



CHICAGO PUBLIC SCHOOLS

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**Barbara T. Bowman**  
Chief Officer

**Paula Cottone**  
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Director  
Community Partnership Program  
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April 30, 2010

Dear Program Administrator:

The Office of Early Childhood Education (OECE) of the Chicago Public Schools (CPS) is preparing for the upcoming 2010-2011 program year. As part of this preparation, the Community Partnership Program (CPP) offered a series of Administrator Support Workshops that reviewed several important program documents that must be completed and returned to the CPP office by June 4, 2010. Enclosed are handouts from these meetings:

- Expectations for Creating a Professional Development Plan
- Individual Professional Development Plan – 2010-2011 (Form A)
- Professional Development Plan – 2010-2011 (Form B)
- Program Evaluation and the Quality Improvement Plan Requirements for 2010-2011
- Quality Improvement Plan – 2010-2011 (Sample)

In addition, go to the OECE Web site ([www.ecechicago.org](http://www.ecechicago.org)) to download a copy of the *Application for Continuing Programs* packet (continuing agreement, application, and narrative). These documents must also be submitted by the Friday, June 4, 2010 deadline.

If you have any questions, please contact the Community Partnership Program office at (773) 535-3245.

Sincerely,

Christine Ryan

CR:yr  
Encl: (2)

c: Barbara T. Bowman

Paula A. Cottone

