



Recommended PDEC Meeting Workflow to Support 2023 Guideline Readiness for Fall 2024

Date	Agenda Items (broad)	Outcomes	Materials	District/School Notes
Meeting 1	<ul style="list-style-type: none"> ● Intro/Check In: Who's here & why? ● Purpose of PDEC <ul style="list-style-type: none"> ○ State Statutes ○ 2023 Guideline Vision ○ Professional Learning vs. Professional Development (Two articles to read prior or during meeting, use to create a vision for professional learning) ● PDEC Self-Reflection for Planning and Implementation Readiness (Activity from Day 2 State PDEC Training) 	<ul style="list-style-type: none"> ● Shared understanding of the role, responsibilities and purpose of PDEC ● Identification of members including a paraeducator ● Collaborative development of a vision for PDEC and effective professional learning ● Increased understanding of the role of PDEC in relation to the 2023 CT Guidelines for Educator Evaluation and Support Framework ● Action Plan for PDEC 	<p>Effective Professional Learning</p> <p>Professional Learning vs. Professional Development Article</p> <p>PDEC Self Reflection</p> <p>2022 Learning Forward Professional Learning Standards</p>	
Meeting 2	<ul style="list-style-type: none"> ● Intro/Check in /Development of Norms and Consensus ● How do we build consensus? <ul style="list-style-type: none"> ○ Examining consensus protocols ○ Purpose and Use of Norms and Consensus Protocol ● Overview of CT Guidelines for Educator Evaluation <ul style="list-style-type: none"> ○ Non-Negotiables & Best Practice Activity (Taken from Day 1 of SDE PDEC Training) ○ Three close reads: ○ First individually close read 	<ul style="list-style-type: none"> ● Shared understanding and use of team norms and consensus protocol ● Deep understanding of 2023 Guidelines ● Clarity of Guideline components and what may be needed by your district as it relates to the new guidelines. 	<p>Team Charter/Norms Resource</p> <p>2023 CTEVAL Guidelines</p> <p>CT Guidelines Crosswalk Template</p>	

	<ul style="list-style-type: none"> ○ Guidelines noting questions; ○ Second read in pairs highlighting and discussing for understanding; ○ Third read, in small groups by section what will your new plan need within each of the guideline components? ○ Capture and document. ● Discuss and create common understanding. 			
Meeting 3	<ul style="list-style-type: none"> ● Intro/Check In/Review of Norms and Consensus Protocol ● Self Evaluation: <ul style="list-style-type: none"> ○ Use CT Guidelines Crosswalk to compare your current evaluation and support framework plan to the new 2023 guidelines, create an action plan for decisions and next steps ○ <i>What decisions need input from educators and leaders? How can information be obtained? Surveys?</i> ● PDEC: Strategic Focus on Professional Learning: <ul style="list-style-type: none"> ○ How will you memorialize the work and decisions of professional learning? Create a PDEC Handbook, start with a glossary of terms and Index. ○ Review Strategic Plans and address vision for alignment. ○ Identify professional learning-mandated trainings, district/building/team/individual professional learning structures and systems. 	<ul style="list-style-type: none"> ● Memorialize the work with creation of PDEC into a Handbook/Playbook. Use your Self Reflection of PDEC as a tool for handbook components. ● After Self-Reflection using the crosswalk build an action plan with the steps and decisions needed to create your Evaluation and Support Plan for 2024. 	<p>Professional Learning Toolkits</p> <p>PDEC Self Reflection</p> <p>CT Guidelines Crosswalk Template</p>	

	<ul style="list-style-type: none"> ○ Capture definitions, systems and create an annual calendar. 			
Meeting 4	<ul style="list-style-type: none"> ● Intro/Check In/Review of Norms and Consensus Protocol ● Action Planning, Steps to be taken to create your plan: <i>What needs research, exploration, input from partners in the work?</i> ● Examining Professional Standards and rubrics, including single point competencies <ul style="list-style-type: none"> ○ CT Common Core of Teaching ○ PSEL for Administrators ○ Educator Support Standards ○ Use consensus protocol for adoption of Professional standards ● Exploration of Alignment of Professional Learning Standards to Professional Practice Standards and how they work together in a competency model. <p><i>Partner Survey:</i> <i>Create a survey to gather input on identified areas for decision making i.e.: professional standards.</i></p> <ul style="list-style-type: none"> ● Explore/Present/Decide based on consensus: <ul style="list-style-type: none"> ○ Which Standards are will be prioritized? ○ Goal Setting Timeline ○ Observations ● PDEC: Explore Structures for Professional Learning Feedback Loops to PDEC for ongoing reflection, planning and alignment of resources. 	<ul style="list-style-type: none"> ● Understand the role and use of rubrics and single point competencies. ● Understand the role of Professional Learning Standards as to how to meet Professional Standards. ● Learn and gather feedback on optional professional standards. ● Come to consensus on Professional Standards to be used for all identified partners in the work. 	2022 Learning Forward Professional Learning Standards	
Meeting 5	<ul style="list-style-type: none"> ● Intro/Check In/Review of Norms and 	<ul style="list-style-type: none"> ● Understand the Continuous 		

	<ul style="list-style-type: none"> Consensus Protocol PDEC: Assessing needs of educators and leaders for Professional Learning, planning forward into 24-25. Exploring Action Research Models: How Self-Reflection, High Leverage Goal-Setting, Professional Learning Plans, Observation and Feedback interrelate through Continuous Learning models such as Action Research. Develop consensus on the decisions related to items within the continuous learning process as related to the 2023 Guidelines non-Negotiables and/or Best Practices. . i.e.: Single-point rubrics, frequency and type of observations, high-leverage goals, development of forms, etc. 	<p>Learning Cycle and what needs to be created to support the implementation of the Guideline Elements within this process</p> <ul style="list-style-type: none"> Standards and Criteria Goal Setting Process Professional Practice and Growth Observation and Feedback <ul style="list-style-type: none"> Develop Consensus on decisions related to Non-negotiables or Best Practice Begin to document your decisions into your 2024 CTEVAL Plan 	2023 CTEVAL Guidelines	
Meeting 6	<ul style="list-style-type: none"> Intro/Check In/Review of Norms and Consensus Protocol PDEC: Review of Strategic Plans, Feedback and Draft 2024-2025 PL Calendar Review the SDE released models. Compare released models to assist with questions and/or your development to date - <i>How do the models help to clarify questions, inform decisions?</i> Create your process and forms for your Evaluation and Support plan 	<ul style="list-style-type: none"> Develop and document plan 	SDE models as released	
Meeting 7	<ul style="list-style-type: none"> PDEC: Review Strategic Plans, Feedback obtained through the year and plan/draft 2024-2025 PL Calendar, sharing with leaders and educators. Continue developing and ultimately 	<ul style="list-style-type: none"> Continue Plan development and documentation Creation of 24-25 PDEC Action plan inclusive of meeting times, resources and next steps. Planned district/school roll-out 		

	<p>finalize district evaluation and support plan for 24-25.</p> <ul style="list-style-type: none"> • Create an action plan for PDEC 24-25 work/outcomes, including meeting times and resources needed. • Plan district/school roll out and Year 1 implementation feedback 	for 24-25		
June through August	<ul style="list-style-type: none"> • Obtain local BOE approval • Submit plan to SDE 	<ul style="list-style-type: none"> • Approved plan 	SDE Submission process TBD	