



Port Jervis
SCHOOL DISTRICT

Michael Rydell
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To: Interim Superintendent Ruth Zuclich
Assistant Superintendent for Business Lorelei Case
Board of Education

From: Assistant Superintendent for Instruction Mike Rydell 

Date: August 31, 2017

Subject: Approve PLC Associates, Inc.

Each identified Title I Focus District and Focus School receive an allocation of \$50,000 to implement required interventions in the 2017-2018 school year. Required interventions include participation in DTSDE training and implementation of DTSDE reviews, including required surveys, participating in training for, and development of, the District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plan (SCEP). The \$100,000 funding is allocated to support the DTSDE recommendations and the development, implementation and monitoring of the DCIP and SCEP plans.

You will find attached The Scope of Work agreement proposed by PLC Associates, Inc. Please approve PLC Associates, Inc. as a SED approved vendor to provide the district services to meet the district's compliance with the Diagnostic Tool for School and District Effectiveness (DTSDE).

DTSDE Support: Academic Year 2017-18

**Scope of Work
Supported by 1003a Grant:**

PLC ASSOCIATES, INC.

**PLC Associates, Inc. is a NYS certified Woman Business Enterprise (WBE)
Federal ID# 16-1474033**

Partnership Agreement

Organization/ Contact:	<p>Port Jervis Central School District Cynthia Benedict Assistant Superintendent for Instruction 9 Thompson St. Port Jervis, NY 12771 (845) 858-3100 ext. 15520</p>
Date:	<p>September 1, 2017 Grant Period: September 1, 2017- August 31, 2018</p>
Assigned Associates:	<p>Dr. Deana Stevenson, OEE Leveraged Leadership Coach Tammy Farrell, OEE/Carolyn Tinsley, Targeted Staff Development Janet Gillmeister, OEE</p>
Project Team:	<p>PLC Associates, Inc. has 14 approved OEEs. Depending upon the projects, OEEs may be part of the support team. Penny Ciaburri will be responsible for project managing all elements of the work to assure all deliverables are met. Schools working with PLC Associates have a tremendous advantage with the depth of our PLC Team as we are able to match expertise to the needs of the school and District. The District will have access, as needed, to our entire slate of OEEs and Associates. Based upon discussion with the client, Associates will be assigned.</p> <p>PLC Associates is supported by additional Associates as well as a Technical Team responsible for all metrics and reports, a Quality Assurance Team that supports all functions, a Marketing Team responsible for PLC offerings and a Coordinator of Client Services who coordinates PLC communications.</p> <p>The PLC approach is “hands on,” comprehensive, and results-based. Our Associates not only have vast educational experience as practitioners, but also are current on research and best practices. Penny Ciaburri, personally is responsible for all project management.</p>
Deliverables:	<p>2017/18 Academic Year</p> <p>Activity 1: Leveraged Leadership Continuation Associate: Dr. Deana Stevenson Leveraged Leadership (LL) is a high-impact program designed to give school leaders the specific competencies to impact teaching/learning and establish the structures, practices and systems that drive student achievement and school success. This is a continuation of the program which was started an academic year 2016/17.</p> <p><input type="checkbox"/> Text: The Principal As A Leader of Challenging Conversations, Corwin Press (each participant to purchase)</p> <p>Each school leader/Leadership Team will have a PLC Coach. All school leaders will conduct Calibration Walkthroughs when on site. Each Cohort will have nine onsite half days from their PLC Coach; days will be split into am and pm sessions so that PLC Coaches are onsite one full day per month.</p>

All participants will complete the Leveraged Leadership Inventory, pre and post which will be used to monitor progress. Additionally, each will maintain the Case Study protocol which is designed to specifically track improvements in instruction and progress of teams. Session work will be closely monitored through the PLC Session Notes which are detailed by the PLC Coach. Participants will engage in the six Modules, as outlined in this Scope of Work. Additionally, each will complete assigned readings. Pre and post work will be identified by the PLC Coach.

