	Yes	Review of Outlook News Folder	Michele Wagner, David Phelan	1, 4, 10, 11	1/1/02
1	Yes	Review of Outlook News Folder	Michele Wagner, David Phelan	1, 4, 10, 11	1/1/02

**Submit Request For Approval**