

# Standards-in-Action Kentucky Sustainability Plan Summary

## *Contact*

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# Contents

<b>Executive Summary .....</b>	<b>1</b>
Goals, Objectives, and Time Frame.....	2
<b>Standards-in-Action (SIA).....</b>	<b>3</b>
Action Steps and Timeline for Kentucky Adult Education’s (KYAE) Implementation of the SIA Innovations .....	3
<b>Staffing .....</b>	<b>24</b>
<b>Three-year Professional Development Plan.....</b>	<b>25</b>
<b>Professional Development Team .....</b>	<b>26</b>
<b>Budgetary Considerations.....</b>	<b>27</b>
<b>Time Spent on Professional Development.....</b>	<b>28</b>
<b>Financing With State Leadership Funds .....</b>	<b>29</b>
<b>Monitoring and Evaluation.....</b>	<b>30</b>



## Executive Summary

Kentucky was one of the first states to adopt the Common Core State Standards, jointly sponsored by the National Governors Association and the Council of Chief State School Officers, at all educational levels: P–12, postsecondary, and adult education. With Kentucky’s participation in Standards-in-Action, our staff is prepared to lead Kentucky’s effort to be the first state to implement Common Core Standards in adult education programs statewide.

Kentucky Adult Education (KYAE) recognizes the critical need for aligning adult education curricula to meet the higher demands of Common Core Standards as well as GED and college readiness. To be successful, alignment must be accompanied by a strong and robust professional development effort to ensure that instructors have a full understanding of the standards and have appropriate resources that allow them to best teach to meet the higher demands.

Over the next three years, all program directors and instructors will be required by KYAE policy to participate fully in an intensive and comprehensive professional development effort based on the successful pilots. Professional development will be delivered via face-to-face sessions and online. Considerable work will be required at the program level to ensure that program directors and instructors have a shared understanding of KYAE Common Core Standards. They will work in groups, sometimes together with colleagues in other counties to review current curricula and align the standards.

Recognizing that daily use of Common Core Standards by the classroom instructor is critical for sustainability, KYAE will require programs to commit to the ongoing use of KYAE Common Core Standards in the classroom by incorporating the requirement into the state RFP process, policy, and local program contracts.

Common Core Standards provide a consistent, clear understanding of what students are expected to learn. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills needed for success in college and careers. As the standards have been adopted in Kentucky across all educational systems, KYAE is part of an effort to create a seamless system for students to move from adult education to GED to college and careers with success

at all levels. With students fully prepared for the future, Kentucky will be best positioned to compete successfully in the global economy.

## Goals, Objectives, and Time Frame

All program directors and instructors will be required by KYAE policy to participate fully in a professional development effort over the next three years based on the pilots just completed. Elaborate planning went into setting the goals and objectives that are part of the KYAE plan. The attached chart goes into the details of the plan.

# Standards-in-Action (SIA)

## Action Steps and Timeline for Kentucky Adult Education’s (KYAE) Implementation of the SIA Innovations

**Long-term Goal:** By the end of Year 3, KYAE Common Core Standards will be fully implemented in all 120 programs to prepare students for meaningful employment and postsecondary education and training.

**Goal: Prior to Year 1, communicate with KYAE programs and professional development (PD) contractors from the Collaborative Center for Literacy Development (CCLD), Morehead State University’s Adult Education Academy (AEA) and the National Center for Family Literacy (NCFL) about KYAE’s 2011–13 professional development plan for implementing the KYAE Common Core Standards.**

**Measurable Objective 1:**

To inform all 120 programs of KYAE’s professional development plan for 2011–13 and collect their input for registration.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Send correspondence from KYAE explaining the new PD requirements and present and request registration information	April 2011	Janet H.	<ul style="list-style-type: none"> <li>Email registration form</li> </ul>
2) Compile registration information in a spreadsheet	April 2011	Gayle B.	<ul style="list-style-type: none"> <li>Registration forms</li> </ul>
3) Present PD plan at the 3 regional meetings	May 2011	Meryl B.	<ul style="list-style-type: none"> <li>PowerPoint</li> <li>Electronic spreadsheet</li> </ul>
4) Confirm registrations	May 2011	Gayle B.	<ul style="list-style-type: none"> <li>Email</li> <li>Spreadsheet</li> </ul>
5) Create 10 learning communities (LC) from the PD registrations	April/May 2011	Gayle B.	<ul style="list-style-type: none"> <li>Map showing counties</li> </ul>
6) Divide each LC into work teams	April/May 2011	Gayle B.	<ul style="list-style-type: none"> <li>Maps</li> <li>Spreadsheets</li> </ul>

**Measurable Objective 2:**

To plan implementation of 2011–12 PD with our 3 PD contractors and train them on SIA Innovation #1.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Meet with CCLD, AEA, and NCFL as needed to plan details of the PD delivery	April–June 2011	Meryl B.	<ul style="list-style-type: none"> <li>• Registration spreadsheet</li> <li>• LC maps</li> <li>• Standards</li> <li>• SIA manual</li> </ul>
2) Examine with contractors training procedures used with the pilot programs and determine in detail the content for 2011–12 PD	May 2011	Gayle B.	<ul style="list-style-type: none"> <li>• Standards</li> <li>• PowerPoint</li> <li>• Handouts used with the pilots</li> </ul>
3) Develop a facilitator’s guide for the trainings	May–Aug 2011	Dawn H.	<ul style="list-style-type: none"> <li>• SIA manual</li> <li>• SIA PowerPoints</li> <li>• Access to Sharepoint postings</li> <li>• Discussions with pilot participants</li> </ul>
4) Contractors contract with 8 coaches for the LCs	May 2011	Dawn/Connie	<ul style="list-style-type: none"> <li>• Maps</li> </ul>
5) Begin work on online course for SIA process	May 2011	Donna E.	<ul style="list-style-type: none"> <li>• Standards</li> <li>• SIA manual</li> </ul>
6) Finalize 2011–12 contracts with PD providers	June 2011	Joyce B.	<ul style="list-style-type: none"> <li>• Contracts</li> </ul>



**Goal: In Year 1, all experienced instructors in KYAE’s 120 programs will implement SIA Unit #1 with the KYAE Common Core Standards for English/Language Arts, Mathematics, or both, resulting in knowledge of the standards.**

**Measurable Objective 1:**

To prepare all program directors and eight coaches for their role in leading and supporting the 2011–12 KYAE Standards PD.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Present a 2-day coaches training	July 28–29, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> <li>Folders with handouts</li> <li>PowerPoint</li> <li>Maps</li> <li>LC and work team names</li> </ul>
2) Communicate pre-session work for the directors	August 8, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Assignments posted on ANGEL</li> </ul>
3) Prepare ANGEL for work postings and discussion board	July/August, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Templates</li> <li>Questions</li> </ul>
4) Present a 1-day program director orientation	August 19, 2011 2 locations	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>CPE video</li> <li>SIA manual</li> <li>Standards</li> <li>Folders with handouts</li> <li>PowerPoint</li> <li>Maps</li> <li>LC and work team names</li> </ul>
5) Program directors submit implementation plans for their work team	September 2, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Electronic forms</li> </ul>

**Measurable Objective 2:**

To teach all experienced instructors to unpack assigned English/Language Arts standards and build sample activities (Unit 1A).

