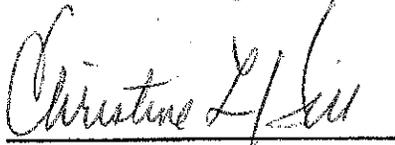


**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION-STATESIDE REGION
Memorandum of Understanding**

**Summer Workshop and Professional Learning Teams
School Year 2012 - 2013**

The Department of Defense Education Activity (DODEA) and the Federal Education Association – Stateside Region (FEA-SR), hereafter referred to as the “parties,” hereby agree to implement the Summer Workshop and Professional Learning Teams for School Year 2012 – 2013 in accordance with the attached documents dated April 25, 2012: the Information Paper, the Summer Workshop Program Application & Selection Process and the Summer Workshop Program Application.

This agreement and attached documents apply to Summer Workshop Program of 2012 and PLT for SY 2012/2013. In the event the Summer Workshop/PLT continues beyond school year 2012 -2013, the parties agree to meet and bargain prior to the implementation of the Summer Workshop.



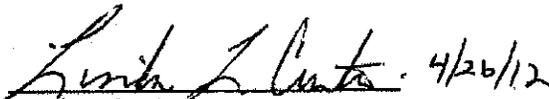
Christine Hill
Deputy Chief of Curriculum

4/27/12
Date



Terry Avidson
FEA Director for DDESS

4/27/2012
Date

 4/26/12

Linda L. Curtis
Acting Director – DDESS

Date



Brad Carver
Deputy Director, Operations and
Data Division

4/30/12
Date

Information Paper
April 26, 2012

SUBJECT: Summer Workshop 2012 and Professional Learning Communities/Teams (PLC/PLT) School Year 2012 – 2013.

BACKGROUND: The *Differentiated Instruction- A Touchstone for Responsive and Inclusive Teaching* program has developed the Professional Learning Community (PLC) as its professional development model for systemically embedding on-going, collaborative conversations focused on embedding differentiated instruction into the curriculum.

DISCUSSION:

- A Professional Learning Community (PLC) is composed of collaborative Professional Learning Teams (PLT) whose members work interdependently to achieve common goals linked to the purpose of learning for all.
- The focus of the PLC is to develop
 - A culture of collaboration
 - A focus on the learning of each student
 - A collective inquiry approach into best practice and current reality
 - An action orientation practice, the value of identifying, engaging and reflection of what works for student
 - Commitment to continuous improvement
 - Success assessed by results rather than intentions (formative assessment)
- DoDEA defines PLCs as the larger educational community comprised of the smaller professional learning teams (PLTs).
- Professional Learning Communities/ Professional Learning Teams (PLCs/PLTs) are committed to continuous school improvement, and they actively engage its members to consistently reflect on their daily work in relation to student achievement.
- The 2012/13 Summer Workshop and Professional Learning Teams opportunity for teachers in schools that did not participate in 2011/12 provides educators from eligible schools the opportunity to participate in a two-part learning program. The first part is to select and take a three-day differentiated online course (*3 early return days*) and the second part is to participate in a Professional Learning Team (PLT) through the school year 2012/13 (*release time of 16 hours provided as collaborated by the team and the principal*).
- The Summer Workshop/ (PLT) 2012 will utilize the differentiated instruction online course as a catalyst to explore, collaborate, and embed differentiated instruction into the curriculum. A focus on the tenet of Respectful and Challenging Tasks will be emphasized for the SY 2012-13. The PLT will:
 - Examine and practice Tomlinson's concept of differentiating Content, Process and Product.
 - Focus on the Tomlinson's Tenet Respectful and Challenging Tasks that supports student learning.
 - Learn and use a protocol for looking at student work.
 - Examine student work to gather data to inform instruction.
- The Summer Workshop Program Application & Selection Process, attached documents, will be followed.

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on 4/27/2012
Be 4/30/12*

- The PLTs will develop a collective inquiry plan for learning and incorporate the study into action during SY 2012/13.
- Schools will develop a summer workshop/PLT of 3 to 7 members through an application process. The PLT:
 - Is led by a trained PLT facilitator who has applied and been selected at the school level. The facilitator's responsibilities and compensation include:
 - Attending two early return days of training conducted by a district ISS trainer.
 - Selecting a differentiated instruction online course based on the team's self-assessment, need, and desired focus for their Summer Workshop time. The PLT Facilitator will be provided one early return day to plan facilitation of the three day online Summer Workshop/PLT course.
 - Planning and facilitating the PLT meetings during the school year; Stipend of [\$1665.00] for the extra duty.
 - Focusing the meetings around examining student work as it relates to the team's inquiry with a focus on Respectful and Challenging Tasks.
 - Compiling and submitting PLT meeting minutes to the district ISS POC.
 - Completing and submitting DoDEA-DDESS Feedback Form in collaboration with the team at the end of the school year. A Feedback Sample will be followed.
 - Develops and integrates differentiated instruction through a collective inquiry focus on a problem of practice or a best practice as determined by the team as related to Respectful and Challenging Tasks.
 - Meets 16 hours during the school year. Substitute coverage will be provided for the teachers. Schedule will be collaborated with the principal.
 - Uses data to determine next steps in instructional practices.
 - Evaluates their learning at the year's end.
 - May share their learning with others.
 - May be a resource for the school over the coming years.
 - Will collaborate with the facilitator to create the end of year feedback.

ATTACHMENTS:

- Summer Workshop Program Application and Selection Process (DDESS)
- Summer workshop Program Application (DDESS)
- Sample Feedback Forms

Prepared by: Melanie Henson, Coordinator of Professional Development, 703-588-3162

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 m 4/27/2012
 BC 4/30/12*

Applicant # _____

Application for : _____ PLT Member
_____ PLT Facilitator

Summer Workshop and Professional learning Teams School Year 2012/13
Program Application and Selection Process

This application must be turned in to your designated school POC not later than May 4, 2012.

