



## MAS/SEDA Mentor Forum

March 18, 2011

1:00-2:00pm

MAS/SEDA Mentors: Stacy Schiedemeyer, Jim Ward, Beth Murphy, Kristi Bachar, Kristi Rolison, Lyndee Belanger, Rachel Schemelin, Sarah Thusius, Linda Clancy, Katie Hoven, Peggy Block, Katie Morrison, Elizabeth Doran, Aaron Zingsheim, Karen O'Donnell, Jenny Berwanger

Connecting: What do you know about PI 34

Purpose: pre assessment of mentor knowledge

Review Agenda & Norms

Recorder: \_\_\_\_\_

Learning: PowerPoint on PI 34 requirements

Purpose: Learn about the requirements for mentees and your role as mentor

Learning: So what does it look like?

Purpose: Examine the forms used for PI 34 and look at a sample PDP

Managing:

- Collect Narrative & Artifact for SEWNTF
- Principal, Administrator, BT Communication Newsletter
- SEWNTF Survey Reminder
- Upcoming Meeting Date (1-2pm Room 222)
  - April 13<sup>th</sup>, 2011

Closure: Shaping Up a Summary handout

Purpose: Self Reflection by mentors on key points and Answer any questions left on PI 34



Professional Development Plan (PDP) forms available at: <http://dpi.wi.gov/tepd/pdp.html>

**BIOGRAPHICAL INFORMATION**

Educator Name		Educator Telephone Area/No.
Educator Address <i>Street, City, State, Zip</i>		Educator Fax Area/No.
E-Mail Address		Educator File No.*
Educator School District		
Current Educational Assignment	No. of Years in Current Assignment	Years of Educational Experience
Month/Year PDP Submitted for Goal Approval (Initial Educators Only)	Month/Year Plan Submitted for PDP Verification	

\*Educator file numbers may be found on the DPI Educator License lookup at: <http://dpi.wi.gov/tepd/lisearch.html>.

<b>Present Licensure Stage</b> <input type="checkbox"/> Initial Educator <input type="checkbox"/> Professional Educator <input type="checkbox"/> Master Educator	<b>Licensure Category</b> <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Pupil Services	<b>Date Current License Expires</b>  6-30-_____
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**PROFESSIONAL DEVELOPMENT PLAN**

**Step I: Preparing to Write the Plan—REFLECTION**

Reflect and prepare to write your PDP goal in Step II. While reflection is a required step in the PDP process, recording your reflection below is optional.

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**Step II: Writing the Plan—COMPONENTS**

**A. Description of School and Teaching, Administrative, or Pupil Services Situation**

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**Review Checklist for Description of School Situation**

- ☐ Did you include a description of your teaching, pupil services, or administrative position?
- ☐ Did you include the number of years you have taught, been an administrator, or been in pupil services?
- ☐ Did you include whether the school is located in an urban, suburban, or rural setting?
- ☐ Did you include the ethnic, special needs, and socioeconomic makeup of the school population?
- ☐ Did you include your building goals/mission and/or district goals/mission?

## PROFESSIONAL DEVELOPMENT PLAN (cont'd)

**B. Description of Goal to be Addressed**

It is recommended that you use this stem: **I will...** (research, study, learn, apply, etc.) **So that...** (describe what you want to be happening differently with student learning).

**Review Checklist for Description of the Goal**

- ☐ Did you describe how your goal will impact your professional growth?
- ☐ Did you describe how your professional growth will have an effect on student learning?

**C. Rationale for the Goal: Links to Professional Situation and Wisconsin Educator Standards**

Based on your reflection, describe the reason for your goal. Describe how your goal is linked to your educational situation, and write out the Wisconsin Educator Standards (two or more) that you will focus on to meet your goal.

**Review Checklist for Rationale for the Goal**

- ☐ Does the rationale tell how your goal connects to your school, teaching, administrative, or pupil services situation? (*Choose the category that applies to your situation*)
- ☐ Did you write out the Wisconsin Educator Standards that you will focus on to meet your goal? (must select two or more)

**D. Plan for Assessing and Documenting the Goal**

Record the anticipated methods you will use to assess your professional growth and the effect on student learning. It may be helpful to review steps III and IV when writing your assessment plan as they outline what is necessary when documenting your completed plan.

