



CALPRO PLC Institute

Questions and Answers

Q: *How many agencies will be selected to participate in the CALPRO PLC Institute?*

A: Up to 12 agencies will be selected statewide, based on a competitive application in which the agency director (1) states the mission vision and goals of their agency; (2) nominates a staff member to fill the role of PLC Process Coordinator; and (3) commitment on the part of the agency director/principal to attend the CALPRO PLC Institute training sessions with the PLC Process Coordinator.

Q: *Which agencies are eligible to apply to participate in the CALPRO PLC Institute?*

A: Any California Department of Education, Adult Education Office WIA Title II or State Apportionment funded adult education agency. 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.

Q: *What is involved in applying to the CALPRO PLC Institute?*

- A:** Interested agency directors or principals must complete the attached application form and include a one-to-two page narrative that identifies
- Commitment of agency director/principal to attend the training along with the agency's designated teacher or PD staff member to serve as PLC Process Coordinator;
 - A copy of your agency's mission, vision and goals;
 - A 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.
- B:** The lead teacher/ PD staff nominees must also include a one-page letter of interest that describes
- 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.
-

Q: *How much time will local agency directors/principals need to devote to this effort?*

- A:** The agency director/principal will need to
- (1) Attend one 3-day training in December and one 2-day training in May to plan for developing and sustaining a PLC in their agency.
 - (2) Hold staff meeting(s) to provide support to the PLC Process Coordinator in PLC development and to support staff facilitating team meetings.
 - (3) Be an active supporter by attending PLC meetings and keeping up on PLC resources.
-

Q: *What are the time commitment expected of the lead teacher/ staff developer who will take the role of PLC Process Coordinator?*

A: The PLC Institute begins in December 2009 and ends in June 2010. During that time, the PLC Process Coordinator can expect to invest from two to four hours a week on this effort. Major tasks of the PLC Process Coordinator will be to (1) establish a learning community among agency staff; (2) assist in transforming the culture of their agency into professional learning communities; (3) coordinate the development and training of PLCs at their agency; (4) create an action plan with implementation timeline and calendar for sustaining PLC activities; (5) research resources to become more knowledgeable on PLC processes; (6) monitor the progress of the PLC and make recommendations for adjustments based on feedback from participating teachers; (7) participate in coaching and networking sessions as needed; and (8) complete evaluation forms and provide feedback to CALPRO on lessons learned.

Q: *What are some PLC outcomes?*

A: *For agencies*

- (1) Increases the staff collective capacity to achieve the school's vision and goals.
- (2) Challenges staff members to act in new ways.
- (3) Demonstrates a sustained commitment to foster student learning.
- (4) Encourages staff to work together.

B: *For teachers*

- (1) Reduction of isolation.
- (2) Increased commitment and motivation.
- (3) Shared responsibility.
- (4) Increased understanding of content.
- (5) Commitment to change.
- (6) More likely to undergo fundamental change.

C: *For Students*

- (1) Decreased drop-out rate.
 - (2) Lower rate of absenteeism.
 - (3) Increased learning.
 - (4) Smaller achievement gap.
-

Q: *How much will this effort cost the participating agency?*

A: CALPRO will cover the cost of all travel and accommodation associated with the agency team participation in the PLC Institute. The cost to an agency for participating in this effort is time.

- (1) The director's/ principal's time in meeting with the PLC Process coordinator and with staff to develop the PLC processes.
 - (2) The PLC Coordinator's paid time to develop, research and monitor the PLC processes.
 - (3) Staff's time to participate in the agency PLC processes.
-

Q: *Does CALPRO provide compensation to support PLC development?*

A: CALPRO will award a mini-grant of \$1,500 to each agency selected to participate in this initiative. The mini-grant is intended to be used to support the PLC Process Coordinator time for preparation and for working with staff. The agency director/ principal also may use the mini-grant to purchase professional development materials and supplies. CALPRO will reimburse the PLC Process Coordinator for travel costs to each of the two PLC Institutes.

Q: *Does every staff member within an agency need to participate in this program?*

A: No. The Director/ Principal and the PLC Process Coordinator may decide to work with only one program area, e.g., ESL or ABE, instead of all program areas in the agency. For example, the agency may decide to pilot the PLC processes with one program with the intention to include other programs as the PLC processes become clearer.

Q: *What are the agency's responsibilities beyond the 2009-2010 school years regarding this effort?*

A: Feedback from agency Directors/Principals, PLC Process Coordinators participating teachers, and students. The feedback would consist of a report on how agencies are sustaining the work of PLC's, data showing student gains, a survey of PLC attributes.