

# Application for Wyoming Schools PLC at Work® Initiative **Cohort #2, 2019-2020**

## GENERAL INFORMATION

This Application is to be considered for selection to participate in Cohort #2 of the Professional Learning Communities at Work® Initiative for Wyoming schools. The Wyoming Department of Education (WDE) will select up to 15 schools to participate in Cohort #2 beginning in 2019-2020.

### **Contact Person**

For questions pertaining to this application, please contact:

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### **Submission of Application**

Complete applications must be received by February 11, 2019.

Documents should be double spaced with a minimum 12-point font. Applicants must be clear and concise with responses to each component of the application. Only applications that have addressed Sections 3 and 4 in their entirety will be reviewed. Documents should be submitted as a Microsoft Word or Adobe .pdf file and emailed to [shelly.andrews@wyo.gov](mailto:shelly.andrews@wyo.gov).

### **Timeline**

Application Released	December 17, 2018
Applications Due	February 11, 2019
Evaluation Period	Feb. 11 - Mar, 5, 2019
Notification of Award	March 8, 2019

## OTHER IMPORTANT DATES

Schools must be available for the following activities during these dates:

- Onsite Needs Assessment (April 15 – May 17, 2019)
- PLC at Work® Coaching Academy Session One (Week of September 9, 2019)
- PLC at Work® Coaching Academy Session Two (January 2020)
- PLC at Work® Coaching Academy Session Three (April 2020)

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### SECTION 1: PURPOSE OF THE PROJECT

#### ***Project***

The Wyoming Department of Education (WDE) and Solution Tree have established a partnership to develop and expand the Professional Learning Communities at Work® process within select schools.

Participating schools will be part of a collaborative evaluation process (Solution Tree and WDE) that gathers data regarding student achievement, teacher practices, and effective professional development. There also may be an independent evaluation of this PLC Initiative. By submitting an application, the school agrees to be part of any evaluation that is established between WDE and Solution Tree. As part of the effort, participating schools may be asked to share data with the evaluation team and/or other schools in their cohort.

#### ***Overview of the Project***

Selected schools will participate in a series of services that will help solidify the PLC structures and strategies at their site. The WDE recognizes the power of the PLC structures to ensure high levels of learning for each Wyoming student and to build instructional capacity in teachers and leaders through collaboration. The WDE will expand the Statewide System of Support by strengthening and differentiating our PLC training to support our district, school and teacher leaders. This initiative will be developed to:

- Provide up to three years of professional development and on-going support to selected schools to build capacity and to ensure fidelity of full implementation of the PLC structures;
- Identify existing school and teacher leaders who have demonstrated expertise in the PLC at Work® process by successfully implementing and sustaining these structures;
- Establish a local network of experts who can serve as mentors to other school and teacher leaders at different levels of expertise in the PLC implementation process.

#### ***What are the Intended Outcomes?***

Training and support for selected schools will be provided over an extended period of time of up to three years. The goal is to achieve continuous school improvement by building instructional capacity at the district, school and classroom level. The focus will shift from teaching, to high level learning for all Wyoming students.

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### ***What are the Key Components of the Project?***

- PLC Survey – Analysis of Wyoming Schools on the PLC at Work® Continuum
- Application Process for WDE PLC Initiative/Selection of up to 15 Schools
- One-Day PLC at Work® Needs Assessment for Cohort #2 Selected Schools
  
- PLC at Work® Coaching Academy (6 Days of Training)
- Up to three One-Day Workshops at Two Different Locations Throughout the State
- Interactive Web Conferencing for Cohort #2 Schools (Two Sessions Per Year)
- End of the Year Summary of Progress Report

## **SECTION 2: ELIGIBILITY AND SELECTION**

Any K-12 Public School within Wyoming is eligible for this project. Schools will be selected through a rigorous application and evaluation process determined by a committee comprised of educational professionals knowledgeable of the Professional Learning Communities at Work® process.

The selection process involves the following:

1. PLC at Work® School Survey Completion Required - Results Reviewed
2. Cohort #2 Applications Received by WDE
3. Selection Committee Review of Applications
4. Schools Selected and Announced

## **SECTION 3: CONTENTS OF APPLICATION**

All components of this section must be addressed. Applicants must be clear and concise in their responses. Only applications that have addressed this section and section 4 in their entirety will be reviewed.