**Review Checklist for Plan for Assessing and Documenting Achievement of the Goal**

- ☐ Did you include in the plan the anticipated methods you will use to assess your professional growth?
- ☐ Did you include in the plan the anticipated methods you will use to assess the effect on student learning?

**E. Plan to Meet the Goal: Objectives, Activities, Timeline, and Plan for Collaboration**

Note: Completion dates will be filled in during Step III as each objective/activity is completed.

**OBJECTIVE 1**

Activities	Timeline	Collaboration	Date Completed

**OBJECTIVE 2**

Activities	Timeline	Collaboration	Date Completed

**OBJECTIVE 3**

Activities	Timeline	Collaboration	Date Completed

**OBJECTIVE 4**

Activities	Timeline	Collaboration	Date Completed

**OBJECTIVE 5**

Activities	Timeline	Collaboration	Date Completed

**Review Checklist for Objectives, Activities, Timeline, and Plan for Collaboration****Objectives**

- ☐ Did you include objectives that directly address the goal?
- ☐ Did you include objectives that are observable and verifiable?

## PROFESSIONAL DEVELOPMENT PLAN (cont'd)

## 2. Description of Activities and Timelines

- ☐ Did you align your activities with your goal and objectives?
- ☐ Did you extend the activities through multiple years of the licensure cycle?
- ☐ Did you state a timeline for completing the activities?

## 3. Plan for Collaboration

- ☐ Did you include collaboration with others in your plan?

**Initial educators must submit Step II, A-E, to a PDP Team for Goal Approval.**

## Step III: Annual Review of the PDP

Annual reviews are done in years two, three, and four and will be submitted as part of your completed plan in the last year of your licensure cycle.

- Return to Step II E and enter completion dates for each activity completed.
- Write a reflection in year two summarizing the progress made towards completing your goal.
- Indicate, in your reflection, how you grew professionally and/or how your professional growth had an effect on student learning.
- Write any revisions to your objectives or activities in the revision area.
- Return to this step annually until your PDP is complete and ready to be submitted for verification.
- Initial Educators may complete a 3, 4, or 5 year plan. One annual review is required for a three-year plan, two annual reviews are required for a four-year plan, and three annual reviews are required for a five-year plan. If there is a substantial change to your **GOAL**, you must complete and resubmit section II A-II E to a team for review and approval of the new goal.
- Professional Educators must complete a five-year plan with three annual reviews.

Reflection (Year 2)	Revision (if needed)
Date:	Date:

Reflection (Year 3)	Revision (if needed)
Date:	Date:

Reflection (Year 4)	Revision (if needed)
Date:	Date:

## Review Checklist for Annual Review

- ☐ Did you include in your reflection how you grew professionally and/or how your professional growth had an effect on student learning?
- ☐ Did you include any revisions to your objectives or activities?
- ☐ Did you fill in completion dates for activities? (refer to Step II E of your plan)

Where am I now? (Rationale Section C Standards)

Why?

What?

Where am I going? (Goal Section B)

Professional Growth:

Student Learning:

How will I get there? (Section E)

How?

Professional Growth Objective

Activities

Collaboration

Student Learning Objective

Activities

Collaboration



Assessment (Section D)

How will I know when I arrived?

Professional Growth:

Student Learning:

## Graphic Organizer: Preparing to Write the Goal

Goal/End Result: Write what you want to do and the result you want to achieve.  
(Where do you want to be?)

### ACTION STEPS

### DUE DATES

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Describe your current reality based on your reflection(s). (Where are you now?)

## EXERCISE: WRITING A GOAL

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Writing a goal has 2 parts:

**Part 1 - Professional Growth:** What area of interest will you be focused on for the next 3-5 years and what do you want to know and be able to perform?

➤ Use the stem: "I will (research, study, learn, etc.) ....."

**Part 2 - Student Learning:** Why do you want to do this? What effect will this have on the students you serve? Think of how you will assess this. What evidence will demonstrate effect?

➤ Use the stem: "So that (describe what you want to see happening differently with student learning) ..."

