Southern California Professional Development Federation (SCPDF)

Preface

History of SCPDF: 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 5 school districts in northern San Diego County. Since 1992, this organization has increased to 28 school, eight charters, Palomar and MiraCosta Colleges and the University of California at San Diego (UCSD) along with CSUSM. Alice Quiocho, 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).

SCPDF'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.

Revised on 6/4/18

I.   MISSION

The mission of the Southern California Professional Development Federation (SCPDF) 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/charters, community colleges, California State University San Marcos (CSUSM) and the University of California at San Diego (UCSD) for professional development, using a process of networking, collaborative articulation, assessment, and evaluation.

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.   District's need enhanced financial support for professional development through grants.

III.   MEMBERSHIP

A.   Potential members:
  • All San Diego, Riverside and Orange County school districts/charters
  • All San Diego, Riverside and Orange County community colleges
B.   College of Education, Health and Human Services, California State University San Marcos and University of California at San Diego Education Studies Department

IV.   PARTICIPATION

A.   Level I (member)
    1.   New member signs Memorandum of Understanding
    2.   Each entity contributes dues annually based on the following:
        a) District or charter pays based on $.90 per P-1 ADA (from data of prior school year).
        b) Community colleges and UCSD pay based on $.90 per 85% of their FTE
        c) CSUSM pays $28,886 annually.

    3.   Each entity participates in Steering meetings. This includes:
        a) District/Charter Superintendent (and/or his/her designated representative) serves as a member of the Steering Committee.
        b) Community College Vice-President of Instruction (and/or his/her designated representative) serves as a member of the Steering Committee.

> c) Dean or Department Chair of Education Studies Department at UCSD (and/or his/her designated representative) serves as a member of the Steering Committee.
> d) Dean of College of Education, Health and Human Services at CSUSM (and/or his/her designated representative) serves as a member of the Steering Committee.
> e) SDCOE Superintendent (and/or his/her designated representative) attends the Steering Committee at the request of the Executive Committee or as issues relating to fiscal agency need to be communicated to the group.

4. Steering Committee identifies needs and provides input to structure professional development activities for the year.

5. Districts/charters, Community Colleges and Universities participate in selected activities at no/reduced charge and/or special cost-recovery activities.

B. Level II (non-member entity)
1. Non-member entities participate and pay 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 members
2. Provides information and commitments
3. Will be signed by superintendent or designee of the district/charter, Community College Vice President of Instruction or designee and University Dean or Department Chair upon joining
4. Annual MOU is not required, but may be requested by any of the members. Payment of annual dues will indicate previously signed MOU remains in effect.

B. Executive Committee
1. Executive Committee Membership
   a) Dean of the College of Education, Health and Human Services, CSUSM and/or designee
   b) Dean or Department Chair of Education Studies Department, UCSD and/or designee
   c) Vice President of Instruction, community college, and/or designee
   d) Facilitator of the Steering Committee, including two co-chairs and legislative representative
   e) Superintendent, SDCOE and/or designee will attend meetings as it pertains to fiscal agency only

2. Role of the Executive Committee
   a) Advisory to the SCPDF Director and meets 2-3 times a year, or as needed
   b) Meetings to be scheduled by the Director of SCPDF

3. Responsibilities

a) Approve the brochure for hiring of the SCPDF Director (include input from the Steering Committee and other appropriate sources)
b) Conduct the hiring process of the SCPDF Director in cooperation with SDCOE
c) Provide on-going leadership for the SCPDF Director
d) Complete the SCPDF Director's evaluation which is facilitated through SDCOE
e) Establish protocol and policy for SCPDF
f) Assist in the budget overview and recommendations for SCPDF and any grant programs
g) Establish and monitor the director's annual work plan

C. SCPDF Director
1. Primary Role: Work collaboratively with and provide leadership to, CSUSM, UCSD, community colleges and the SCPDF districts/charters, and other highly qualified staff that provide professional development consulting services for the purpose of increasing academic achievement for all students

2. Evaluation of SCPDF Director
a) SCPDF Director is evaluated by the SCPDF Executive Committee in accordance with SDCOE appraisal procedures and timelines

D. Administrative Assistant
1. Provide support for Director and the SCPDF program
2. Evaluation completed by SCPDF Director, through SDCOE

E. Steering Committee
1. Membership
a) One or more District/Charter representatives from each participating district
b) One or more Community College representatives from each of the participating community colleges
c) One or more CSUSM representative
d) One or more UCSD representative
e) SCPDF Director
f) SDCOE representatives will attend at the request of the SCPDF Executive Committee

2. Purpose: SCPDF 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 SCPDF 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 SCPDF on selected committees including the SCPDF Executive Committee
    d) At each Steering Meeting an agenda will be provided by the SCPDF Director
    e) Training will be provided to selected facilitators

VI. LOCATION

A. Director, Administrative Assistant and Planning Offices
    1. La Costa Canyon High School

B. Other Professional Development Sites
    1. CSUSM and UCSD service areas
    2. Member school districts/charters
    3. Member Community Colleges

VII. EVALUATION

The SCPDF Director will meet with member leaders to include district/charter superintendents and/or designees, and college deans and/or designees annually to discuss 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/charter programs
        d) Participation in grants and specialized projects requested by member district/charter, community college members, CSUSM and UCSD

VIII. FUNDING

Funding for the SCPDF organization will be secured to cover the costs of one Director, one Administrative Assistant and other expenses related to SCPDF activities. SDCOE will serve as the fiscal agent for SCPDF with no indirect costs charges.

- CSU San Marcos will provide $28,886 towards a Director's salary and benefits and other operational costs on an annual basis.
- Member school districts/charters will provide funds based on $.90 per P-1 ADA annually, as well as a reduced per activity/program fee, as needed
- Member community colleges and UCSD will provide funds based on $.90 per 85% of FTE annually

- Participating entities will pay per activity/program
- All participating school districts/charters will provide for substitutes and any necessary teacher compensation
- Efforts will be made to obtain grants for SCPDF
- Efforts will be made to return to "Planning offices at a no cost to SCPDF" rate
- The SCPDF budget will be discussed annually by both the Executive and Steering Committees

Revised on 6/4/18