



## INVITATION TO APPLY: CALPRO's 2011 – 2012 PROFESSIONAL LEARNING COMMUNITIES (PLC) INSTITUTE

### ***PLC Institute Overview***

CALPRO is pleased to announce the opening of application to the 2011-2012 Professional Learning Communities Institute. This four day professional development event will take place in two sessions. The first two-day session will take place on January 12 and 13, 2012; the second two-day session will take place on May 17 and 18, 2012. Both sessions will take place at the CALPRO office in Sacramento. The January session will provide agencies the framework and the training needed to plan and start a PLC process of school improvement focusing on student learning through embedded professional development (PD). In order to sustain this endeavor, CALPRO will offer each agency coaching opportunities from a member of our PLC Field Experts team between the January and May sessions. The two days in May will be devoted to feedback, evaluation and problem solving from the participating agencies. Up to 12 agencies will be invited to send a team of two, their Director/ Principal and one teacher or PD staff person, to participate in the Institute.

### ***What is a PLC?***

"A professional learning community is educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve." (Adapted from DuFour, *Learning by Doing*)

A PLC is committed to processes that help all students learn by collaborative teams working together to address the following critical questions:

1. What do we want students to learn?
2. How will we know if they have learned it?
3. What will we do if they don't learn it?
4. What will we do if they already know it?

### ***Why Attend the CALPRO Professional Learning Community Institute?***

A Professional Learning Community can help schools improve and be more accountable by impacting teaching and learning. The power of professional learning communities (PLCs) to improve schools is well documented but according to research, understanding and implementation can be inconsistent. Join us at the CALPRO PLC Institute to explore the core characteristics and processes on how to effectively implement a professional learning community that focuses on student learning outcomes and create a system for sustainable school improvement.

### ***At the Institute You Will Learn How to:***

- Shift school culture to focus on learning results.
- Develop PLC processes of inquiry to achieve better results for the students you serve.
- Establish collaborative teams to identify essential student learning.
- Work collaboratively to develop common formative assessments for learning.
- Work collaboratively to analyze evidence of student learning and use that evidence to learn from one another.
- Embed professional development that fosters the ongoing processes of collective inquiry and action research.

### ***Who Is Eligible to Apply?***

Any California Department of Education, Adult Education Office WIA Title II or State Apportionment funded adult education agency may apply. The Agency Director/Principal and a nominated lead teacher or PD staff member will participate as a **team** in the CALPRO Professional Learning Community Institute.

### ***Who Must Attend?***

The **agency Director/Principal** will have the responsibility to provide the necessary time, training, and system of support required for creating and sustaining a PLC. He/she will also be an active member of the PLC providing guidance and support to the PLC Process Coordinator and teachers in carrying out the PLC activities. The supportive leadership will keep the agency focused on shared purpose, continuous improvement and collaboration.

The **nominated teacher or PD staff member** will become the PLC Process Coordinator. This person will: 1) ensure that the PLC supports the agency's vision, mission, goals and values; 2) assist in transforming the culture of his/her educational agency into that of a professional learning community; 3) coordinate the development and training of the professional learning communities at his/her agency.

### ***What Does CALPRO Provide?***

For each two-day session, CALPRO will cover participants' travel and lodging costs as well as provide all training materials. In addition, CALPRO will provide each participating agency with a small, practical library of resources to support PLC planning, implementation and sustaining efforts.

### ***What is Required of the Professional Learning Community Agency Team?***

Agency Director/ Principal and nominated teacher or PD staff member must:

- Attend all four days – January 12 and 13, 2012, and May 17 and 18, 2012.
- Complete a pre-institute PLC attributes survey.
- Complete an online task of approx. 3 - 5 hours prior to the January session.
- Participate in a learning group of PLC Institute participants via e-mail, networking meeting, or telephone conference calls.
- Facilitate the training of teachers at their agency on the processes of a PLC.
- Create an action plan with implementation timeline and calendar for PLC activities.
- Submit feedback on the process, progress and obstacles in the development of their PLC.
- Submit a post-institute attributes survey in May 2012.
- Submit evaluative feedback on their CALPRO Professional Learning Community Institute experience with recommendations to CALPRO for refinement.