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Email information to programs on their LC#, workshop dates, and locations	July 18–22, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Schedule overview</li> </ul>
2) Present a 1-day instructor workshop in each of 10 LCs	September 13–23, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Work team names</li> <li>• Standards</li> </ul>
3) Monitor template postings	4 weeks following Unit 1A face-to-face (f-2-f)	LC Coach	<ul style="list-style-type: none"> <li>• Templates and discussion/reflection pages on ANGEL</li> </ul>
4) Implement online courses	October–April, 2011–12	Donna E.	<ul style="list-style-type: none"> <li>• ANGEL</li> </ul>

**Measurable Objective 3:**

To teach all experienced instructors to determine the level of alignment between the English/Language Arts standards and their current instructional resources (Unit 1B).

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Present a 1-day instructor workshop in each of 10 LCs	October 12–21, 2011	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Standards</li> <li>• Classroom resources</li> </ul>
2) Monitor template postings	4 weeks following Unit 1B f-2-f	LC Coach	<ul style="list-style-type: none"> <li>• Templates and discussion/reflection pages on ANGEL</li> </ul>
3) Communicate results of the training	January 2012	Meryl B.	<ul style="list-style-type: none"> <li>• ANGEL postings</li> </ul>

**Measurable Objective 4:**

To teach all experienced instructors to unpack assigned Mathematics standards and build sample activities.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Email information to programs on their LC#, workshop dates, and locations	Fall 2011	Connie S.	<ul style="list-style-type: none"> <li>Schedule overview</li> </ul>
2) Present a 1-day instructor workshop in each of 10 LCs	January/February 2012	Connie S.	<ul style="list-style-type: none"> <li>Folders with handouts</li> <li>PowerPoint</li> <li>work team names</li> <li>Standards</li> </ul>
3) Monitor template postings	4 weeks following Unit 1A f-2-f	LC Coach	<ul style="list-style-type: none"> <li>Templates and discussion/reflection pages on ANGEL</li> </ul>

**Measurable Objective 5:**

To teach all experienced instructors to determine the level of alignment between the Mathematics standards and their current instructional resources (Unit 1B).

Action Steps	Timeframe	Person Responsible	Resources Needed
1) Present a 1-day instructor workshop in each of 10 LCs	February/March 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Folders with handouts</li> <li>PowerPoint</li> <li>Standards</li> <li>Classroom resources</li> </ul>
2) Monitor template postings	4 weeks following Unit 1B f-2-f	LC Coach	<ul style="list-style-type: none"> <li>Templates and discussion/reflection pages on ANGEL</li> </ul>
3) Communicate results of the training	April 2012	Meryl B.	<ul style="list-style-type: none"> <li>ANGEL postings</li> </ul>

**Measurable Objective 6:**

To post electronically Materials for Instructional Use (Unpacking / Sample Activities charts and Resource Alignment charts) consisting of selected work from the LCs.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Review submitted work from the 10 English/ Language Arts LCs	January–May 2012	Joyce B. Meryl B. Gayle B. Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Electronic and hard copies of the English/ Language Arts LC postings</li> </ul>
2) Post the KYAE Materials for Instructional Use with the KYAE Common Core Standards for English/ Language Arts on the standards page of the KYAE website	June 2012	State staff	<ul style="list-style-type: none"> <li>Electronic finished charts</li> </ul>
3) Review submitted work from the 10 English/ Language Arts LCs	May–August 2012	Joyce B. Meryl B. Gayle B. Connie S. Math Coaches	<ul style="list-style-type: none"> <li>Electronic and hard copies of the Mathematics LC postings</li> </ul>
4) Post the KYAE Materials for Instructional Use with the KYAE Common Core Standards for Mathematics on the standards page of the KYAE website	September 2012	State staff	<ul style="list-style-type: none"> <li>Electronic finished charts</li> </ul>

**Goal: In Year 2, all experienced instructors in KYAE’s 120 programs will implement SIA Unit #2 with the KYAE Common Core Standards for English/Language Arts or Mathematics, translating the standards into curricula and conducting program lesson studies.**

<b>Measurable Objective 1:</b> To plan implementation of 2012–13 PD with our 3 PD contractors and train them on SIA Innovation #2.			
<b>Action Steps</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
1) Meet with CCLD, AEA, and NCFL as needed to plan details of the PD delivery	April–June 2012	Meryl B.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> <li>LC designations</li> </ul>
2) Examine with contractors training procedures used with the pilot programs and determine in detail the content for 2012–13 PD	May 2012	Gayle B.	<ul style="list-style-type: none"> <li>Standards</li> <li>PowerPoint</li> <li>Handouts used with the pilots</li> </ul>
3) Develop a facilitator’s guide for the trainings	May–Aug 2012	Dawn H.	<ul style="list-style-type: none"> <li>SIA manual</li> <li>SIA power points</li> <li>Access to Sharepoint postings</li> <li>Discussions with pilot participants</li> </ul>
4) Contractors contract up to 10 coaches for the LCs	May 2012	Dawn/Connie	<ul style="list-style-type: none"> <li>Maps</li> </ul>
5) Begin work on online course for SIA Unit #2	April 2012	Donna E.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> </ul>
6) Finalize 2012–13 contracts with PD providers	June 2012	Joyce B.	<ul style="list-style-type: none"> <li>Contracts</li> </ul>

<b>Measurable Objective 2:</b> To prepare all program directors and up to 10 total English/Language Arts and Mathematics coaches for their role in leading and supporting the 2012–13 KYAE Standards PD.			
<b>Action Steps</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
1) Present a 2-day coaches training	July 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> <li>Folders with handouts</li> <li>PowerPoint</li> <li>Maps</li> <li>LC and work team names</li> </ul>
2) Communicate pre-session work for the directors	August 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Assignments posted on ANGEL</li> </ul>
3) Prepare ANGEL for work postings and discussion board	July/August 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Templates</li> <li>Questions</li> </ul>
4) Present a 1-day program director orientation with the assignment of ranking either English/Language Arts standards or Mathematics standards in their programs prior to the first f-2-f session for instructors	August 2012 2 locations	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>SIA manual</li> <li>Standards</li> <li>Folders with handouts</li> <li>PowerPoint</li> <li>Maps</li> <li>LC names</li> </ul>
5) Program directors submit implementation plans for their work with their staff and completed ranking assignments	September 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>Electronic forms</li> </ul>