**Directions:** Write a goal statement that has 2 parts, using the stems suggested.

GOAL STATEMENT	
I will	
so that	

### Timeline for a 3 Year PDP\*(Initial Educators Only)

Year 1 of the PDP**	Reflection and submission of goal for approval in spring of the first year (June target)
Year 2 of the PDP	Implementation of activities/documentation of annual review/inclusion of any revisions to plan
Year 3 of the PDP	Documentation of activities completed in fall/compilation of all evidence with narrative/submission of plan for verification (January - April)

We strongly encourage that educators extend activities throughout the five year licensure cycle. Please remember that upon completion of a three year plan, the educator must submit 3-5 pieces of evidence that document professional growth and the effect on student learning. Successful completion of a three year plan entails significant planning and a demanding schedule for the completion of activities and the generation of substantive evidence that would lead to plan verification.

If three years of regular employment are not obtained during the initial educator licensure cycle, the Initial Educator License may be reissued in order to allow for completion of the plan and the required years of experience.

\*The Professional Educator PDP must be a five year plan.

\*\*The timeline for a PDP is dependent upon when, in the licensure cycle, an initial educator obtains regular employment status.

### **Timeline for a 4 Year PDP\* (Initial Educators Only)**

Year 1 of the PDP**	Reflection and submission of goal for approval in spring of the first year (June target)
Year 2 of the PDP	Implementation of activities/documentation of annual review/inclusion of any revisions to plan
Year 3 of the PDP	Implementation of activities/documentation of annual review/inclusion of any revisions to plan
Year 4 of the PDP	Documentation of activities completed in fall/compilation of all evidence with narrative/submission of plan for verification (January - April)

We strongly encourage that educators extend activities throughout the five year licensure cycle. Please remember that upon completion of a four year plan, the educator must submit 3-5 pieces of evidence that document professional growth and the effect on student learning. Successful completion of a four year plan entails significant planning and a demanding schedule for the completion of activities and the generation of substantive evidence that would lead to plan verification.

If three years of regular employment are not obtained during the during the initial educator licensure cycle, the Initial Educator License may be reissued in order to allow for completion of the plan and the required years of experience.

\*The Professional Educator PDP must be a five year plan.

\*\*The timeline for a PDP is dependent upon when, in the licensure cycle, an initial educator obtains regular employment status.

## Appendix A: Professional Development Plan (PDP) Timeline for Initial Educators

**\* It is strongly suggested that initial educators write a five-year plan. Activities should extend throughout the licensure cycle.**

Time Frame	Component	Description	PDP Writing Form and Checklist
Year one of your employment/ licensure cycle	Preparing to write the PDP: Reflection	The first year of employment is for reflection, selection of your goal(s), and formulation of your PDP.	Step I
Year two between June 1 of year one and January 1 of year two (review of the PDP goal by PDP team members must be completed within 60 days of receipt of the goal)	Writing the plan components: submission of goal to PDP team for goal approval	Write and submit your PDP goal to a PDP team for goal approval. You are responsible for initiating this review with the PDP team. If you have identified more than one goal, you must follow Step II: Sections A–E for each goal.	Step II: Sections A–E
Year two	Goal approval by PDP team	A PDP team reviews your goal(s) and PDP. Your goal(s) must be approved by a two-thirds majority. Submit a copy of your signed goal approval form to DPI.	Applicant submits signed PDP Goal Approval Form to DPI
Year two between January 15 and June 1 of your employment/ licensure cycle	Goal revisions	If a two-thirds majority of the PDP team does not approve your goal, comments are given, and you must resubmit your revised goal for approval.	Step II: Sections A–E (revisions)
Each year of the licensure cycle except for the first and final	Reflection and documentation of annual review	Review your PDP annually. A reflection summary and any revisions to your goal(s), objectives, and activities must be written each year of your licensure cycle. These annual reviews and reflections are submitted to the PDP team as part of your completed PDP.	Step III
Years two, three, and four by April 1 during years two, three, and four of your employment/ licensure cycle	Approved goal revisions	If there are substantial revisions to your approved PDP goal, you must submit the revised goal to the PDP team each year substantial revisions are made for approval.	Step III (revisions)
Year 5 by January 15 of year five in your employment/licensure cycle	Documentation of completion of the plan	Document your completed PDP and submit your approved and signed Goal Approval Form and PDP to the PDP team for their review and verification.	Step IV
By April 1 of year five in your employment/ licensure cycle	Verification of completion of the plan by the PDP team	The PDP team will review your PDP and verify documentation of successful completion.	PDP Verification Form
Between January 15 and June 1 of year five in your employment/ licensure cycle	Completion plan revisions	If a two-thirds majority does not verify your plan, comments are given, and you must resubmit your revised completion plan to a PDP team for verification.	PDP Step IV (revisions)
June 1	Notify DPI	Submit the signed PDP Verification Form along with your completed application and appropriate fee(s) to the DPI for a Professional Educator license.	PDP Verification Form