### ***Participating teams will be able to:***

- Establish a PLC framework that includes: 1) a collaborative culture; 2) distributive leadership; 3) a focus on student learning and results; 4) embedded professional development.
- Establish teams that gather and analyze data on essential knowledge and on student learning outcomes.
- Establish teams that become more knowledgeable about creating formative assessments.
- Receive coaching from experienced PLC practitioners.
- Create a cycle of continuous improvement focused on student results at their agency.
- Advance teachers' understanding of the connection between professional learning and student achievement;
- Share successes, challenges, and lessons learned with a statewide network of colleagues.



## ***How Do Agencies Become a Participating Team in the PLC Institute?***

To be considered for participation, agency teams should submit the following:

### **Director/Principal**

- Completed Application Form (attached) indicating the name of the staff member to serve in the capacity of the PLC Process Coordinator
- One-to-two page letter from the Director/Principal, addressing the following:
  - Commitment of agency Principal or Director to attend the training along with the agency's designated teacher or PD staff member designated as PLC Process Coordinator;
  - A copy of your agency's mission, vision and goals;
  - Statement of commitment to provide support in the form of release time for the PLC Process Coordinator to plan and coordinate PLC development and for teachers to attend training sessions and work collaboratively with each other on PLC activities.

### **Nominated Lead Teacher or Staff Developer**

- One-page letter of interest from the teacher or PD staff member to act as PLC Process Coordinator
  - Statement of commitment to be an active participant in the development of an agency PLC and to meet the program expectations;
  - Description of the candidate's role within the school; and
  - Reasons for seeking participation in the PLC Institute.
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## **Application Deadline: December 2, 2011**

Applicants will receive notice of acceptance by approximately December 9, 2011.

**CALPRO Professional Learning Communities (PLC) Institute  
Application Form for 2011-2012**

Principal/Director \_\_\_\_\_  
Agency/School \_\_\_\_\_  
Preferred Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Office Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Home Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

Lead Teacher/PD Staff Member Nominee (PLC Process Coordinator)

\_\_\_\_\_  
Title \_\_\_\_\_  
Office phone \_\_\_\_\_  
Home Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

**I will support the development of a PLC in my agency and support the participation of the nominee in the CALPRO PLC Institute 2011 –2012**

\_\_\_\_\_  
*(Principal's/Director's Signature)*

\_\_\_\_\_  
*(Date)*

**I agree to meet the PLC expectations as a PLC Process Coordinator listed on previous pages:**

\_\_\_\_\_  
*(Signature of Nominated Teacher/PD Staff Member)*

\_\_\_\_\_  
*(Date)*

**Director/Principal**

1. Completed Application Form indicating the name of the staff member to serve in the role of the PLC Process Coordinator.
2. One-to-two-page letter addressing the following:
  - Commitment of agency Principal or Director to attend the training along with the agency's designated teacher candidate/PLC Process Coordinator;
  - Your agency's mission and vision statements;
  - Statement of commitment to provide support in the form of release time for the PLC Process Coordinator to plan and coordinate PLC development and for teachers to attend training sessions and work collaboratively with each other on PLC activities.

**Nominated Teacher or PD Staff Member**

1. One-page narrative/letter of interest from the lead teacher/PD Staff Member to act as PLC Process Coordinator addressing the following:
  - Statement of commitment to be an active participant in the development of an agency PLC and to meet the program expectations;
  - Description of the candidate's role within the school; and
  - Reasons for seeking participation in the PLC Institute.

**Application packets must be received (by fax or regular mail) no later than December 2, 2011. Please send your application to the attention of:**

Ellen Oka, CALPRO Executive Assistant  
2151 River Plaza Drive, Suite 320  
Sacramento, CA 95833  
Fax: 916-286-8840

**For further information, please contact**  
Ellen Oka by e-mail at [eoka@air.org](mailto:eoka@air.org)