



Professional Development Federation



North County Professional Development Federation (NCPDF)

Preface

History of NCPDF: In 1990 the College of Education at Cal State San Marcos was started with the primary mission to contribute to continuous improvement of education for all students in our immediate service region. Achievement of this mission was dependent on building strong, enduring, mutually beneficial relationships with neighboring school districts and the San Diego County Office of Education.

The most important goal of the College in pursuit of this mission was to establish exceptional pre-service preparation programs to provide new teachers and administrators for area schools. This goal has been met successfully, to the point that for the past decade Cal State San Marcos has been the “preferred provider” of new teachers and administrators throughout our service region.

Our new mission could not be met, however, with a sole focus on preparation of new education practitioners for the schools. If we were to fully pursue the mission, we also needed to be partners in provision of high quality professional development for experienced educators in the region. Out of this need came the North County Professional Development Federation (NCPDF).

NCPDF was begun as a partnership of the College of Education, the San Diego County Office of Education and five North County school districts. A dues structure was established to provide basic operating support, so that pursuit of grants could be for the purpose of providing programs, not core support. The Steering Committee was established to guide the planning efforts for the Federation, and from the beginning a strong focus of all our collaborative work was cross-district cooperation and meaningful university involvement in on-going professional development. The success of the organization is evident in its continued growth and viability, as a mechanism for supporting our schools in meeting the learning needs of all students.

Beginning in 1992 NCPDF was organized in partnership with the San Diego County Office of Education (SDCOE), California State University San Marcos, and 4 school districts in northern San Diego County. Since 1992, this organization has increased to 26 school districts located in northern San Diego and southern Riverside counties Alice Quioco, first NCPDF Director, Steve Lilly, Dean of Education at CSUSM, and Carol Pugmire, Assistant Superintendent LRET at SDCOE formed the first Executive Committee. (Contributed by Steve Lilly, Dean Emeritus CSUSM).

NCPDF’s goal is to maximize and share resources to improve curriculum and instruction through staff development using a process of collaborative articulation, assessment and evaluation.

I. MISSION

The mission of the North County Professional Development Federation (NCPDF) is to meet the needs of all students and support staff in the areas of curriculum, instruction, assessment and leadership in meeting the state standards.

This mission can be accomplished by maximizing and focusing the resources of participating school districts, California State University San Marcos (CSUSM) and the San Diego County Office of Education (SDCOE) for professional development, using a process of networking, collaborative articulation, assessment, and evaluation. (Revised 10/1/04.)

II. NEED FOR ORGANIZATION

- A. Beginning and experienced teachers, administrators and university faculty need comprehensive professional development, on-going individual support and a forum for dialogue.
- B. Districts need to provide professional development and on-going support for beginning teachers to promote teacher retention.
- C. Teachers who hold the Professional Clear Credential and administrators who hold the Administrative Credential need to complete professional growth requirements.
- D. Educators need information and/or skills to respond to the needs generated by changing legislation.
- E. Districts need common calendars for joint professional development.
- F. District educational needs should be reflected in university courses.
- G. Districts need enhanced financial support for professional development through grants.

III. MEMBERSHIP

- A. Potential members
 - All north San Diego County and CSUSM service area school districts
- B. College of Education, California State University San Marcos
- C. San Diego County Office of Education, fiscal agent

IV. PARTICIPATION

- A. Level I (member)
 - 1. District signs Memorandum of Understanding
 - 2. District pays based on ADA (from data of prior school year)
 - 3. Superintendent, or designated representative, serves as a member of the Steering Committee
 - 4. Steering Committee identifies needs and provides input to structure professional development activities for the year

5. District participates in selected activities at no/reduced charge and/or special cost-recovery activities
- B. Level II (non-member district)
1. District participates and pays per activity/program on a space available basis after Level I participants are scheduled