The PLC Coach will work with the District to design and implement school-based practices which will create a system for instructional practice feedback to be delivered not only to individual teachers, consistent with the current APPR, but also a format which provides composite feedback relevant to particular grade level and content area teams for processing and action. This creates greater impact and utilizes existing District structures.

Data Dashboards will be created for grade level/content area teams and the entire school, to progress monitor collective improvements in school-wide instructional practices. This system would connect to current structures inside the District and align all structures for common outcomes, principally, student achievement. The PLC Coach would assist each school to successfully implement these practices and tailor it to their school.

Format Components:

The Leveraged Leadership program is succinctly divided into four components during the 3 to 3.5 hour session. Each Module includes pre and post work. Action items are closely monitored.

Orientation:

The PLC Coach will meet with the participants prior to the start of Leveraged Leadership and overview the essential elements of the program.

A. Learning Lab

The PLC Coach and Leadership Team will go through the specific Look Fors that will be viewed that day. The group will discuss the relevant research base around the Look Fors and describe the particulars of what that specific practice should include, done well. This will allow all participating to have an exact description of the instructional practice in its ideal form, thus calibrating. Further, this level of specificity will enhance the school leader's capacity to give explicit feedback to the teacher, post visit. Research-based content is shared in each Learning Lab.

B. Calibration Walks

The PLC Coach and school leaders will walk the school and visit identified classes. In order to have maximum impact, the Leadership Team will keep track of classrooms visited and make certain as walkthroughs occur, all teachers are covered.

C. Leadership Team Guided Practice and Discussion

The PLC Coach and school leaders, post walkthroughs, will discuss observations, and compare notes and ratings. Following, they will have a conversation around the feedback that will be given to each staff member visited.

D. Focus Forward

Coaches will assign tasks for the next session. This will include items such as walkthroughs to be completed, examples of written feedback to teachers, results from teacher discussions, and noted changes in practice. The purpose is to methodically implement strategies and knowledge gained through Leveraged Leadership sessions.

Metrics:

PLC Associates, Inc., in collaboration with the District, will measure impact of Leadership Team coaching and individual coaching from the perspective of changing instructional practices, calibrating as a Leadership Team and delivering targeted feedback to teachers for improvement purposes. This will assure the effectiveness and impact of the initiative. Data will be provided to the District, along with recommendations for next steps.

Elementary Cohort/Middle and High School Cohort

Dr. Stevenson will be onsite two days per month, September through May. One will be Leveraged Leadership the second will be individual school leader coaching/work with district leadership on implementation of DCIP/SCEPs.

20 onsite days and 4 offsite days

Inclusive of all planning, conferencing, follow-up, travel.

Activity 2: Staff: Targeted Professional Development and Support

Associate: Tammy Farrell

This will support the targeted PD planned by the District and offer additional assistance in areas that support best practices. This PD will be for staff and may include a turn-key approach for Team Leaders/other to cascade the work. Topics will be linked to recommendations in the DTSDE Reports and may include implementing structures such as Teacher Led Learning Walks, data cycles, differentiation, use of learning targets, high student engagement/cognition, higher order questioning strategies, formative assessments, etc.

18 days (2 days/month) and 4 offsite days

Inclusive of all planning, conferencing, follow-up, travel

Activity 3: DTSDE Reviews Option

District-Led DTSDE Reviews

Conducted by our highly experienced and skilled Outside Educational Experts. The OEEs will work with District staff to build capacity and complete the review.

Includes all pre-planning, conferencing, scheduling of activities, facilitation of focus groups, class visit walkthroughs, data collection, and report writing. The OEEs will be responsible for creating all agendas, materials, and activities, which are required in completing the reviews. The facilitators will write and deliver final reports.

Reports will be calibrated by PLC Associates, Inc.

- 3 day onsite DTSDE Review: (standard), plus 1 offsite Self Reflection/Document Preview and 2 day offsite report writing and calibration. Inclusive of all planning, conferencing, follow-up, travel.

