

UNIVERSITY OF FLORIDA
PLC FACILITATION TRAINING
YEAR 3 & EXECUTIVE PLC
TRAINING

**Proposed Scope of Work for the
Georgia Department of
Early Care and Learning**

November 28, 2016



Professional Learning Communities Facilitation Training

The Lastinger Center has been nationally recognized for its work implementing job-embedded professional development initiatives. We have learned that a strong Professional Learning Communities approach dramatically increases the impact of professional development initiatives through intentionally building the structures, conditions and processes so the content has greater impact toward achieving the intended goals. This approach aligns well with the design of the Georgia Department of Early Care and Learning's (DECAL) tiered professional development hierarchy, particularly the focus on Tier 3 – Professional Learning Communities. Over the course of the partnership, we have assisted Georgia DECAL in the design, build out, and field testing of a training process that prepares early childhood educators to lead professional learning communities among their peers.

CAPACITY BUILDING APPROACH

The Lastinger Center is building the capacity of Georgia facilitators to sustain Professional Learning Communities training model after the completion of the Race to the Top Early Learning Challenge grant. Using its capacity building model, the Lastinger team led the first year of training and follow up. From that initial group, a selection process was created to identify six strong facilitators who are apprenticing as co-facilitators with UF Lastinger staff while the second cohort of participants is trained in the Professional Learning Communities model. After the second round of training is completed in June 2017, the Lastinger team will be available to support these facilitators in person and by phone or videoconference to help develop agendas, plan meetings, and address concerns while they apprentice another round of co-facilitators and train a third cohort of participants.

In year 3 of the partnership we will help Georgia develop and implement its own certification process to ensure sustainability beyond the Race to the Top funding. Through this process, a capacity-building pipeline is established so that these Georgia-based trainers will then be prepared to train child care program staff (e.g., center directors, education coordinators), technical assistance consultants, and other leaders to facilitate professional learning communities in child care programs statewide after the completion of the grant at the end of 2017. There will be no ongoing fees to the University of Florida necessary for DECAL to continue to offer this training within the State of Georgia upon completion of this agreement. Should DECAL desire ongoing support or additional capacity building after the conclusion of the work outlined in this proposal, this can be negotiated separately.

The following scope of work describes the outcomes to be achieved through this partnership and detail the supports received by Georgia DECAL in the training of cohorts participating in the Professional Learning Communities certification model.

OUTCOMES

This Professional Learning Community training model will help accomplish DECAL's key goals:

- *Develop Professional Learning Community facilitator training to fulfill the Tier 3 Professional Learning Community portion of the Professional Development Hierarchy:* The training the Lastinger Center offers includes facilitation skills, reflective practice, principles of adult learning, supporting change initiatives, protocols to support collaborative learning and group participation, as well as building and managing a community of learners.
- *Field-test the training model with selected cadres of early childhood professionals.* We will deliver the training to cohorts selected by DECAL. These participants may include staff from DECAL, Child Care Resource & Referral agencies, and other early childhood professionals selected through an application process. We can assist with the selection process as desired.
- *Support participants in the Professional Learning Community facilitation as they begin to organize sessions within childcare programs.* The UF Lastinger team will provide support to the participants in the facilitator training. This will include regularly scheduled practicum sessions conducted by videoconference as well as phone calls and other responsive support as needed by participants.
- *Utilize a rubric-based review process to evaluate whether trained Professional Learning Community facilitators are implementing the model or protocols with integrity.* The Lastinger Center has already developed a research-based rubric for certifying participants' ability to design and lead job-embedded professional learning.
- *Co-create an Apprenticeship for Facilitator Trainers:* As outlined above, the Lastinger model is one of capacity building and gradual release, with support at each step to ensure the facilitators are prepared to successfully lead COP facilitator training in the future.
- *Measurable Impacts:* As part of this work we will partner with your evaluation team to develop appropriate measures of impact and document quantitative and qualitative evidence over time. We have successful rubrics for measuring impact that have been used for similar initiatives that we will help adapt for the work in Georgia to ensure they meet your needs.

