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# REGIONAL CSPD HISTORY

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THIS SECTION GIVES A HISTORY OF REGIONAL CSPD IN MONTANA, ILLUSTRATES THE CSPD REGIONS, AND OUTLINES THE RELATIONSHIP BETWEEN THE STATE AND REGIONAL CSPD PROCESS. IT ALSO INCLUDES SAMPLE LETTERS FOR REGIONAL NOMINATIONS AND CURRENT CSPD STATEWIDE ACTIVITIES.

“DON’T JUDGE EACH DAY  
BY THE HARVEST YOU REAP,  
BUT BY THE SEEDS THAT  
YOU PLANT.”

-ROBERT LOUIS STEVENSON

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## REGIONAL CSPD

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The Office of Public Instruction has established procedures for the development and conduct of a CSPD that includes inservice, preservice, and technical assistance training for general education teachers, special education teachers, school administrators, related service providers, and paraprofessionals. Montana administrative rules guide the CSPD process. The CSPD Council, comprised of specific stakeholders, has developed a strategic plan that provides the structure for addressing networking, dissemination leadership, and planned change. The CSPD Council has endorsed the plan for developing regional CSPD strategic planning, with the ultimate goal being that regional planning would move to local district planning to ensure the effectiveness of each of the CSPD components.

The rationale for regionally structured planning is:

1. CASE regions are established with leaders already meeting on a regular basis and conducting inservice training/planning.
2. Montana has a vast geographic nature.
3. Training and technical assistance are tied to APR/SSIP data, conducted by the OPI Division of Special Education, and is analyzed on a regional basis.
4. Inservice dollars from OPI were awarded regionally based on needs.
5. Various opportunities for consultation/professional development have regional focus to their efforts.
6. It is the driving force behind local district CSPD planning.

In 1993, regional CSPD planning was initiated.

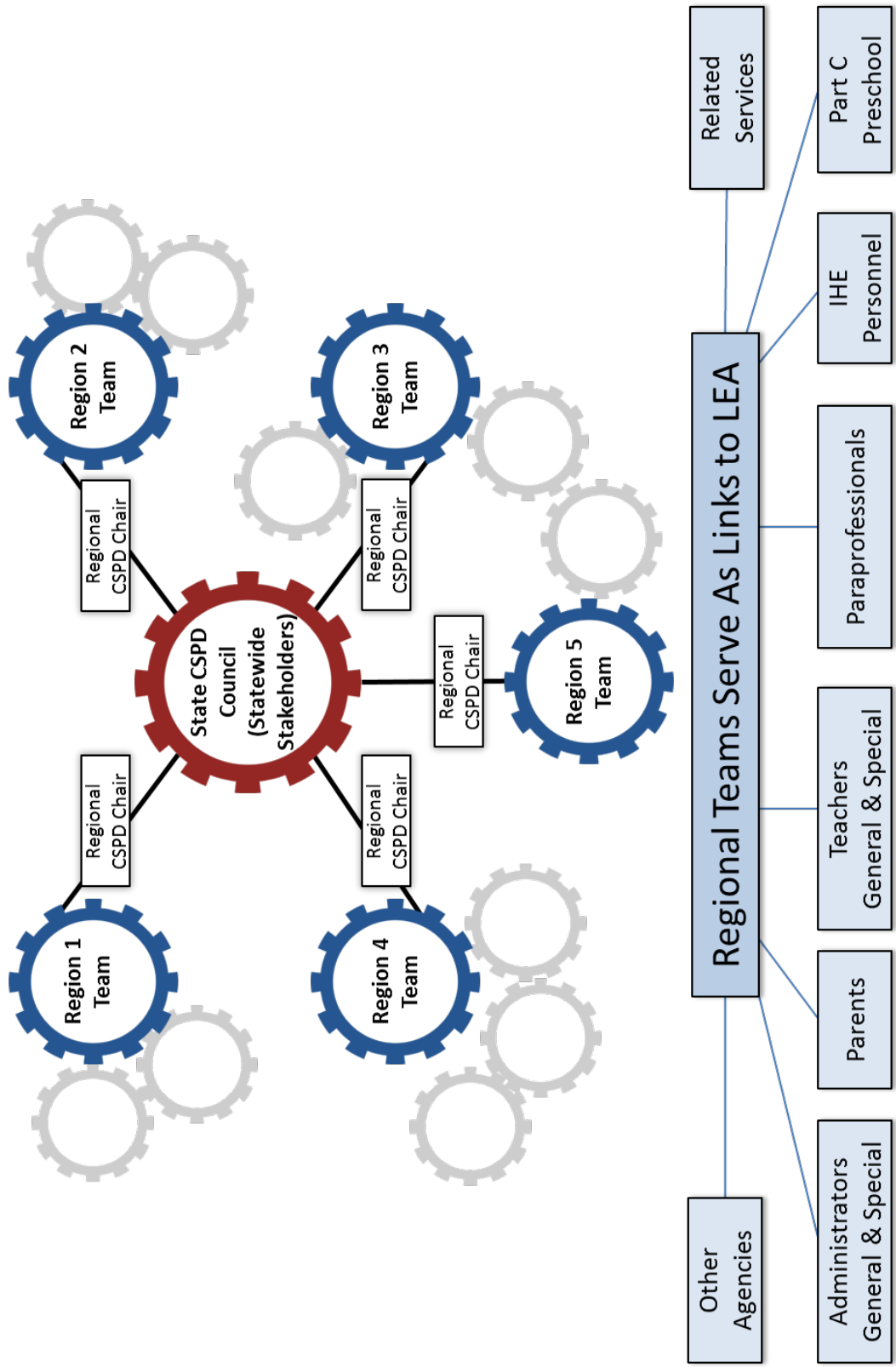
1. OPI selected a regional team leader who, in turn, helped with the regional team selection.
2. The team, composed of a cross-section of specific stakeholders committed to CSPD and planned change, represented:
  - a) special education cooperative directors
  - b) special education directors
  - c) related service personnel
  - d) parents
  - e) general education administrators
  - f) general education teachers
  - g) special education teachers

