

**Union County Educational Services Commission**  
**School Professional Development Plan (PDP) - 2024 – 2025**

District Name	School Name	Director Name	Plan Begin/End Dates
Union County Educational Services Commission	Department of Nonpublic Services	Paul Palozzola	July 1, 2024 – June 30, 2025

**1: Professional Learning Goals**

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	Increase stakeholder knowledge & Understanding of Nonpublic Services guidelines, services and procedures.	Certified Staff, Non-Certified Staff, & Administrators	<ul style="list-style-type: none"> <li>During the Spring of 2024, the nonpublic department created and sent out a survey to our nonpublic administrators to gather data to drive our department goals.</li> <li>Results from the survey indicated that many stakeholders, including nonpublic school personnel required additional information and knowledge of nonpublic state guidelines, services such as 192 &amp; 193 as well as our department procedures to ensure full use of the resources available to them.</li> </ul>
2	Meet the ever-evolving needs of sending districts, students, and staff by learning from strategic planning initiative data utilizing the Plan-Do-Study-Act process to inform policies and programs that will drive substantive and transformational growth.	Certified Staff, Non-Certified Staff, & Administrators	<ul style="list-style-type: none"> <li>UCESC does not have a strategic plan in place, which is necessary to ensure we are achieving our mission.</li> <li>During the 2022-2023 school year, surveys were created and administered designed to provide stakeholders with opportunities to share their insights on UCESC programs and services.</li> <li>Research indicates that involving multiple stakeholders in the strategic planning process increases the relevance and success of the goals that are established.</li> <li>A key element of successful strategic planning is training those analyzing data and creating goals.</li> <li>In an effort to determine strategic plan goals, during the 2023-2024 school year, survey data was reviewed, analyzed and coded by various stakeholder committees.</li> <li>As the needs of sending districts evolve, so must the services and programs of UCESC.</li> </ul>

3	Promote the continuous growth of district staff and ensure compliance with state-mandated professional development requirements through job-embedded, collaborative PLCs.	Certified Staff, Non-Certified Staff, & Administrators	<ul style="list-style-type: none"> <li>All administrators and teaching staff members are required to participate in initial and annual refresher training in AchieveNJ regulations and in the board-approved teacher evaluation instrument (Danielson Framework).</li> <li>The district is responsible for implementing the state-mandated requirements for professional development for groups of educators as specified in N.J.A.C. 6A:9C (Refer to attached chart).</li> </ul>
---	---	--	---

## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>Department PLCs will focus on creating a Mission and Vision Statement for the Department.</li> <li>Administrators will work with teachers to educate them during faculty meetings and additional trainings on Nonpublic State and Federal Guidelines and Procedures.</li> <li>Administrators will meet with nonpublic school administration to answer questions and explain our programs throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>Overall department procedures will be streamlined and communicated with both staff and nonpublic schools.</li> <li>Nonpublic Administrators will meet with new nonpublic administrators to introduce our programming.</li> <li>Nonpublic Administrators will work with central office to ensure the Nonpublic Website is up-to-date and accurate throughout the year.</li> </ul>
2	<ul style="list-style-type: none"> <li>The Superintendent will provide training to administrators and the DEAC Committee on analyzing data and goal setting.</li> <li>The Administrative Team and the DEAC Committee will adopt a prototype for the Strategic Planning goals.</li> <li>School Improvement Panels (SciPs) will provide staff with professional development related to the district's Strategic Planning format and engage them in a goal-setting process based on their professional development.</li> <li>The DEAC Committee will receive training in facilitating goal-setting sessions that will take place in individual schools and programs.</li> </ul>	<ul style="list-style-type: none"> <li>The DEAC committee will work with Professional Learning Committees to set school goals, action steps, and timelines.</li> <li>SciP committees will work with Professional Learning Committees to set school goals, action steps, and timelines.</li> </ul>



	<ul style="list-style-type: none"> <li>The DEAC Committee will receive training in facilitating the Plan-Do-Study-Act systematic process for gaining knowledge for continual improvement of goals associated with the Strategic Plan.</li> </ul>	
3	<ul style="list-style-type: none"> <li>Superintendent will provide initial and annual refresher training on AchieveNJ and the Danielson Framework for Teaching to all newly hired and returning administrators.</li> <li>School Improvement Panels (ScIPs) will be given training and an outline in order to conduct refresher training on Achieve NJ and the Danielson Framework for Teaching for all certified staff.</li> <li>Director of Curriculum and Instruction will oversee the continued implementation of the online professional development platform.</li> <li>District will maintain a log of all PD activities to ensure annual compliance with "Professional Development Requirements in Statute and Regulations" published by the NJDOE.</li> </ul>	<ul style="list-style-type: none"> <li>Administrators will ensure compliance with the district calendar of State-mandated professional development and submit agendas and attendance rosters for all other PD activities throughout the year.</li> <li>School Improvement Panels (ScIPs) will distribute surveys to certified and non-certified staff to determine additional professional development needs and interests and share results with the Superintendent at DEAC Meetings.</li> <li>School Safety Officer will provide initial and annual refresher training on District Emergency Management policies and regulations for staff, including school custodians and maintenance personnel.</li> <li>Director of Curriculum and Instruction will evaluate and refine existing practices for providing State-mandated PD to newly-hired and substitute staff.</li> </ul>

### 3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	<ul style="list-style-type: none"> <li>Nonpublic State Department Guidelines</li> <li>Nonpublic Survey Results &amp; Data</li> <li>Department Created Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Administrators will continue to attend Nonpublic State Meeting Monthly in order to understand any changes at the state level that might occur.</li> </ul>
2	<ul style="list-style-type: none"> <li>DEAC &amp; Administrator Strategic Planning Meetings &amp; Survey Data</li> </ul>	
3	<ul style="list-style-type: none"> <li>AcheiveNJ Refresher</li> <li>State Department PD Guidelines</li> <li>UCESC District Staff Evaluation Procedures and Timelines</li> </ul>	

4: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
1		
2		
3		

Signature:   
Director Signature

10/14/24  
Date