COHORT 1

This group of up to 40 participants completed their initial training between November 2015 and June 2016, consisting of six days of face-to-face training, three virtual follow-up sessions, and the Learning Showcase. Additionally, the group began the certification process with an initial day of face-to-face training in November 2016. During 2017, Cohort 1 will participate in two additional virtual sessions, one additional face-to-face session, and the Learning Showcase, which will convene members of Cohorts 1 and 2. Additional details about each session are provided below:

January 2017 (Virtual Session)

- Peer review a draft version of one of your portfolio sections.
- Examine Facilitation Scenarios & Possible Moves a Responsive Facilitator.
- Generate and respond to additional scenarios based on current experience.

February 2017 (Face to Face)

- Overcoming the Challenges of Facilitating a PLC (Chapter 8)
- Agenda Design 2.0 (review tips in Chapter 6)
- Share an agenda you are working on, consider a success OR one that represents a dilemma for you.

March 2017 (Virtual Session)

- Virtual Coaching Sessions- If you need our help, we will offer a few Zoom sessions where you can check in with us and seek feedback or support.

May 2017 (Learning Showcase)

- Final reflection on the process and our growth as a PLC facilitator

Portfolio Documentation and Certification: By the end of April 2017, participants in Cohort 1 will have developed their electronic portfolio, which consists of written reflections, video clips, session reflections, and agendas. UF Lastinger staff will review portfolios and provide feedback. At the end of this process, participants that demonstrate fidelity to the model are certified, according to a research-based rubric. The goal of the program is mastery. Thus, we can provide individual coaching to any participants who do not achieve certification but wish to revise their portfolio in order to achieve certification.

COHORT 2

This new group of up to 90 participants recently began their initial training in November 2016, consisting of a three-day face-to-face institute. During 2017, Cohort 2 will participate in three additional virtual sessions, an additional 3-day face-to-face institute, and the Learning Showcase, which will convene members of Cohorts 1 and 2. Additional details about each session are provided below:

January 2017 (Virtual Session)

- Building community
- Recruitment of PLC participants
- Consulting the professional literature on PLCs

February 2017 (3-day Spring Institute)

- Continuing small group work on best practices
- Utilizing text-based protocols
- Unpacking issues of educational equity and excellence

April 2017 (Virtual Session)

- Documentation of our growth as PLC facilitators
- Preparation for the Learning Showcase

May 2017 (Learning Showcase)

- Final reflection on the process and our growth as a PLC facilitator

June 2017 (Virtual Session)

- Information session to prepare participants to enter the certification process in the fall.

COHORT 3

This new group of participants will begin their initial training in Fall 2017, led by Georgia DECAL certified professional learning community facilitators. UF Lastinger staff will be available to support these facilitators in person and by phone or videoconference to help select participants, develop agendas, plan meetings, and address concerns while they apprentice another round of co-facilitators and train this new cohort.