- h) paraprofessionals
- i) institutions of higher education
- j) preschool/early childhood special education personnel

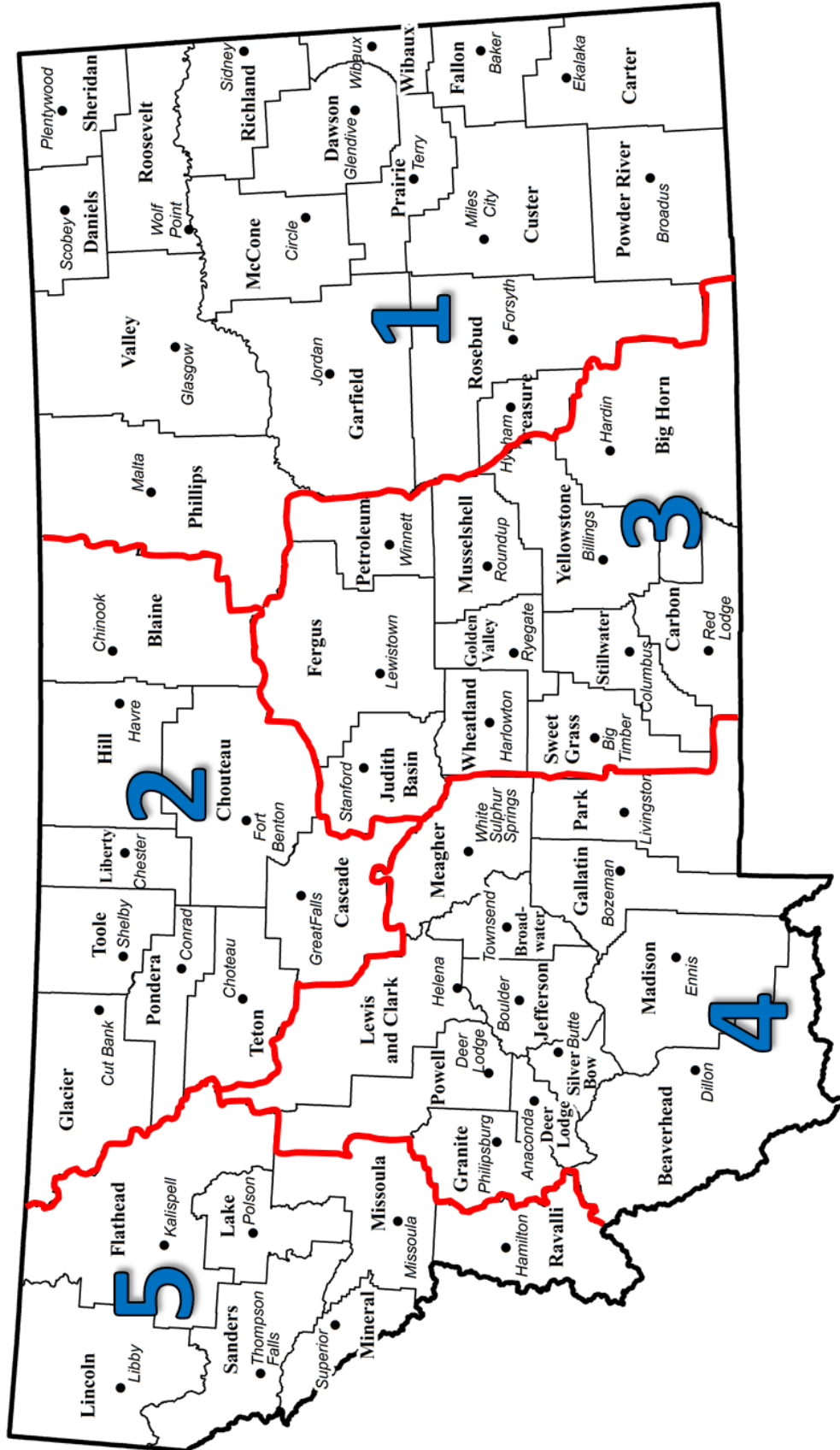
It should be noted that some regional councils have added stakeholders based on regional needs and priorities.