**Measurable Objective 3:**

To lead 60 programs in the work of designing units of coherent understanding and lesson studies.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Deliver trainings to 60 programs in 10 LCs grouped by geographical area	September 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Program-ranked standards</li> <li>• Video of a lesson</li> </ul>
2) Monitor template postings for assigned number of units of coherent instruction and approve chosen unit for lesson study	4 weeks following Unit 2 f-2-f	LC Coach	<ul style="list-style-type: none"> <li>• Templates and discussion/reflection pages on ANGEL</li> </ul>
3) Monitor lesson study progress and reflections	October–November 2012	LC Coach	<ul style="list-style-type: none"> <li>• Video</li> <li>• Postings on ANGEL</li> <li>• Discussion board on ANGEL</li> </ul>
4) Deliver follow up f-2-f sessions to 60 programs in the 10 LCs	November 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Videos</li> <li>• Reflections</li> </ul>
5) Implement online courses	October–April 2012–13	Donna E.	<ul style="list-style-type: none"> <li>• ANGEL</li> </ul>



<b>Measurable Objective 4:</b> To lead 60 programs in the work of designing units of coherent understanding and lesson studies.			
<b>Action Steps</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
1) Deliver trainings to 60 programs in 10 LCs grouped by geographical area	September 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Program-ranked standards</li> <li>• Video of a lesson</li> </ul>
3) Monitor template postings for assigned number of units of coherent instruction and approve chosen unit for lesson study	4 weeks following Unit 2 f-2-f	LC Coach	<ul style="list-style-type: none"> <li>• Templates and discussion/reflection pages on ANGEL</li> </ul>
4) Monitor lesson study progress	March–April 2013	LC Coach	<ul style="list-style-type: none"> <li>• Video</li> <li>• Postings on ANGEL</li> <li>• Discussion board on ANGEL</li> </ul>
5) Deliver follow up f-2-f sessions to 60 programs in the 10 LCs	April 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Videos</li> <li>• Reflections</li> </ul>

**Goal: In Year 3, all experienced instructors in KYAE’s 120 programs will implement SIA Unit #3 with the KYAE Common Core Standards for English/Language Arts or Mathematics, focusing on assignments as a means to improve teaching and learning, and all program directors will implement Unit #4, implementing the learned observation system.**

**Measurable Objective 1:**

To plan implementation of 2013–14 PD with our 3 PD contractors and train them on SIA Innovations #3 and #4.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Meet with CCLD, AEA, and NCFL as needed to plan details of the PD delivery	April–June 2013	Meryl B.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> <li>LC designations</li> </ul>
2) Examine with contractors training procedures used with the pilot programs and determine in detail the content for 2013–14 PD	May 2013	Gayle B.	<ul style="list-style-type: none"> <li>Standards</li> <li>PowerPoint</li> <li>Handouts used with the pilots</li> <li>Examples of student completed assignments</li> </ul>
3) Develop a facilitator’s guide for the trainings	May–August 2013	Dawn H.	<ul style="list-style-type: none"> <li>SIA manual</li> <li>SIA power points</li> <li>Access to Sharepoint postings</li> <li>Discussions with pilot participants</li> </ul>
4) Contractors contract with up to 10 coaches for the LCs	May 2013	Dawn/Connie	<ul style="list-style-type: none"> <li>Maps</li> </ul>
5) Begin work on online course for SIA Units #3 and #4	April 2013	Donna E.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> </ul>
6) Finalize 2013–14 contracts with PD providers	June 2013	Joyce B.	<ul style="list-style-type: none"> <li>Contracts</li> </ul>

**Measurable Objective 2:**

To prepare all program directors and up to 10 English/Language Arts and Mathematics coaches for their role in leading and supporting the 2013–14 KYAE Standards PD.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Present a 2-day coaches training	July 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Standards</li> <li>• SIA manual</li> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Maps</li> <li>• LC and work team names</li> <li>• Examples of student completed assignments</li> </ul>
2) Communicate pre-session work for the directors on Unit #3	August 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Assignments posted on ANGEL</li> </ul>
3) Prepare ANGEL for work postings and discussion board	July/August 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Templates</li> <li>• Questions</li> </ul>
4) Present a 1-day program director orientation on Unit #3	August 2013 2 locations	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• SIA manual</li> <li>• Standards</li> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Maps</li> <li>• LC names</li> <li>• Examples of student completed assignments</li> </ul>
5) Program directors submit implementation plans for work with their staff	September 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Electronic forms</li> </ul>

**Measurable Objective 3:**

To lead 120 programs in the work of examining assignments, diagnosing student work, and redesigning assignments accordingly.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Deliver trainings to 120 programs in 10 LCs grouped by geographical area	September– October 2013	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> <li>• Submitted assignments</li> <li>• Examples of student completed assignments</li> </ul>
2) Monitor template postings for assigned number of assignments	6 weeks following Unit 3 f-2-f	LC Coach	<ul style="list-style-type: none"> <li>• Templates and discussion/reflection pages on ANGEL</li> </ul>
3) Monitor reflection postings	November 2013	LC Coach	<ul style="list-style-type: none"> <li>• Discussion board on ANGEL</li> </ul>
4) Deliver follow-up webinars to 10 LCs	November 2012	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• ANGEL postings</li> </ul>
5) Implement online courses	October–April 2012–13	Donna E.	<ul style="list-style-type: none"> <li>• ANGEL</li> </ul>

<b>Measurable Objective 4:</b> To train all program directors to implement Unit #4.			
<b>Action Steps</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
1) Group all program directors into 10 LCs	October 2013	Gayle B.	<ul style="list-style-type: none"> <li>• Maps</li> </ul>
2) Present a 1-day program director orientation on Unit #4	January– February 2014	Dawn H. Connie S.	<ul style="list-style-type: none"> <li>• Folders with handouts</li> <li>• PowerPoint</li> </ul>
3) Program directors submit implementation plans for their observations	February 2014	Dawn/Connie	<ul style="list-style-type: none"> <li>• Templates posted on ANGEL</li> </ul>
4) Monitor program directors' progress	March–April 2014	Dawn/Connie	<ul style="list-style-type: none"> <li>• Templates on ANGEL</li> <li>• Discussion board</li> </ul>
5) Follow-up workshop for 10 LCs (program directors and instructors)	May 2013	State staff Dawn/Connie	<ul style="list-style-type: none"> <li>• Video demonstrating excellent teaching</li> <li>• Certificates of completion</li> </ul>

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**Sustainability Goal: In subsequent years, all adult education program directors in KYAE’s 120 programs will sustain the work initiated in Years 1, 2, and 3 with the KYAE Common Core Standards for English/Language Arts and Mathematics.**

**Measurable Objective 1:**

To require program directors to submit a plan for incorporating SIA innovations into their program’s instructional design.