\* Please consult the DPI Web site at <http://dpi.wi.gov/tepd/pdp.html> for timelines for initial educators completing a three- or four-year plan.

## Annual Review

- Done independently by the educator
- Reflects on how the educator grew that year
- Reflects on how the changes related to growth had an effect on student learning
- Notes revisions and completion dates of activities

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## Annual Review for Initial Educators

- Year 1: Reflection
- Year 2: Write the PDP and implement
- After Year 2: Write **first** Annual Review
- After Year 3: Write **second** Annual Review  
OR submit for verification
- After Year 4: Write **third** Annual Review OR  
submit for verification
- Year 5: Prepare documents for  
verification

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## Annual Review for Professional Educators

- Year 1: Reflection/write PDP
- Year 2: Implement PDP
- After Year 2: Write **first** Annual Review and  
implement PDP
- After Year 3: Write **second** Annual Review  
and implement PDP
- After Year 4: Write **third** Annual Review and  
implement PDP
- Year 5: Prepare documents for verification

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# WISCONSIN QUALITY EDUCATOR INITIATIVE (PI 34) LICENSE STAGES CHART

EDUCATOR LICENSE STAGES UNDER PI 34			
Components	To be issued the Initial Educator License	To advance to the Professional Educator License*	To advance to the Master Educator License
Wisconsin Standards for teachers, administrators, and pupil services personnel	Demonstration of entry-level proficiency in all teacher, pupil services or administrator standards	Increased proficiency in 2 or more teacher, pupil services or administrator standards	Mastery of all teacher, pupil services or administrative standards
Prerequisites	Completion of an approved performance based professional education program with an institution of higher education (IHE) endorsement for licensure.  Passing scores on state superintendent approved standardized test in license area	Successful completion of initial educator PDP and required minimum 3 years of regular (not substitute) employment	Complete five years successful experience as a Professional Educator, and hold a related master's degree
Professional Development Plan: <ul style="list-style-type: none"> <li>Goals</li> <li>Identified activities</li> <li>Timeline</li> <li>Evidence of collaboration</li> <li>Assessment plan</li> <li>Professional Growth</li> <li>Annual reviews</li> <li>Effect on student learning</li> <li>Summary reflection</li> <li>3-5 Pieces of evidence to document PDP</li> </ul>	Required for advancement to Professional Educator License	Required for renewal of Professional Educator License	Portfolio submitted with evidence of standards mastery and <ul style="list-style-type: none"> <li>contributions to profession</li> <li>improved pupil learning</li> <li>demonstration of exemplary school performance – (video)</li> </ul>
Length of License	5-year non-renewable, minimum three years	5-year renewable	10-year renewable
Who approves and assesses?	Initial Educator PDP Team: Three trained members - administrator, IHE representative, peer of same subject or at same level(not mentor) approve goal(s), & verify completion of the PDP	Professional Educator PDP Team: 3 licensed, trained peers review and verify successful completion of the PDP	Assessment Team: 3 trained educators of similar job responsibilities selected by state superintendent – assess evidence of mastery of all standards through required portfolio entries & video review
Support	District support through assignment of a mentor, ongoing orientation, and support seminars	Feedback from PDP Team	Assessment & feedback by assessor

\*Please note: Professional Educators who completed their preparation program prior to 8/31/2004 may continue to renew their licenses at the professional educator stage by completing either a PDP or six semester credits.