1. On December 9–11, 1993, the team attended a 2 1/2-day strategic planning process, beginning the development of a regional CSPD that would address the procedures required in the CSPD administrative rules and regional priorities.
2. The regional CSPD strategic planning/training was conducted by facilitators trained in CSPD strategic planning by the National CSPD Institute at the Council for Exceptional Children. The National CSPD Institute is directed by Karl Murray.
3. A commitment from regional members to attend at least two follow-up meetings is expected. Travel expenses are reimbursed by the OPI Division of Special Education.
4. The regional team chair attends the State CSPD Council meetings to ensure a link between State and regional groups.
5. Each CSPD region receives funding from the OPI Division of Special Education, Part B discretionary monies. These funds are to be used to implement the components of CSPD based on regional and statewide strategic planning.
6. Regional strategic planning is ongoing; developing a vision, mission, and action plan to improve outcomes for children and to guide change.

# Relationship of Statewide CSPD Councils, Regional CSPD and LEA's



# MONTANA CSPD REGIONS



# COMPREHENSIVE SYSTEM FOR PERSONNEL DEVELOPMENT

Name, Region, CSPD Chairperson  
Address City, State, Zip  
Phone Fax  
[e-mail](#) address

{DATE}

Name  
Organization  
Address  
City, State, Zip

Dear [person's name],

CONGRATULATIONS!! It is with great pleasure that I welcome you to the Region {...} CSPD Council. Your participation as a member of this team should be looked upon as an honor, as well as an opportunity for collaborating, planning, and working with some of this State's top-notch education personnel, representing higher education and community agencies as well as secondary, elementary, and preschool education. Montana is viewed as a national leader in the area of CSPD, and through {NAME}'s expertise and planning we hope to make Montana's CSPD even stronger. CSPD, or Comprehensive System for Personnel Development, is viewed as the means to change and resolve many education issues.

Enclosed you will find an explanation of the Region {...} CSPD Council's vision, mission, goals, and strategic plan. Also, you will find information concerning the State's CSPD efforts.

CSPD involves many aspects of education, from preservice, dissemination, and collaboration to assessment, technical assistance, and inservice training. Planned change will have the ultimate result of better services and programs for Montana's children and families. The Region {...} CSPD Council asks for your commitment to vision, managing planned strategic change for our region.

Being a stakeholder on the Region {...} Council does bring its responsibilities. First, you were selected to be a member of the council because you are viewed as a leader in your area, and, thus, will be expected to share information with your constituents. You are being asked to commit to four meetings during the next three years. As Region {...} CSPD Council Chair, I also serve as the liaison to the State CSPD Council. Our goal is to achieve a statewide coordinated Comprehensive System of Personnel Development.

The Region {...} CSPD Council plans to meet four times during the next school year. The team meets in various places across the region. The Office of Public Instruction, Division of Special Education will reimburse your travel, lodging, and mileage (per diem) at current State rates for each meeting. To assist with travel costs, please try to combine travel with other Council members from your area. Substitute reimbursement is

available for teachers, paraprofessionals, and others. The district clerk/business office will need to bill the OPI Division of Special Education for the substitute time, sending the bill to:

Attn: Susan Bailey-Anderson  
CSPD Coordinator  
Division of Special Education  
PO Box 202501  
Helena, MT 59620-2501

You will only need to provide release time.

The following are the days the Region {V..?} CSPD Council has set aside for meetings during the school year. You will be contacted prior to each meeting to remind you of its importance:

{August 15: time, place}  
{October: time, place}  
{January: time, place}  
{March: time, place}

If you have questions, feel free to call me at {xxx-xxxx}.

Keep in mind that I will be sending your immediate supervisor, Principal; Superintendent, notification of your appointment to the Region {...} CSPD Council. Also, you will be receiving notification of your three-year appointment from the State Superintendent of Public Instruction.

With warm regards,

Name  
Region {...} Council Chairperson

Enclosures

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NAME: \_\_\_\_\_ Date: \_\_\_\_\_

- YES, I accept this appointment to Region {V...?} CSPD, and I will commit time to participate in regional meetings and events.**
- NO, I am unable to participate at this time. Thanks for asking.