Action Steps	Time Frame	Person Responsible	Resources Needed
1) Include sustaining the SIA innovations as a requirement of the RFP	Spring 2012	Janet H.	<ul style="list-style-type: none"> <li>Standards</li> <li>SIA manual</li> <li>RFP guidelines</li> </ul>
2) Require all programs to keep documentation of lesson planning and classroom observations	Annually	State office	<ul style="list-style-type: none"> <li>Course syllabi</li> <li>Lesson plans</li> <li>Observation summaries</li> </ul>
3) Add observation summary as a required field in Aerin (data reporting system)	May–Aug 2013	Dawn H.	<ul style="list-style-type: none"> <li>SIA manual</li> <li>SIA power points</li> </ul>

**Measurable Objective 2:**

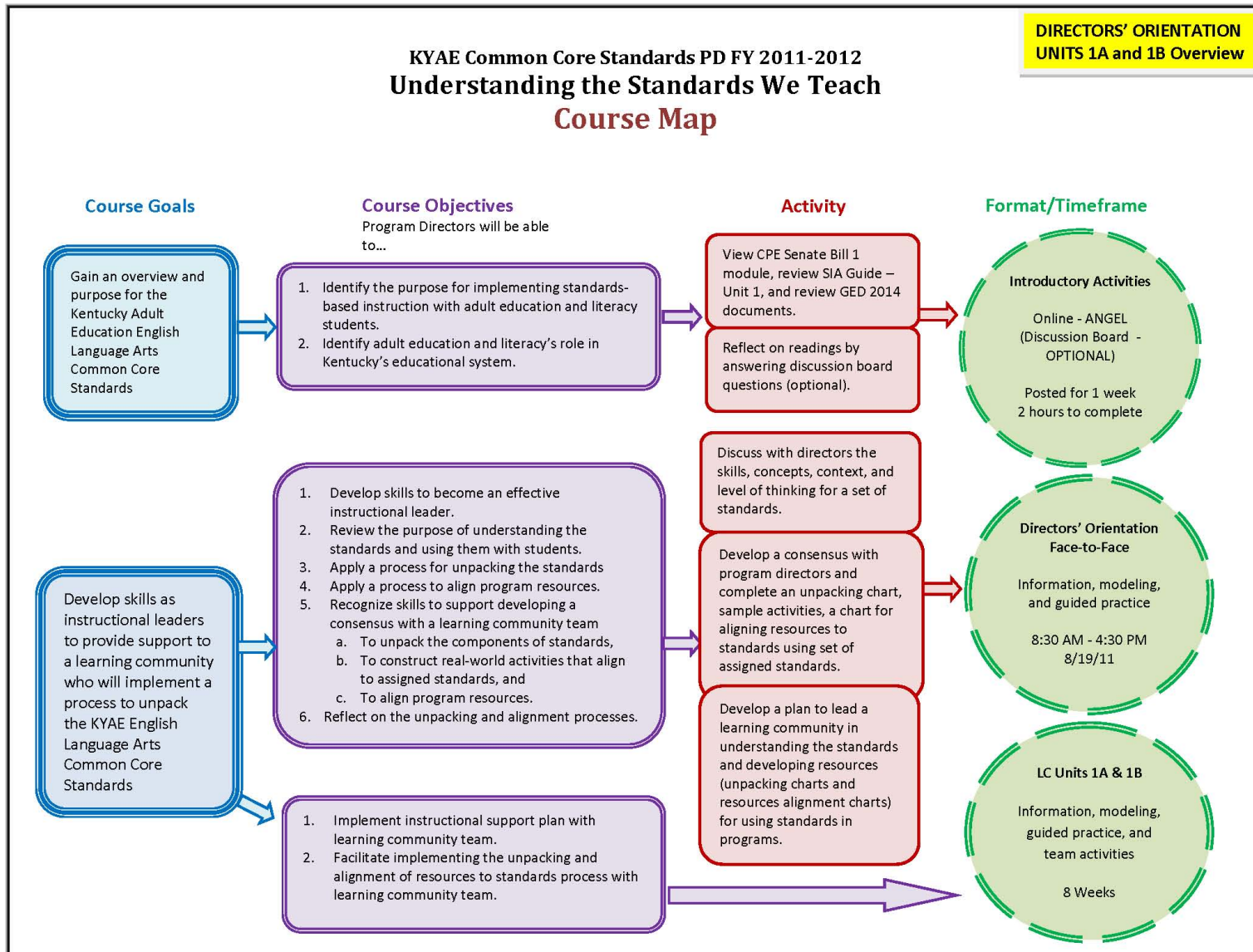
To offer professional development for experienced instructors that addresses needs identified through the observation process and professional development for new instructors that includes the SIA process.

