

Individual Learning Plans (ILPs)

As you may know, some tenured teachers and tenured related service staff are still able to complete Option 1, Individual Learning Plan (ILP). Reading teachers, speech teachers, psychologists, guidance counselors and social workers are not subject to the regulations of NYSED Section 3012-d (i.e. not teachers of record for any students) and are therefore able to choose to complete an ILP in place of Option 2, Observation. We encourage teachers to take advantage of the ILP option. There are so many worthwhile projects that can be completed individually or in collaboration with other professionals on their grade level or in their department. The objective of these projects should be to improve student learning. This is very broad objective and may apply to instructional practices, improving procedures or even educating the staff or community in regards to an issue that impacts student outcomes.

The observation timelines below applies to all tenured teachers who are not subject to the regulations of NYSED Section 3012-d. These tenured teachers will continue to have the option of completing an Individual Learning Plan (ILP) in lieu of the required observation.

- ❖ PPS staff and support staff not subject to the regulations of NYSED Section 3012-d, must choose Option 1 (ILP) or 2 (observation) by September 30. An email will be sent to these teachers by September 16 from my office.
- ❖ Proposal form completed and submitted by teacher to administrator by October 1.
- ❖ By October 10, you must either approve or disapprove each teacher requesting to conduct an ILP in MLP. Administrator overseeing ILPs will schedule a meeting to discuss the proposal before November 1st.
- ❖ Teacher completes log/evidence of activities/examples of implementation in mid-year form in MLP by January 31
- ❖ Administrator schedules mid-year monitoring meeting to be completed by February 28 in MLP- Mid-Year Monitoring will be evaluated by administrator.
- ❖ End-of-year meeting: teacher completes and submits reflection form with log/evidence of activities/examples of implementation by May 15
- ❖ Administrator schedules in MLP and holds end-of-year meeting by June 10
- ❖ Summative must be completed by 5 days before the last day of school by administrator and submitted to teacher
- ❖ No informal observation necessary