



**INVITATION TO APPLY:
CALPRO's 2017
PROFESSIONAL LEARNING COMMUNITIES INSTITUTE
Application Deadline: Friday, March 17, 2017**

PLC Institute Overview

CALPRO is pleased to announce the opening of the application to the five-day 2017 Professional Learning Communities Institute (PLC). The Institute will consist of two face-to-face sessions, a moderate amount of online work, and site-based implementation of plans crafted by participating agency teams. The first face-to-face session will take place on May 01 and 02, 2017; the second face-to-face session will take place on October 2, 3, and 4, 2017. Both sessions will be held at the CALPRO office in Sacramento.

The two day May session will provide agencies the framework and the training needed to craft plans and start a PLC process of school improvement focusing on student learning through ongoing professional development embedded in the agency's school calendar. Participating schools are expected to use the intervening time between the May and October sessions to take action on plans to lay the groundwork for PLC implementation for the 2017 – 2018 school year. The three days in October will be devoted to continuing training, feedback, evaluation and problem solving in support of implementation.

CALPRO prefers participating teams of three per agency (Director/ Principal, plus two key certificated staff members who will lead and support the planning and implementation process); teams of two (Director/Principal, plus one key certificated staff member) are welcome to apply. The number of agencies invited will depend on the aggregate number of participants; it is expected that 8 agencies will be accepted to attend with the total number of participants at the institute will be 24.

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*)

To achieve better results for students, a PLC is committed to structured processes and deeply collaborative teamwork addressing 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 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 core characteristics and processes for effective implementation of your own professional learning community that focuses on student learning outcomes and creates a system for sustainable school improvement. In the current climate of increasing rigor in academic content, implementation of new standards, greater focus on postsecondary transitions and regional articulation among service providers, the PLC Institute is particularly relevant and timely.

At the Institute you will learn how to:

- Shift school culture to focus on learning results.
- Learn and apply PLC processes 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 WIOA Title II funded program. The Agency Director/Principal and at least one 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** must attend and will have the additional significant responsibility to provide the necessary time, training, and system of support required for creating and sustaining a PLC. The administrator will also be an active member of the PLC, providing guidance and support to one or more lead teachers/PLC Coordinators in carrying out the PLC activities. The supportive leadership will keep the agency focused on shared purpose, continuous improvement and collaboration.

The **nominated teacher(s) or PD staff member(s)** will become the PLC Coordinator(s). These educators will: 1) ensure that the PLC supports the agency's vision, mission, goals and values; 2) assist in transforming the culture of the educational program 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 face-to-face 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(s) or PD staff member(s) must:

- Attend all five days – May 01 and 02, 2017, and October 2, 3, and 4, 2017.
- Complete all online tasks associated with the Institute.
- Complete a pre-institute PLC attributes survey.
- Create an action plan including an implementation timeline and calendar for PLC activities.
- Facilitate the training of teachers at their agency on the processes of a PLC.
- Submit feedback on the process, progress and obstacles in the development of their PLC.
- Submit a post-institute attributes survey in October 2017.
- 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 (the final page of this document) indicating the name of the staff member(s) to serve in the capacity of the PLC Coordinator(s).
- 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(s) or PD staff member(s) who will serve as PLC Coordinator(s);
- 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 Coordinator(s) to plan and coordinate PLC development, and for teachers on site to attend training sessions and work collaboratively on PLC activities.

Nominated Lead Teacher(s) or Staff Developer(s)

- One-page letter of interest from each nominated educator or PD staff member to act as PLC 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 on Following Page

Application Deadline: Friday, March 17, 2017

Applicants will receive notice of acceptance by approximately March 24, 2017.

Application packets must be received (by fax, scan or hardcopy) no later than March 17, 2017. 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

**CALPRO Professional Learning Communities (PLC) Institute
Application Form for 2017 Institute**

Name of Agency/School: _____
Agency/School Address: _____

Principal/Director

Name: _____
Did you attend a past CALPRO PLC Institute: _____ If yes, in what year: _____
Preferred Phone _____ Work Home Mobile
Alternate Phone _____ Work Home Mobile
E-mail address _____

I will fully support the development of a PLC in my agency and support the participation of the nominee(s) in the 2017 CALPRO PLC Institute

(Principal's/Director's Signature)

(Date)

Principal/Director

1. Please submit completed Application Form indicating the name of the educator(s) to serve in the role of PLC Coordinator, as well as;
2. A one-to-two-page letter addressing the following:
 - Commitment to attend the training along with the agency's designated teacher candidate(s)/PLC Coordinator;
 - Your agency's mission and vision statements;
 - Statement of commitment to provide support in the form of release time for the PLC Coordinator(s) to plan and coordinate PLC development and for teachers on site to attend training sessions and work collaboratively with each other on PLC activities.

Lead Teacher/PD Staff Member Nominee (PLC Coordinator)

Name: _____
Title: _____
Preferred Phone _____ Work Home Mobile
Alternate Phone _____ Work Home Mobile
E-mail address _____

Please check one. New participant: _____ Previous Participant: _____

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

(Signature of Nominated Teacher/PD Staff Member)

(Date)

Lead Teacher/PD Staff Member Nominee (PLC Coordinator)

Name: _____
Title: _____
Preferred Phone _____ Work Home Mobile
Alternate Phone _____ Work Home Mobile
E-mail address _____

Please check one. New participant: _____ Previous Participant: _____

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

(Signature of Nominated Teacher/PD Staff Member)

(Date)

From Each Nominated Teacher or PD Staff Member

1. One-page narrative/letter of interest 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.