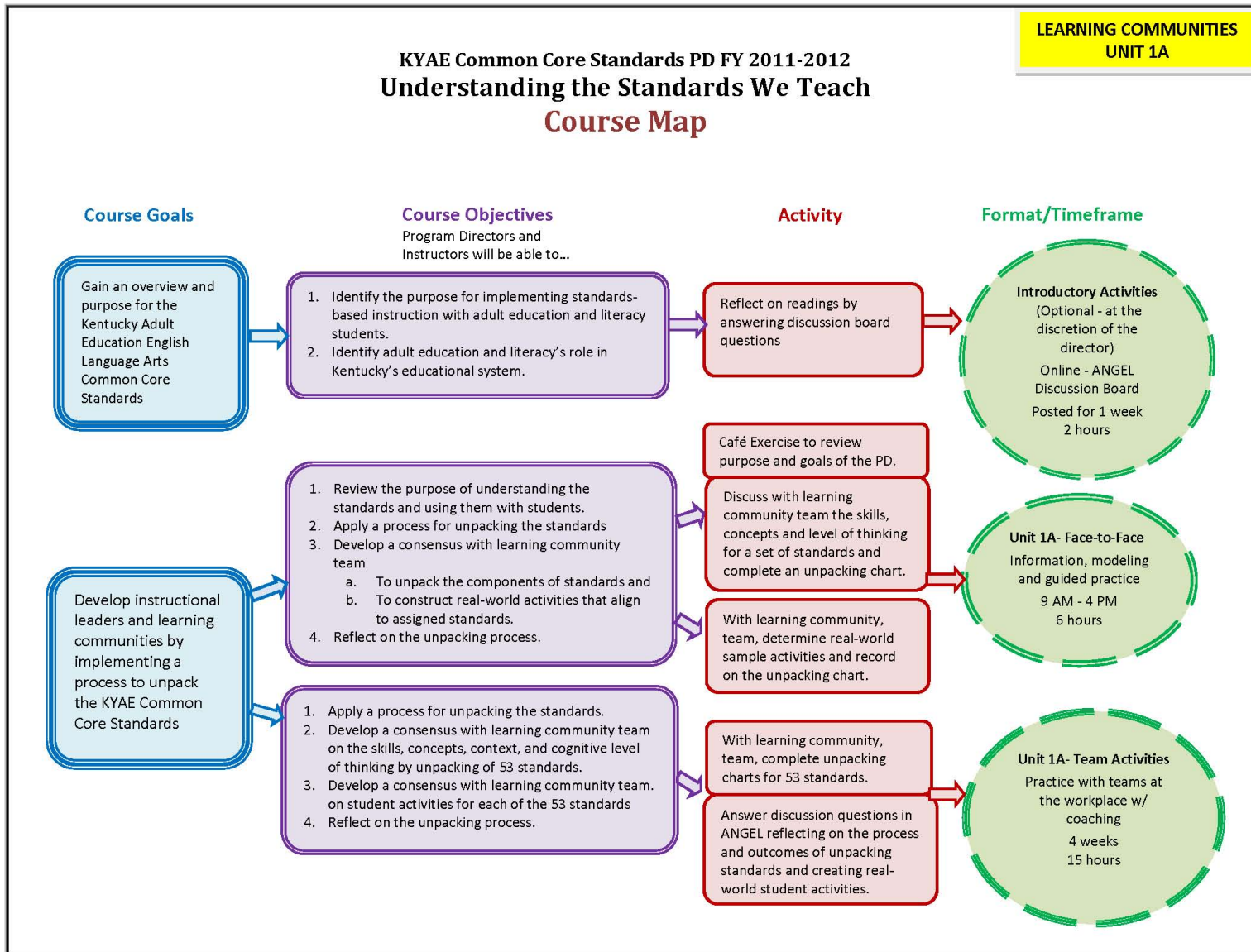
Action Steps	Time Frame	Person Responsible	Resources Needed
1) Work with PD contractors to develop courses each year that target statewide trends in areas of needed improvement	Spring 2012	KYAE PD staff	<ul style="list-style-type: none"> <li>Aggregated observation summary information</li> </ul>
2) Offer the online SIA units as refresher course options for any adult education staff	Ongoing	KYAE PD staff	<ul style="list-style-type: none"> <li>Online courses on ANGEL</li> </ul>
3) Continue to offer program PD	Ongoing	KYAE PD staff	<ul style="list-style-type: none"> <li>Identified areas of need outside instruction</li> </ul>

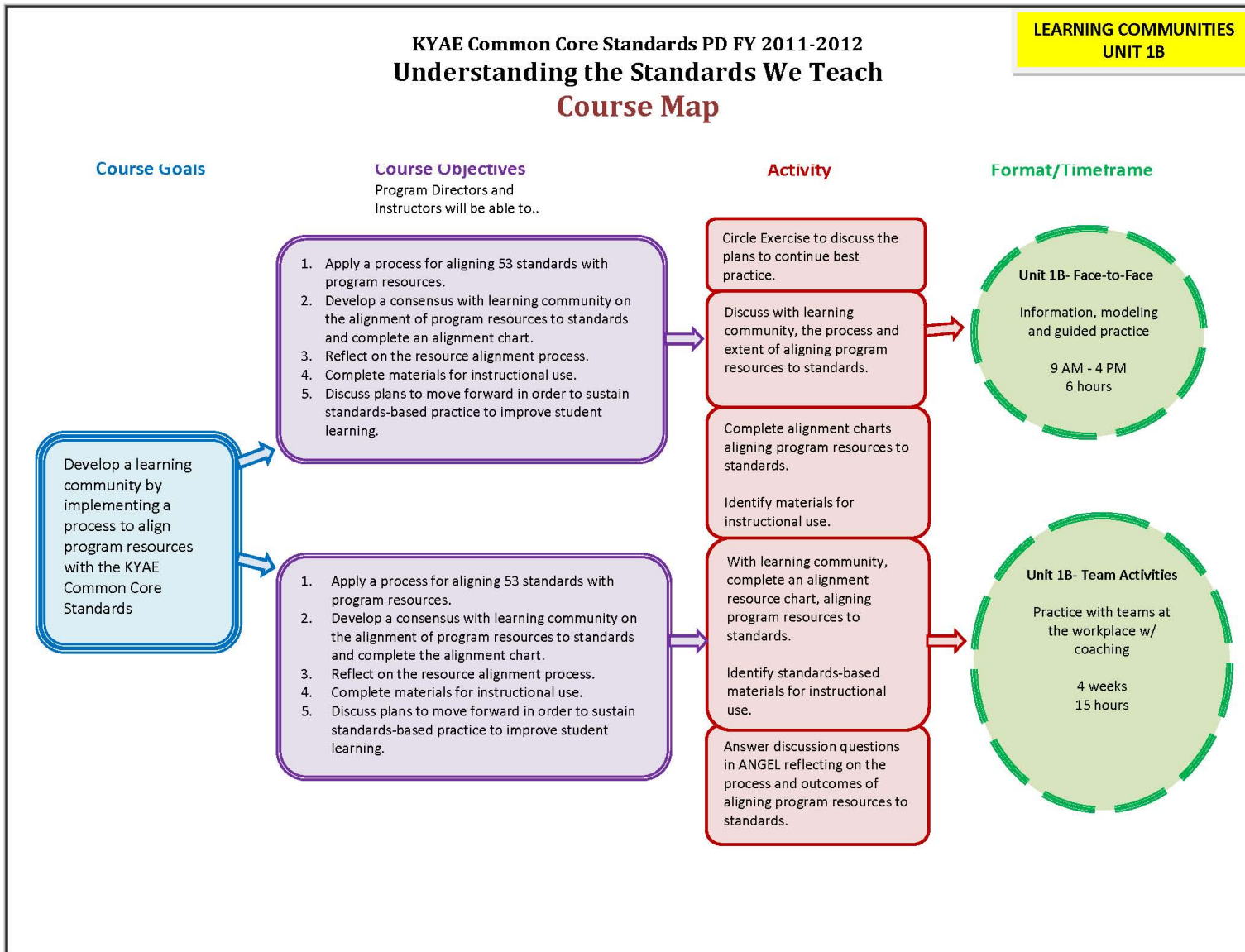
**KYAE Common Core Standards PD FY2011–2012 - Coaches' Timeline and Tasks**