### ***Cover Page***

This page has no point value. However, applications must have a cover page in order to be scored. Cover page information includes:

- School name
- School address
- Primary point of contact
- Contact number
- Email address
- Principal name
- Application contributor names and roles
- District name
- Superintendent name

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### ***Introduction***

Applicants should include a 1-2-page narrative with the following information:

- Reason for applying
- Intended outcomes
- Description of current organizational assets that will contribute to the overall success (such as committed staff, existing structures, etc.)
- Unique characteristics of school and community

### ***School Demographic Data***

Applicants should provide a complete view of the school and surrounding community, including student and teacher information. The information may be gathered from existing sources (state data, etc.).

- Overview of school demographics
- Include the following components of data:
  - Student numbers by grade level
  - Student demographics
  - Free/Reduced lunch percentages
  - Student/Teacher ratios
  - Teacher numbers
  - Average tenure of staff
  - Discipline referrals
  - Achievement
- Including additional data is optional

### ***Applicant Needs***

Applicants should describe current needs of the school, including what is being done to address those needs and the success of those strategies.

- Description of current needs of school
  - Student
  - Teacher
  - Community
- Explanation of what is being done to address needs
  - Description of the success or lack thereof in addressing needs

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### ***School Structures***

Applicants should describe these current structures in their schools.

- Describe the following:
  - Leadership team structures/Purpose
  - Teacher team structures/Purpose
  - Student intervention system

### ***Initiative Implementation***

Applicants should describe current initiatives in their schools, focusing on implementation, challenges, and successes.

- List current school initiatives, and include:
  - Statement regarding implementation of current school initiatives
  - Description of challenges and successes throughout implementation

### ***Project Commitment***

Applicants should describe the willingness and ability of staff to commit to this project.

- Level of staff commitment to this project
  - Describe the process for determining the level of staff commitment
- Explanation of ability to engage in professional development and bring new knowledge back to the school site and implement these strategies.

### ***Stakeholder Involvement and Support***

Applicants should describe the level of input, involvement, and commitment from a variety of sources.

- Explanation as to the depth and ways that the following are involved in the school:
  - Parents
  - Community
  - Business
- Description of level of district support

### ***Sustainability***

Applicants should discuss their plans to sustain the work after initial intensive training and coaching.

- Description of ongoing professional development
- Explanation of building capacity among staff
- Explanation of monitoring and celebrating progress

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### **SECTION 4: AGREEMENT TO NON-NEGOTIABLES OF THE PLC AT WORK® IMPLEMENTATION**

The intent of this Project is to build sustainable PLCs at Work®. In order for this transformation to occur, it requires a total commitment by the administration and staff members at each school and district to:

- Establish clear and consistent expectations and priorities.
- Practice gradual release of responsibility as the school team deepens their PLC at Work® structures and creates plans to sustain the PLC at Work® process after the Project has ended.
- Engage in ongoing, targeted professional development to deepen PLC at Work® practices.
- Develop plans for continued teacher training and coaching after Project has ended.

The following page contains the commitments required to participate in this project. Applicants should review and agree to these commitments. Signatures are necessary by both building principal and district superintendent.

***The following signature page must be included with your application.***

***Continuation of the project may be contingent on adherence to these commitments.***

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### PROFESSIONAL LEARNING COMMUNITIES AT WORK® COMMITMENTS

Professional Learning Communities at Work® schools agree to the following:

#### ***1. Establish a Guiding Coalition***

We will create a team of leaders to assist with guiding the process.

#### ***2. Build Consensus for the PLC Process***

We will work to educate others and build consensus for the process.

#### ***3. Complete the Foundation of the PLC Process***

We will work with the Guiding Coalition and others to create a mission and vision, write value statements and construct goals that will support the implementation of the PLC process.

#### ***4. Create the Structures to Support a Professional Learning Community***

We will create teams and the structures necessary for implementing a PLC.

#### ***5. Clarify the Work of Collaborative Teams***

We will provide support for teams and assist with clarifying and supporting team products and processes.

#### ***6. Respond to Student Learning***

We will support the staff in creating a Response to Intervention for students who are struggling with learning and those who already know the content being taught.

#### ***7. Shape the Culture of Your School***

We will shape the school culture on the Three Big Ideas of a PLC: A Focus on Learning, A Collaborative Culture with Collective Responsibility, and A Results Orientation.

Principal Signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_