Activity 4: DTSDE Required Plans (For next academic year)

DTSDE Plans – SCEP and DCIP

Includes assessment of current plans, review and resubmission for the following academic year. PLC Associates, Inc. OEEs will provide support and guidance as related to the requirements of the DTSDE SCEP and DCIP plans, as stipulated by

The New York State Department of Education (SED). We will follow the documented process outlined and prescribed by SED in the DTSDE.

- The OEE will meet with district personnel and staff for purposes of familiarizing with the current structures, practices and systems of the school/district.
- OEE will review all documentation, including the Self-Reflection document. Additionally, the OEE will review all pertinent district and school data in preparation for the construction of the plans.
- Development of SCEP and/or DCIP. Includes the identification of SMART Goals aligned to the Recommendations of the DTSDE Report/Self Reflection and corresponding Action Plans.
- CAT (Calibration) Review

2 days onsite and 1 offsite SCEP. Inclusive of all planning, conferencing, follow-up, travel.

1 day onsite and 1 day offsite DCIP. Inclusive of all planning, conferencing, follow-up, travel.

Activity 5: Data Triangle Rerun Option

For each survey, the data will be compiled in a comprehensive format as well as disaggregated by groups. The SPS is disaggregated by school; SV, by school and FES by school. The District has final choice over how the data is disaggregated. The data reports also include a separate section of commentary. Typically, districts ask three open ended questions.

A full color comprehensive report will be provided electronically to the district with coding for Asset, Emerging Strength and Possible Risk categories. This facilitates planning for the DTSDE and assists in setting district and school wide goals.

PLC provides guidance on set up and example communications to stakeholders taking the survey. Additionally, PLC Associates, Inc. provides a Data Triangle Guidance Document which outlines how best to use the data to set SMART goals and build strategies.

8775. (Note: This is a 30% discount as it is the rerun option.)

SED Certifications:

The Data Triangle has been certified as an approved instrument for use in the DTSDE Review. From the SED Website:

PLC Associates' Data Triangle surveys (The Community Engagement Survey, The Student Voice, and The School Performance Scan) are approved for use as part of the DTSDE review. To contact PLC Associates regarding use of their surveys, please visit:

www.plcassociates.com or email pciaburri@plcassociates.com. Only a State approved survey vendor can be used for the DTSDE review process.

<http://www.p12.nysed.gov/accountability/diagnostic-tool-institute/DTSDESurveyInformation.html>

Insurances:	<p>PLC Associates, Inc. will maintain Professional Liability and General Liability Insurances as required by client and provide proof thereof. GL and PL policies are provided through Hiscock Insurance Company, Inc. Proof provided. General Liability: UDC-1345760-CGL-13 Professional Liability: UDC-1345760-EO-13</p>
Copyright:	<p>In the event that PLC Associates, Inc. provides company copyrighted materials, the client agrees to copy, distribute and use according to contract guidelines, for the specific and limited use within the client organization. No part of PLC Associates, Inc. copyrighted material may be duplicated outside the boundaries of the client organization or distributed otherwise. Actual survey questions may not be posted in their exact form on websites. The client's signature below indicates understanding and agreement to these terms.</p>
Financial:	<p>Invoicing will be in equal installment unless otherwise indicated. The total amount for Activities 1-5 will be invoiced. Days may be interchanged between Activities. Inclusive of all planning, preparation, travel, expenses. Activities 1-4: 95,750. Inclusive of all on-site, off-site, planning, conferencing, and travel expenses. Activity 5: 8,775. Inclusive of all on-site, off-site, planning, conferencing, and travel expenses.</p>

Acceptance of Agreement:

In good faith we agree to work together to achieve the outcomes stipulated in this Scope of Work.

Penny L. Ciaburri 07.20.17 20
 PLC Associates, Inc. / Date

District/Date

PLC ASSOCIATES, INC.