8/8–8/18	8/19	8/19–9/2	9/6–9/12	9/13	9/14–10/14	10/17	10/18–11/17
<b>Directors' Introductory Activities</b>	<b>Directors' Orientation</b>	<b>Planning with Directors</b>	<b>LC 1 Introductory Activities</b>	<b>LC 1 Unit 1A</b>	<b>Team Activity for Unit 1A</b>	<b>LC 1 Unit 1B</b>	<b>Team Activity for Unit 1B</b>
Online	Face-to-face Session	Distance Conferencing	Online	Face-to-face Session	Distance Conferencing	Face-to-face Session	Distance Conferencing
ANGEL platform	8:30AM – 4:30PM Barren River State Park Lucas, KY	Conference Calls and/or Web Conferencing/ SKYPE	ANGEL platform	9:00AM – 4:00PM Kenlake State Park Aurora, KY	Up to 8hr/wk ANGEL platform, Conference Calls, and/or Web Conferencing/ SKYPE	9:00AM – 4:00PM Kenlake State Park Aurora, KY	Up to 8hr/wk ANGEL platform, Conference Calls, and/or Web Conferencing/ SKYPE
<ul style="list-style-type: none"> <li>Review materials online</li> <li>Respond to postings online</li> <li>Complete Coaching Update</li> </ul>	<ul style="list-style-type: none"> <li>Attend Face-to-face Session</li> <li>Plan with Directors using KYAE Planning Template</li> <li>Complete Feedback form</li> </ul>	<ul style="list-style-type: none"> <li>Consult in the planning process</li> <li>Review plan and provide feedback</li> <li>Complete Coaching Update</li> </ul>	<ul style="list-style-type: none"> <li>Review materials online</li> <li>Respond to postings online</li> <li>Complete Coaching Update</li> </ul>	<ul style="list-style-type: none"> <li>Attend Face-to-face Session</li> <li>Assist in facilitating guided practice during the training session</li> <li>Complete Feedback form</li> </ul>	<ul style="list-style-type: none"> <li>Post assignments</li> <li>Review unpacking charts as completed</li> <li>Conference with LC members</li> <li>Respond to discussion questions/postings online</li> <li>Complete Coaching Update</li> </ul>	<ul style="list-style-type: none"> <li>Attend Face-to-face Session</li> <li>Assist in facilitating guided practice during the training session</li> <li>Complete Feedback form</li> </ul>	<ul style="list-style-type: none"> <li>Post assignments</li> <li>Review assignments as completed</li> <li>Conference with LC members</li> <li>Respond to discussion questions/postings online</li> <li>Complete Coaching Update</li> </ul>
<b>Learning Community 1</b>							









## Staffing

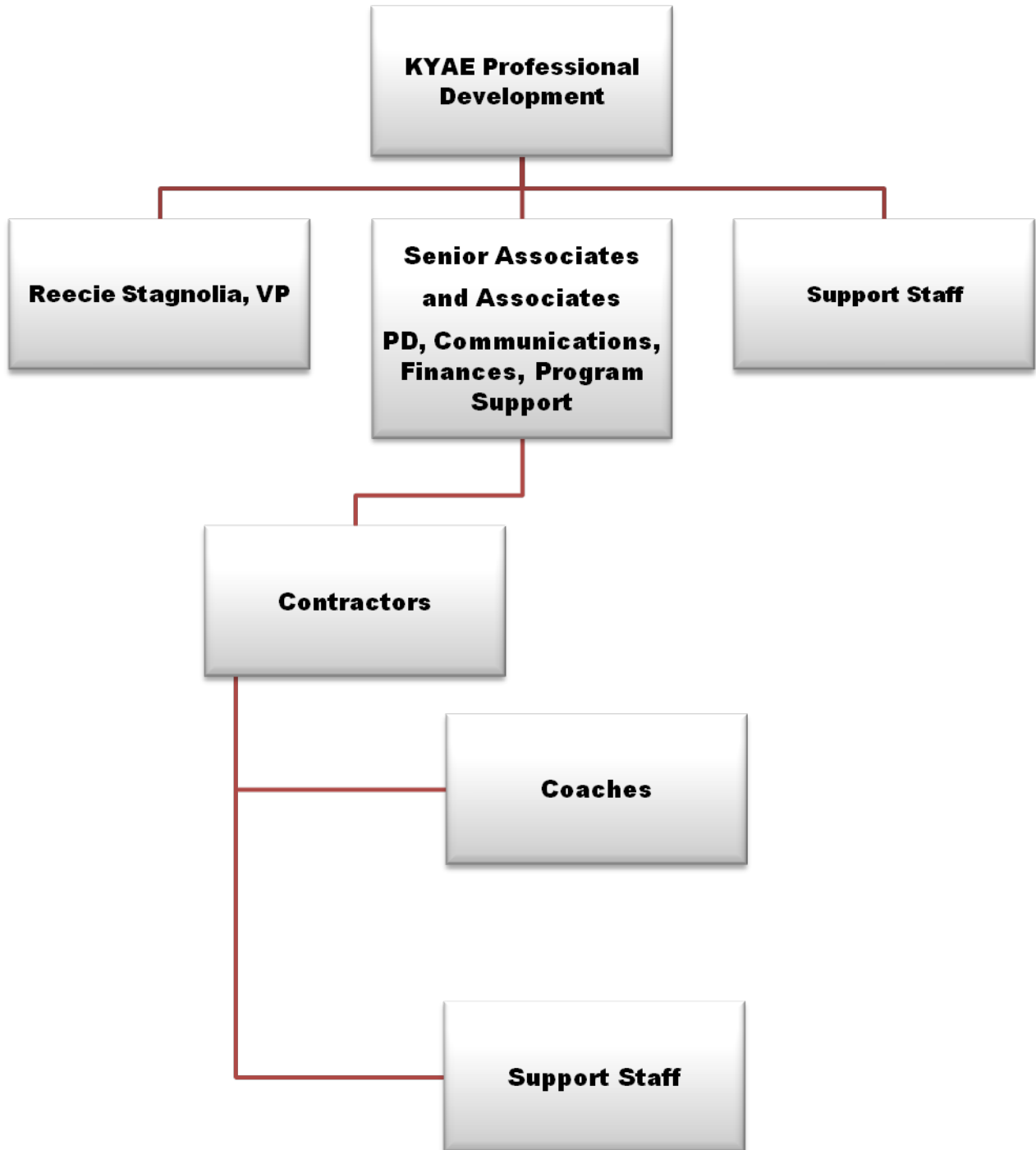
The topic of this section is the staffing necessary to implement our plan. We used only existing Kentucky Adult Education staff. The professional development team ultimately spent many hours involved in meetings and the planning of this endeavor. Other state staff was recruited throughout this process for support and advice. Countless hours and meetings occurred with the PD Contractors. The staffing needs are described in the charts that have been completed. We were very fortunate to have access to many state government resources.



