

GOAL AREA 1: Professional Development/Growth and Improvement and the professional growth of educators in the area of literacy			
Objectives and Action Steps	Who	Timeline	Measurement and Quality Indicator of Success
<p>1. Plan a timely professional development for each Assembly of Delegates meeting.</p> <ul style="list-style-type: none"> ● Plan PD for teacher assistants and/or paraprofessionals ● Use AOD PD time to help support local councils by allowing time to share/collaborate with their PD efforts ● Arrange for speakers including representatives from the NYSED Office of Teaching Initiatives, ELA, and other areas as possible. ● Arrange for publicity of this aspect of the AOD meeting ● Select and explore various literary genres, authors, topics, and/or issues relevant to children’s, young adult, and adult literature for discussion by Teachers as Readers (TAR) group at each AOD meeting. ● Publish meeting reports and information about upcoming TAR meetings and topics in the <i>The New York State Reading Scene</i> or the ReAD ● Plan separate or specific publicity for the TAR meetings. ● Create opportunities for continued discussion on TAR and AOD professional development topics across the year. 	<p>President, President, Elect and Vice President, in cooperation with the Executive Committee, Professional Development Chair, NYSRA Council Coordinator, TAR chair,</p>	<p>2 times/year</p>	<ul style="list-style-type: none"> • number of attendees • agenda • comments from attendees, gathered on open ended evaluation form and summarized in written report to goal area chair • Prepare an agenda for the entire year • record minutes of each meeting for report to goal area chair, and summarize for report to <i>The New York State Reading Scene</i> • prepare bibliographies for the website and continued TAR conversations across the year electronically • continue conversations about AOD professional development topics electronically

<p>2a. Coordinate NYSRA awards :</p> <ul style="list-style-type: none"> ● NYSRA professional and service awards ● Council Service Awards ● Exemplary Reading Program ● Additional NYSRA Minigrants and Awards as noted in the current year's awards packet ● Create NYSRA grants to support local council speaker fees 	<p>Vice President & awards committee</p>	<p>Varies by award (annually, bi-annually)</p>	<ul style="list-style-type: none"> ● Present chart of all award committee chairs, award recipients, type of award, when award is given, name of individual presenting the award, and NYSRA funding to the Professional Development Chair for distribution to the Board of Directors on or before the Fall Board Meeting ● Updated and relevant information posted on the NYSRA website and sent out by email as necessary ● Complete awards information shared with next Vice President.
<p>b. Charlotte Award</p> <ul style="list-style-type: none"> ● Organize Charlotte Award Committee Meetings ● Select a ballot for voting ● Promote Charlotte Award to NYSRA members ● Offer presentations at council events and schools around NYS to promote the ballot 	<p>Charlotte Award Committee Chair and Committee (no more than 10)</p>	<p>Ballot announced spring of odd year and winner announced in spring of even year (Suggested voting deadline – April 15th)</p>	<p>Charlotte Chair (Co-Chairs) & Vice President</p> <ul style="list-style-type: none"> ● Distribution of awards that meet criteria at Annual Conference or Assembly of Delegates ● Prepare report for goal area chair and present ongoing and final reports. ● Collection of votes electronically or via mail indicates success and outreach of the initiative.

<p>3a. Plan the annual statewide conference in accordance with NYSRA’s Conference Guidelines. Tasks include the following as well as tasks described further in the guidelines.</p> <ul style="list-style-type: none"> ● Develop program of speakers and presenters ● Submit articles in the <i>The New York State Reading Scene</i> and ReAD that detail specific conference information. ● Post up to date conference information on the website and NYSRA’s social media sites, including the conference program ● Prepare advertising for the conference to be distributed statewide at least 6 months prior to the conference and continue to advertise the conference until the conference begins. ● Send a mailing to potential conference exhibitors which announces the conference and solicits booth rental and advertisements 9 months prior to the conference. Continue to solicit exhibitors until all spaces are used. ● Hold a lottery for booth position with exhibitors’ representatives 5 months prior to the conference ● Pass on completed Conference book with all committee reports to BOD and to the next coordinator ● Share digital archive of conference documents with future conference committees ● Survey conference attendees regarding conference. Include effectiveness of advertising. 	<p>Conference Coordinators, Board Members Professional Development Chair, Conference Committees, Local Councils</p>	<p>Annually</p>	<ul style="list-style-type: none"> ● Follow the Guidelines and Timeline in the Conference Guidelines Handbook ● Submit a written report of progress to Goal Area Chair prior to each Board meeting, and be prepared to answer questions at each Board meeting ● Results of surveys of members and conference evaluations will be shared to inform future conference committees ● Use local council relationships with authors, illustrators, colleges/universities in helping plan the annual state conference (i.e. Speaker and Vendor Repository – Google form *see PDF attached.)
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<p>3b. Plan future annual statewide conferences in accordance with NYSRA’s Conference Guidelines.</p> <ul style="list-style-type: none"> ● Identify Planning Committee members in accordance with NYSRA’s Conference Guidelines ● Hold first Planning Committee Meeting 12 months prior to the conference ● Attend the ILA Convention to recruit speakers and exhibitors, if NYSRA budget allows ● Present theme to Board of Directors and Assembly of Delegates according to conference guidelines ● Prepare a Conference Proposal Form and distribute this statewide during the preceding conference. ● Choose a conference coordinator according to Conference guidelines and get approval from the Board of Directors ● Present recommendations of conference sites for three consecutive years to Board ● Revise the Conference Guidelines Handbook at least every 5 years and post on NYSRA website. 	<p>Conference Coordinators for following years Board Members Professional Development Chair Conference Committees</p>	<p>Annually and Long Term</p>	<ul style="list-style-type: none"> ● Follow the Guidelines and Timeline in the Conference Guidelines ● Submit a written report of progress to Goal Area Chair prior to each Board meeting, and be prepared to answer questions at each Board meeting ● Results of surveys of members and conference evaluations will be shared to inform future conference committees.
<p>4. Plan and implement a leadership/professional development program for regions (in late spring) annually</p> <ul style="list-style-type: none"> ● Set theme for Leadership development ● Plan program for local council leaders ● Plan and conduct activities to continue the Strategic Planning for the future goals and activities of NYSRA 	<p>NYSRA Council Coordinator in cooperation with Executive Committee and Membership Chair</p>	<p>Annually (ongoing)</p>	<ul style="list-style-type: none"> ● Leadership development agendas and meeting notices ● Number of council leaders in attendance ● Evaluations completed by attendees and summarized in report to goal area chair

<p>5. Speakers Directory</p> <ul style="list-style-type: none"> • available for local council leaders (in the plan but not currently being done) • Foster partnerships with organizations that offer FREE PD (i.e. Apple, Crayola, Microsoft, Overdrive, etc.) 	<p>NYSRA Council Coordinator, Regional Directors, Professional Development Chair, Local Councils</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Placed on-line for local council officers used in planning purposes/support • Speaker and Vendor Repository – Google form *see PDF attached.
<p>6. Certification of Professional Development Credit</p> <ul style="list-style-type: none"> • Investigate state plans for certifying professional development credits. • Investigate how councils around the state are able to provide professional development credit. (Is this being done? If so, who is doing it?) • Offer CTLE for ELL and literacy topics • Offer digitally-based PD at the state level (i.e. book studies, webinars, etc) 	<p>Professional Development Chair, Executive Board, NYSCEA Delegate</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Survey of councils regarding professional development credit. • Provide details of state plans for certification of professional development credit to membership.

Adopted by the NYSRA AOD Online meeting March 2020