**COMMUNITY OF PRACTICE FACILITATION TRAINING COSTS
YEAR 3 (January 1 – December 31, 2017)**

Item	Per Unit Costs	Total
<p>UF Facilitators</p> <p>Cohort 1:</p> <ul style="list-style-type: none"> • 3 facilitators for a one-day follow-up institute (3 facilitator workdays) • 3 facilitators for two, two-hour virtual follow-up sessions (1.5 facilitator workdays) <p>Cohort 2:</p> <ul style="list-style-type: none"> • 3 facilitators for a three-day follow-up institute (9 facilitator workdays) • 3 facilitators for two, two-hour online practicum sessions (1.5 facilitator workdays) <p>Cohort 3:</p> <ul style="list-style-type: none"> • 1 facilitator for a three-day initial institute (3 facilitator workdays) <p>No charge for participation in the Learning Showcase</p>	<p>\$2,500 per facilitator workday x 18 facilitator workdays</p>	<p>\$45,000</p>
<p>Per Participant Certification Fee</p> <ul style="list-style-type: none"> • Participant Resources (i.e., Printing/Copying, Books) • Portfolio Review and Feedback 	<p>\$100.00 per participant x 40 participants</p>	<p>\$4,000</p>
<p>Technical Assistance</p> <ul style="list-style-type: none"> • Build capacity within Georgia to sustain certification • Develop facilitators and reliable portfolio reviewers • Developing internal processes and systems to implement certification program after RTTT conclusion • Monthly check-in meetings with facilitation team to be proactive in addressing ongoing challenges • Provide on-call support to facilitation team by phone and videoconference 	<p>.20 FTE for Lastinger CoP Specialists for 6 months (July to Dec 2017) = \$10,250 (including fringe) x 3 Specialists</p>	<p>\$30,750</p>
<p>Travel</p> <p>Four-night trips: February 2017 – Cohort 1 Follow-Up & Cohort 2 Spring Institute</p> <p>Three-night trips: Fall 2017 – Cohort 3 Initial Institute</p> <p>Two-night trips: TBD – Ongoing support</p> <p>One-night trips: May 2017 – Learning Showcase</p>	<p>4-night trip (\$1,200) x 3 trips = \$3,600</p> <p>3-night trip (\$1,000) x 1 trips = \$1,000</p> <p>2-night trip (\$800) x 3 trips = \$2,400</p>	<p>\$8,800</p>

	1-night trip (\$600) x 3 trips = \$1,800	
SUBTOTAL		\$88,550
Indirect Costs	32.6%	\$28,867
YEAR 3 TOTAL		\$117,417

Executive PLC Training

Purpose:

Enhance facilitation capacity of a selected cadre of Georgia DECAL Executives who supervise staff participating in the Professional Learning Community Facilitator Designation program and facilitating internal staff meetings.

Scope of Work: Provide a unique learning experience to Georgia DECAL leaders specifically focused on designing, facilitating and supporting Professional Learning Communities in the workplace.

Goals:

1. Develop a conceptual and experiential understanding of professional learning communities as a technology for knowledge management within an organization.
2. Enhance design and facilitation skills of collaborative learning and work sessions.
3. Establish and sustain Professional Learning Communities as a job-embedded structure for on-going professional development/support for early learning professionals.
4. Increase and improve collaboration within meetings that might serve as an action space for learning.
5. Model strategies to conduct virtual meetings that engage participants in sharing and discussing their work.

Deliverables:

Contractor will:

1. Engage in a discovery process to align the focus of the training with the work of Georgia DECAL's executive leadership and ensure that the professional learning sessions are job-embedded and relevant to their work context.
2. Design and facilitate an initial 2-day institute for selected leaders from Georgia DECAL.

3. Provide a total of 3 days of on-going support sessions, in person and through video conference, to build knowledge and skills to successfully design and lead collaborative learning sessions for staff.
4. Establish a Professional Learning Community to deepen and sustain learning of Executive Directors.
5. Employ a process for documenting learning and growth of participants throughout the year.

**EXECUTIVE PLC TRAINING COSTS
(January 1 – December 31, 2017)**

Item	Per Unit Costs	Total
Per Participant Costs These costs will cover: <ul style="list-style-type: none"> • Discovery: Time spent reviewing artifacts related to the roles of executive leadership and/or interviewing leadership. • Customized Agenda Design: Customization of all professional development materials and training agendas based on the discovery findings. • Review: Time spent reviewing the discovery findings, draft agenda, and session materials with representation from Georgia DECAL. • UF Professional Learning Specialists who serve as facilitators for all training sessions • Session Materials and supplies for all participants • Travel for facilitators (flight, lodging, local transportation, etc.) to Georgia to lead sessions • Videoconferencing tools to guide virtual sessions 	\$1,500 Per Participant X 20 Participants	\$30,000
SUBTOTAL		\$30,000
Indirect Costs	32.6%	\$9,780
Executive PLC TOTAL		\$39,780

COST SUMMARY

Item	Total
PLC Facilitation Training Year 3	\$117,417
Executive PLC Training	\$39,780
Total	\$157,197