# Three-year Professional Development Plan



# Professional Development Team

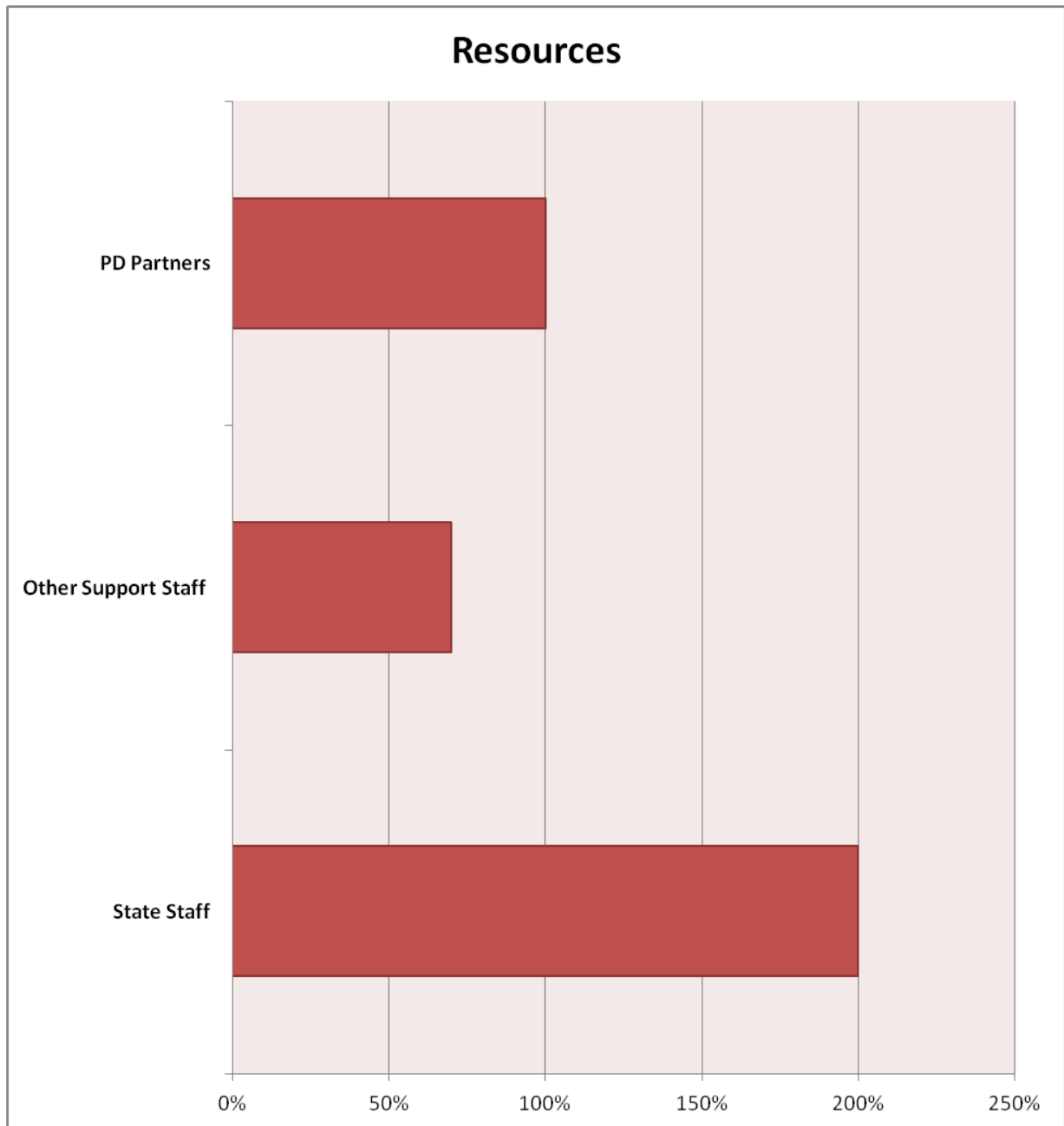


## Budgetary Considerations

Kentucky Adult Education has a recognized history of providing innovative professional development. For many years, we have had partnerships that delivered our PD. The creation of these partnerships came about because of legislation and has been expanded throughout the years. Our Kentucky General Assembly has been the driving force, leading education in the state.

