

Position PD Director + Scholarship Agenda Item No. _____

Presented By Mary Ann Lammers, Oregon Date July 1, 2009

**2009-10 Professional Development Program of Work
Includes Professional Improvement Scholarship**

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Deadline	Procedure & Manual Reference	Tasks to Perform (Professional Development Institute)	Finished
Ongoing	1020.1 and 3010.1	Be an active member of NBEA/WBEA	Done
Ongoing	3110.17	Obtain letterhead and envelopes from President	Done
August 1, 2009	6015.2 (Operational)	Discuss any needed committee members with WBEA President	
Summer 2009	6015.6 (Proc)	Coordinate with the STP planning the WBEA conference about credit for PDI attendance, particularly for undergraduate teacher education students; determine which university will provide credits.	
Sept. 1, 2009	6015.1 (Proc.)	Inform members and STPs about WBEA Professional Development Institute in September WNE newsletter; include PDI explanation, registration form, and deadlines. Update application form.	
Fall 2009	6015.2 (Proc.) A6015.1	Work with President on memo to STPs enclosing application forms. Encourage STPs to submit nominees. Set deadline for application (December 1, 2009).	
Dec. 1, 2009		Deadline for applications.	
Dec. 1, 2009		Submit article and registration information to Winter WNE newsletter; include date, time, and location of Reno session.	
Feb. 1, 2010	6015.7 (Proc.)	Give list of registered participants to Awards Chair for certificate preparation.	
Feb. 12, 2010		Coordinate and present PDI at WBEA conference	
Feb. 12, 2010		Write and present an update of the PDI POW to the WBEA Board	
Feb. 13, 2010	6015.7 (Proc.)	Present certificates to PDI participants at WBEA general session	
April 15, 2010		Submit summary report of PDI graduates and a short history of each participant to Spring WNE newsletter	
June 2010		Submit written report on Program of Work and recommendations to the President and the Board	

Overview of Additional Objectives to be Completed:

Finalize 2009-10 PDI application form and publicity. Will present the updated historical summary and report of graduates at WBEA Summer Planning meeting in July 2009 in Reno to help assess effectiveness of the program.

Additional Challenges and Issues: Continue to encourage each STP to have two representatives at the PDI in Reno in 2010.

Deadline	Procedure & Manual Reference	Tasks to Perform (Professional Improvement Scholarship)	Finished
Ongoing	1020.1 and 3010.1	Be an active member of NBEA/WBEA	Done
Ongoing	3110.17	Obtain letterhead and envelopes from President	Done
July 9, 2009		Decide amount of scholarship at Summer Planning meeting in Reno. (Approved at \$500 in February 2009 in Idaho.)	Done
August 1, 2009	6015.2 (Oper.)	Discuss any needed committee members with WBEA President	
Sept. 1, 2009	6015.1 (Proc.)	Inform members and STPs about WBEA Professional Improvement Scholarship in September WNE newsletter; include application form and deadlines. Update application form.	
Sept. 1, 2009	6015.2 (Proc.) A6015.1	Work with President on memo to STPs enclosing application form. Set deadline for application (January 1, 2010).	
Jan. 1, 2010	6015.3 (Proc.)	Accept application forms; choose winner	
Jan. 15, 2010	6015.4 (Proc.)	Notify winner; see if he/she is coming to conference.	
Feb. 12, 2010		Write and present an update of the Scholarship POW to the WBEA Board	
Feb. 14, 2010	6015.7 (Proc.)	Announce winner at annual conference in Reno.	
April 15, 2010	6015.7 (Proc.)	Submit summary report of winner to Spring WNE	
June 30, 2010	6015.6 (Proc.)	Ensure payment is made by Treasurer to recipient	
June 30, 2010		Submit written report on Program of Work and recommendations to the President and the Board	

Overview of Additional Objectives to be Completed:

Amount of 2010 scholarship was approved at Executive Committee meeting in Idaho on February 12, 2009, in the amount of \$500. Update application; send to WBEA Webmaster (Mike Morrell), STP presidents and newsletter editors; send information to Eileen Wascisin, President, and Linda Simmons, Membership Director, to use as a copy for each state to contact any business teacher education institutions in each STP.

Additional Challenges and Issues:

Get more states to submit students' applications. Decide how we want to assist the fund to grow.