

Memorandum

To: Adult Basic and Literacy Education Directors/Coordinators
From: Jeff Gove, State Director, Adult Basic and Literacy Education
CC: State ABLÉ Program Staff, State Leadership Network
Subject: Fiscal Year 2011 Professional Development (PD) Policy
Date: July 15, 2010

The purpose of ABLÉ's Professional Development System is to assist adult education practitioners in developing skills and gaining knowledge to support improved student achievement and to ensure the program meets the intent and requirements of the grant. The Professional Development System includes activities that contribute to student success and to program improvement.

The Chancellor of the Ohio Board of Regents is committed to supporting local ABLÉ programs and staff in their continuous improvement efforts. A process and supporting resources have been developed to assist you in meeting the Professional Development Assurances in your approved ABLÉ grant.

The attached documents will assist you in determining your PD needs:

1. FY 2011 PD Policy
2. ABLÉ Standards-Based PD System –includes the Administrator, Support Staff, and Teacher standards
3. ABLÉ PD Planning Guide – includes the Self-Assessment, Individual Professional Development Plan, and Program Professional Development Plan
4. FY 2011PD Catalog – training descriptions

The **Individual Professional Development Plans** and the **Program Professional Development Plan** are due to the OBR State ABLÉ Program by **September 17, 2010**. Please mail one original IPDP for each staff member paid from ABLÉ funds and two PPDPs (one original and one copy).

All of these resources can be accessed on the ABLÉ website at www.uso.edu/able under the Professional Development Section. Please contact your State ABLÉ Consultant or Regional Resource Center Staff, if you have any questions.

In a move to assist in efficiency, there are two processes that will be updated for this year. The stipend and the library systems of the Resource Center Network (RCN) will become standardized across the state.

Stipend System - The RCN is developing a standardized system to process stipends. Beginning fall of 2010, the stipend and reimbursement process will be online. There will be one site, one set of forms, and one quick process to check eligibility and process payments.

Library System –The RCN is also developing the ILS, Integrated Library System. The centers are working together this summer to consolidate titles, upgrade software, and develop a central library site. All patrons will be able to enter the RCN library, search using a key word, and access any holdings from the five libraries.

As both systems are developed and implemented, information will be available through the State ABLE Program, RCN newsletters and websites. In addition, webcasts will be conducted on how to access both systems. Stay tuned for details.