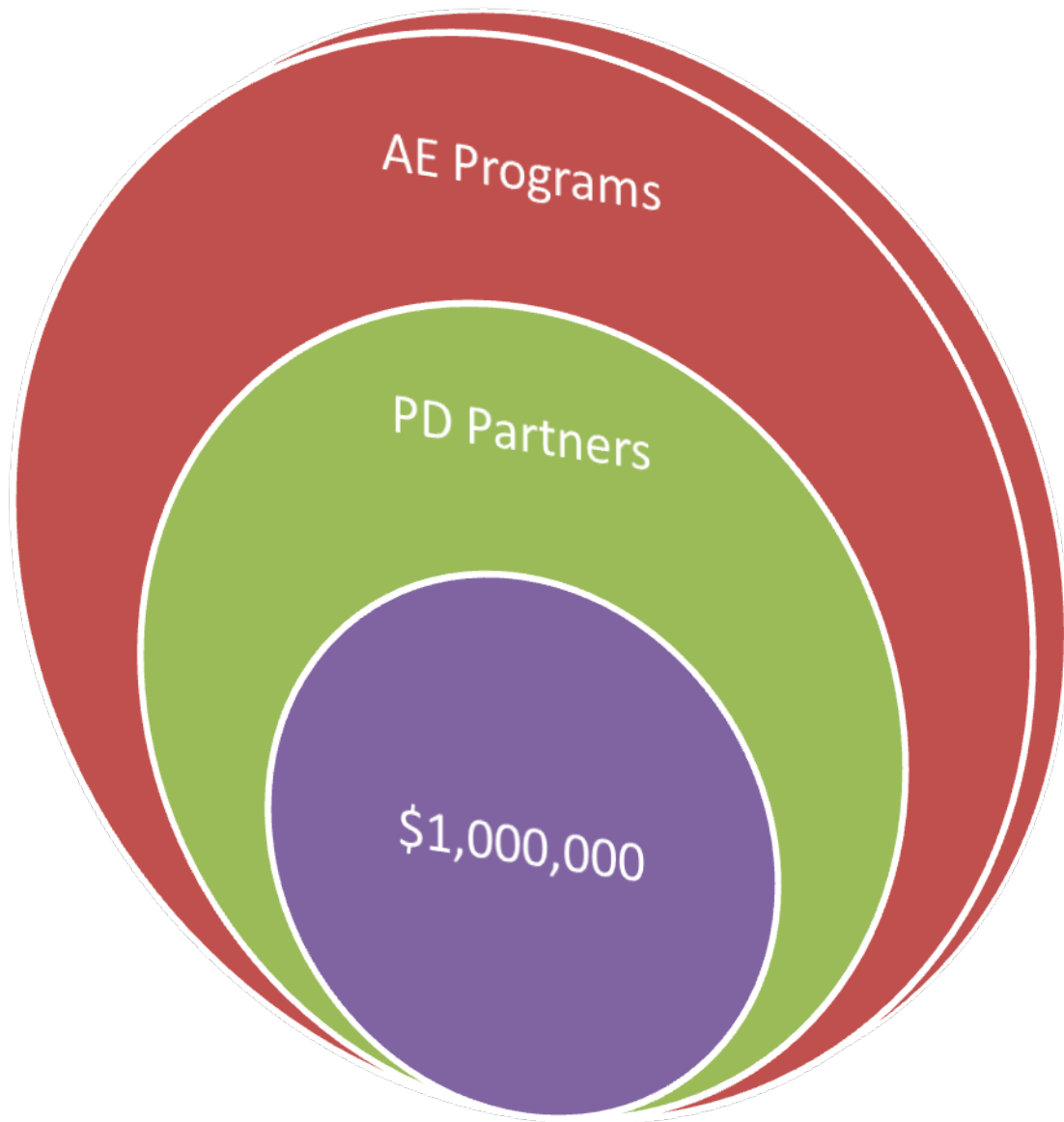
The existing PD partnerships proved to be an advantage to us in our planning. We did not have to start from the ground floor and build upward. We already have a solid existing structure to serve as our foundation: our partners. The first task was to get them on board with standards and gain their support for our PD plan.

# Time Spent on Professional Development





## Financing With State Leadership Funds



## Monitoring and Evaluation

In past years, KYAE has incorporated Marzano's research results into the design of our professional development. According to Marzano's Evaluation Model, an indicator to predict student success is if an instructor continues to grow his or her skills. Marzano's four domains that correlate with student achievement are all included as part of the Standards-in-Action (SIA) process. In our design for 2010/2011, the SIA plan fit nicely into the existing KYAE PD structure. There were still some challenges, however, that called for creativity and change in our state. KYAE eagerly supported the task. We have embraced our plan and will continue to monitor and evaluate the progress along the way. The enclosed chart demonstrates the monitoring system that will take us through year one. Along the way, KYAE will assess the PD delivery, making revisions, if necessary, in the present plan. We will use the evaluation process to guide the future PD plans for years two and three.

<b>Evaluation</b>			
<b>Monitoring Steps</b>	<b>Purpose</b>	<b>How will the information be collected?</b>	<b>Who will collect, manage, report, and analyze the information?</b>
PD Contractors will plan, coordinate, and manage all Learning Communities	To organize all aspects of the deliverables as defined by the PD contract	Facilitator Guide, Meetings with KYAE, Email messages to the KYAE field	Dawn H., Connie S., and Donna E. will update KYAE
PD Contractors will train coaches	To familiarize all individuals working on this project with KYAE and all aspects of this training on standards	Participation in the Coaches' Training, evaluation, observation by the PD Contractor and KYAE staff, Sign-in attendance sheet	Dawn H., Connie S., and Donna E. will present to KYAE
PD Contractors will take attendance at the face-to-face trainings	To have a record of those participants that were in attendance	Sign-in sheet	Dawn H., Connie S., and Donna E. will update KYAE in mid-year and final report.
Program Directors and Lead Instructors will be given a model for the activities assigned	To lead the team in their efforts to complete the assigned activities	Evaluations, emails, and calls by the Coaches	Coaches will share with Dawn H., Connie S., and Donna E.
Coaches will assist the Learning Community teams	All teams will be assisted in order to provide support and direction as needed	ANGEL postings, Weekly conference calls, Program Director feedback	Coaches will share the feedback and support to the PD Contractors
Coaches will provide support and feedback on the tasks being performed by the teams	To reinforce the importance of the work for KYAE's move to standards-based instruction	Check-ins by the PD Contractors and posted work on ANGEL	Dawn H., Connie S., and Donna E. will present to KYAE
PD Contractors will be responsible for one Learning Community	To provide the contractor with a chance to be engaged at all levels of this work	Learning Community Evaluation	Dawn H., Connie S., and Donna E.
Program Directors and Lead Instructors will be given a model for the activities assigned	To lead the team in their efforts to complete the assigned activities	Evaluations, emails, and calls by the Coaches	Coaches will share with Dawn H., Connie S., and Donna E.

<b>Evaluation</b>			
<b>Monitoring Steps</b>	<b>Purpose</b>	<b>How will the information be collected?</b>	<b>Who will collect, manage, report, and analyze the information?</b>
Coaches will complete the Coach's Report	To determine next steps and to gain insight that will impact our future plans	Completed template	Coaches will present finished templates to Dawn H. and Connie S to share with KYAE
State staff will attend all face-to-face standards trainings	To provide KYAE support for this initiative	Written notes, oral discussion	Meryl B. to present, at weekly meetings, a status update to the Leadership of KYAE
PD Contractors will submit a midterm and final evaluation	To supply KYAE with an update and report describing how the trainings are going	Evaluation reports completed by the PD participants	Dawn H., Connie S., and Donna E. will present to KYAE Leadership at the yearly meeting
State PD staff will submit to Leadership a plan for Year 2 PD in February 2012	To prepare for PD for 2012/2013 year	Notes and handouts to guide policy and deliverables for 2012/2013	KYAE Leadership team