V. GOVERNANCE AND PERSONNEL

- A. Memorandum of Understanding (MOU) (Attachment A)
1. Signed by all Level I participating districts
 2. Provides information and commitments
 3. Will be signed by superintendent or designee upon joining
 4. Annual MOU is not required, but may be requested by a district
- B. Executive Committee
1. Executive Committee Membership
 - a) Dean of the College of Education, CSUSM, or designee
 - b) Superintendent, SDCOE, or designee
 - c) Facilitator(s) of the Steering Committee, ad hoc
 2. Role of the Executive Committee
 - a) Advisory to the NCPDF Director and meets 2-3 times a year, or as needed
 - b) Meetings to be scheduled by the Director of NCPDF
 3. Responsibilities
 - a) Approve the brochure for hiring of the NCPDF Director (include input from the Steering Committee and other appropriate sources)
 - b) Assist SDCOE in the hiring process of the NCPDF Director, or select designee to take part in the process
 - c) Provide on-going leadership for the NCPDF Director
 - d) Provide input into the NCPDF Director's evaluation which is completed through SDCOE
 - e) Establish protocol and policy for NCPDF
 - f) Assist in the budget overview and recommendations for NCPDF, BTSA and any grant programs
- C. NCPDF Director
1. Primary Role: Work collaboratively with and provide leadership to SDCOE, CSUSM and the NCPDF districts, and other highly qualified staff that provide professional development consulting services for the purpose of increasing academic achievement for all students

2. Evaluation of NCPDF Director
 - a) NCPDF Director is evaluated by the San Diego County Office of Education, Senior Director, with full input from the Executive Committee

- D. Secretary
 1. Provide secretarial services for Director and the NCPDF program
 2. Evaluation completed by NCPDF Director, through SDCOE

- E. Steering Committee
 1. Membership
 - a) Curriculum and Instruction administrator from each participating district (Level 1 Participants)
 - b) One SDCOE representative
 - c) One CSUSM representative
 - d) NCPDF Director

 2. Purpose: NCPDF has developed a long-standing and mutually beneficial working relationship among its partners. The steering Committee meets regularly to share:
 - a) Current districts' "best practices"
 - b) Current legislative initiatives and new research findings
 - c) Articulate needs and survey results
 - d) Grants and services
 - e) Plan for future budget needs
 - f) Plan and evaluate staff development programs (see Evaluation Section)

 3. Facilitators of the NCPDF Meetings
 - a) Meetings will be conducted alternately by 2 elected district partners
 - b) Facilitators (2) will serve alternate two-year terms
 - c) Facilitators will represent NCPDF on selected committees
 - d) At each Steering Meeting an agenda will be provided by the NCPDF Director
 - e) Training will be provided to selected facilitators

VI. LOCATION

- A. Director, Secretary and Planning Offices
 1. North County Regional Education Center (NCREC)

- B. Other Professional Development Sites
 1. CSUSM service areas

2. San Diego County Office of Education
3. Member school districts

VII. EVALUATION

NCPDF will meet with district superintendents or designees annually to discuss district professional development needs. These needs will be included as part of the annual professional development plan.

A. Process Evaluation

1. The quality and effectiveness of the program activities will be measured by:
 - a) Number of activities and participant attendance
 - b) Assessment of presentations, presenters, location, materials, follow-up support and schedules
 - c) Assessment of program coordination, organization and operation

B. Impact Evaluation

1. The impact of the program will be measured by:
 - a) Participant behavior enhancement
 - b) Student achievement (when appropriate)
 - c) Impact on district programs
 - d) Participation in grants and specialized projects be requested by member districts

VIII. FUNDING

Funding for the NCPDF organization will be secured to cover the costs of one Director, one Secretary and other expenses related to NCPDF activities. SDCOE will have fiscal responsibility for NCPDF with no indirect costs charges.

- SDCOE and CSU San Marcos will each provide \$28,888 towards a Director's salary and benefits and other operational costs on an annual basis
- Level I Member school districts will provide funds based on .90/ADA annually, as well as a reduced per activity/program fee, as needed
- Level II participating school districts will pay per activity/program
- All participating school districts will provide for substitutes and any necessary teacher compensation
- Efforts will be made to obtain grants for NCPDF
- Efforts will be made to return to "Planning offices at a no cost to NCPDF" rate
- The NCPDF budget will be discussed annually by both the Executive and Steering Committees