# COMPREHENSIVE SYSTEM FOR PERSONNEL DEVELOPMENT

Name, Region, CSPD Chairperson  
Address City, State, Zip  
Phone Fax  
[e-mail](#) address

Principal/ Superintendent/ Supervisor name

Title

Address

City, State, Zip

Dear [person's name],

As the Region {..} CSPD Council Chairperson, I am pleased to announce that {NAME} has been selected to serve on the Region {..} CSPD Council. {NAME}'s participation as a member of this team should be looked upon as an honor, as well as an opportunity for collaborating, planning, and working with some of this State's top-notch education personnel, representing higher education and community agencies as well as secondary, elementary, and preschool education. Montana is viewed as a national leader in the area of CSPD, and through {NAME}'s expertise and planning we hope to make Montana's CSPD even stronger. CSPD, or Comprehensive System for Personnel Development, is viewed as the means to change and resolve many education issues.

Enclosed you will find an explanation of the Region {..} CSPD Council's vision, mission, goals, and strategic plan. CSPD involves many aspects of education, from preservice, dissemination, and collaboration to assessment, technical assistance, and inservice training. Planned change will have the ultimate result of better services and programs for Montana's children and families. As council chairperson, I serve as the liaison to the State CSPD council. Our goal is to achieve a statewide coordinated Comprehensive System of Personnel Development.

Being a stakeholder on the Region {..} Council does bring its responsibilities. First, {NAME} was selected to be a member of the council because {he/she} is viewed as a leader in {his/her} area, and, thus, will be expected to share information with {his/her} constituents. {He/She} is being asked to commit to four meetings during the next school year. The term of commitment to the Regional {..} CSPD Council is three years. The State Superintendent of Public Instruction will officially recognize {NAME}'s appointment.

Travel expenses (per diem), mileage, and lodging will be reimbursed at current State rates for all participating Region {..} CSPD team members. For teachers who are involved, substitute reimbursement will be available. The district



clerk/business office will need to bill the OPI Division of Special Education for the substitute time, sending the bill to:

Attn: Susan Bailey-Anderson  
CSPD Coordinator  
Division of Special Education  
PO Box 202501  
Helena, MT 59620-2501

You will only need to provide release time.

Building a system of service is visionary and provides an opportunity for networking, leadership, and change for all of Montana. Change is a process rather than an event. Region {...} CSPD is committed to being a force for change.

If you have any questions, feel free to contact me at {.....}.

With much appreciation,

CHAIR NAME  
Region {...} CSPD Council Chairperson

Enclosures

**MONTANA**  
**COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (CSPD)**

**Regional Council Procedures Template**

The following is a template for regional CSPD councils to complete regarding their procedures with implementing CSPD at the regional level. The procedures should be closely aligned with the Montana State CSPD by-laws and administrative rule.

Please complete the sections by explaining how the CSPD region operates in each broad area. Please add other categories that are not listed. Make sure the procedures being used do not violate the State CSPD by-laws or school district/State/federal rules and regulations.

<b>Section 1: Demographics</b>	
1. CSPD Region (name):	
2. Fiscal Agent:	
3. Regional Executive Committee:	
4. Procedures Completed and Date:	
5. Date Approved:	
<b>Section 2: Purpose of Regional Council</b>	
1. Provide a general description of the purpose for the regional CSPD council.	
2. Explain how you align regional CSPD activities with the State by-laws and CSPD administrative rule.	
<b>Section 3: Membership of Regional Council</b>	

3. Explain how the regional council membership is selected.	
4. What is the process for recruiting and hiring the Director and/or Coordinator?	
5. List the CSPD executive positions.	
6. How are members trained and elected to the executive committee?	
7. What is the tenure for the executive committee?	
8. How are members recruited and selected on the regional council?	
9. Explain general meeting procedures. How often do you meet?	
<b>Section 4: Fiscal Issues</b>	
10. Who is the regional CSPD fiscal agent?	
11. How was the fiscal agent chosen?	
12. Who develops the budget?	
13. Who decides how the funds will be spent?	
14. Who is in charge of the fiscal records?	

15. How are the CSPD regional officers trained on the proper use of IDEA/CSPD funds?	
<b>Section 5: Determining Needs</b>	
16. How are regional CSPD training and inservice needs determined?	
17. How do you balance CSPD activities relating to State results driven accountability (i.e., SPP, APR, SSIP) and specific regional needs?	
18. Discuss procedures when using State/Regional data to make CSPD decisions.	
19. Explain how you ensure equitable services throughout the region.	
<b>Section 6: Evaluation</b>	
20. Explain the region's evaluation procedures and how you measure outcomes and impact.	
21. Explain the procedures you use to create an annual fiscal and activities report.	
<b>Section 7: Other</b>	
22. List and explain other regional CSPD issues that might be relevant for this document.	