Educator Teams Application and Selection

The Summer Workshop opportunity for all teachers provides educators from each school the opportunity to participate in a two-part learning program. The first part is to select and take a three-day differentiated online course (*three day early return*) and the second part is to participate in a Professional Learning Team (PLT) through the school year 2012/13 (*release for 16 hours as coordinated by the team with the principal*). The online course culminates in the development of an action plan for learning while the PLT incorporates the study into action. The team is expected to complete both learning experiences and use their curriculum to integrate differentiated instruction into practice. All summer workshops will be held *at the team's school or complex prior to the beginning of SY 2012/13*

Facilitator Application and Selection (EDA \$1665)

The PLT Facilitator (PLTF) will be selected from the schools that develop a team of educators as outlined above. The PLTF will guide the online course and will lead the PLT during the SY. PLTF will complete the online course selected by the school PLT during the summer. The PLTF will complete two early return days of professional development provided by District ISS on the skills of facilitation (on duty status). Dates will be provided at a later time. The PLTF will prepare/plan the facilitation of the summer online course (one additional early return day prior to the Summer Workshop) and the SY PLT.

DoDEA will provide a course syllabus for the summer workshop. If they choose, the team members and the facilitator may pursue graduate credit at their own expense.

Expenses will be provided for any bargaining unit members in the role of facilitator required to travel to training sites in accordance with the JTR II.

Name: _____ SCD: _____

Present Position: _____ Full Time Part Time

Position Location (school): _____

Number of Years Teaching: _____

Teacher's Signature: _____ Date: _____

Administrator or Designee Receipt of Application: _____ Date: _____

April 26, 2012

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Applicant # _____

Application for : _____ PLT Member
_____ PLT Facilitator

Please respond to the two following questions if you are applying to be a PLT member for the Summer Workshop Program:

1. What do you hope to gain as a result of this experience? _____

2. What strengths do you bring to a professional learning team approach? _____

Please respond to the following question if you are applying for the PLTF position:

1. What strengths do you bring to this leadership position? _____

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**Summer Workshop Program and Professional Learning Team School Year 2012/13
Application & Selection Process**

Bargaining unit members from eligible schools interested in applying for the Summer Workshop Program and Professional Learning Teams 2012/13 must complete the application package (two-page application) and submit it to the assistant principal (AP) or designee. In order to preserve the integrity of the anonymous selection process, bargaining unit members must not share their applications with anyone prior to selection. Similarly, members of the rating panel must not view any applications prior to the beginning of the rating process. The AP or designee will sign the first page of the application package indicating receipt and return a copy to the applicant. Applications for the selection to the Program will be forwarded to the principal. Each application packet will be assigned a different number. Each page of a single application packet will contain the identical number, and once assigned, the top page of the application will be held in a separate sealed file pending the outcome of the rating results. The second page of the application will be forwarded to the rating panel once convened.

A rating panel will be comprised of an equal number of the Agency and FEA-SR members. Selection to this rating panel will be determined by the respective organizations' leader/designee. Applicants for the Program may not be a member of the rating panel.

The Agency and FEA-SR leader/designee will agree upon a meeting date, time and location to convene the panel for the purpose of rating the applications. Each applicant will be rated by each panel member on a scale of 1 – 5 based on the applicant's professional and personal strengths.

- 5 - outstanding
- 4 - above average
- 3 - adequate
- 2 - fair
- 1 - poor

The rating scores will be totaled and applicants with the highest score will be selected for the Program. In the event of a tie rating, and if there are more applicants than available spaces, the tie will be broken by Service Computation Date (SCD). After the rating is completed and the selections for the Program are determined by assigned number the sealed file will be opened to identify the name that corresponds with the assigned application number. The selectees will be notified no later than May 21, 2012.

April 26, 2012

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DoDEA-DDESS Professional Learning Team/Differentiated Instruction Facilitator Feedback

SAMPLE Feedback Correspondence Memo for Facilitators

Your feedback is critical to the sustainability and effectiveness of the PLT/DI initiative.

Please complete the attached **PLT Facilitator Support Information** form to provide your input.

The information includes:

- **What do you expect students to be able to do?**
 - The identification of your inquiry: What is your focus? What questions are you asking?
 - The connection to your school improvement goal/interventions

- **How will you know if the students have achieved the goal?**
 - Identify what common and summative assessments you are using.

- **Feedback on your successes, challenges, next steps, perception data using a Likert Scale**

Please include any exemplars: photographs, student work samples, or Power Point presentations, etc. with brief descriptions concerning your successes in your school as related to your team's inquiry.

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ra 4/27/2012
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PLT/DI Facilitator Feedback Information

School:	Date:
Professional Learning Team Members:	
What is your team's collective inquiry?	
How does this inquiry connect to your school goals/interventions?	
What formative assessment did the team use to measure student progress?	
What summative assessments did the team use to measure student progress?	
What are your team's successes?	What challenges did you face?
Please indicate your team's perception of the effectiveness of the PLT in your school concerning a <u>focus on learning</u> ?	
Lowest Rating 1 2 3 4 5 Highest Rating	
Please indicate your team's perception of the effectiveness of the PLT in your school concerning a <u>focus on collaboration</u> ?	
Lowest Rating 1 2 3 4 5 Highest Rating	
Please indicate your team's perception of the effectiveness of the PLT in your school concerning a <u>focus on results</u> ?	
Lowest Rating 1 2 3 4 5 Highest Rating	
Exemplar Description:	
Comments:	

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