

Budget and Purchasing Plan for Proposed Teacher Learning at Somerset Elementary

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**Budget and Purchasing Plan for Proposed Teacher Learning at Somerset Elementary**

**TO:** Dr. Nancy Colflesh

**FROM:** Carly Schmand

**Re:** *Budget Plan for Year-long Plan for Teacher Learning*

**DATE:** July 20, 2014

The teachers at Somerset Elementary have created a culture of trust and confidence in each other. In order to shift toward a true professional learning community, we need to use learning strategies to take these relationships to the next level- collaboration and ultimately a PLC. We are lacking a formal sense of collaboration in the school. Although teachers meet informally in the break room or between classes, there is no productivity coming from these interactions. My goal with this year-long budget is to purchase resources that will help lead Somerset towards fulfilling its potential of a true PLC.

The year-long plan for teacher learning consisted of two main components: critical friends groups and classroom walk-throughs. The CFGs will meet at least once a month during a late start day to discuss topics that are interesting to the group using protocols to guide the conversations. Among the many positive potential outcomes, these collaborative groups help encourage us towards a PLC, they establish a foundation for continued professional development, they help teachers turn their theories into practice, and improve teaching and learning. My hope is to begin with at least one CFG at Somerset but believe through purchasing resources to further develop additional groups all of our teachers will be a part of a CFG.

Classroom walk-throughs at the beginning of the year will be done weekly with the principal walking through each classroom at least 10 times per year. They are meant to be informal and non-evaluative while encouraging self-reflection, self-analysis, and self-direction. Having the principal conduct the walk-throughs is a great way that she can show her support for the staff in a non-threatening and encouraging way. Eventually, all teachers will be encouraged to participate in walk-throughs of their colleagues' classrooms encouraging a non-judgemental, collaborative culture.

The biggest investment I am requesting is proper training for the CFG coaches. Without proper training, the coaches will not be able to properly lead the group in deep conversation about their practices. I wish to send two people, one teacher and one administrator, to the training course. I will also purchase the DVD so that any of the staff will have the ability to learn more about the process. In addition, I will purchase books, subscriptions, and DVDs that will help develop true collaboration on our way to a PLC. My overall goal for Somerset Elementary is to use different learning strategies to create more organized and productive relationships among the teachers and between teacher and administrator. I believe that through the budget I have outlined, Somerset will be well on the way to achieving our goal of having a professional learning community.

Thank you for your time and consideration.



<p>Powerful Designs for Professional Learning, 2nd Edition</p> <p>By: Lois Brown Easton</p> <p>B380</p>	<p>Learning Forward  <a href="https://store.learningforward.org/mm5/merchant.mvc?Store_Code=L4W&amp;Screen=PROD&amp;Category_Code=LFP&amp;Product_Code=B380">https://store.learningforward.org/mm5/merchant.mvc?Store_Code=L4W&amp;Screen=PROD&amp;Category_Code=LFP&amp;Product_Code=B380</a></p>	<p>The entire staff will benefit from using this book. Since it is expensive, we will buy 10 copies to be split among the 40 staff members allowing them all the opportunity to read it.</p>	<p>The two main strategies in the year-long plan come directly from this source so it is important that the teachers have access to it. This will help the school understand where the collaborative learning is coming from and the rationale behind it. Additionally, the book comes with a CD-ROM that has great resources for professional learning. As we implement these processes, the goal is that the teachers will want to implement more strategies in the future.</p>	<p>\$80 (non-member price) X 10=</p>	<p>\$800</p>
<p><i>The Three-Minute Classroom Walk-Through</i>  <i>Changing School Supervisory Practice</i>  <i>One Teacher at a Time</i></p>	<p>Corwin press  <a href="http://www.corwin.com/productSearch.nav?siteId=corwinpress&amp;subject=C00&amp;qsupld=true&amp;productType=&amp;q=downey">http://www.corwin.com/productSearch.nav?siteId=corwinpress&amp;subject=C00&amp;qsupld=true&amp;productType=&amp;q=downey</a></p>	<p>This will help the entire staff learn about and understand the concept of a classroom walk-through.</p>	<p>The classroom walk-through is one of the strategies we are implementing in the school. This book encourages self-reliant teachers through non-evaluative walk-throughs. It is a great time-saving</p>	<p>\$38.95 x 10=</p>	<p>\$389.50</p>

By: Carolyn J. Downey, Betty E. Steffy, Fenwick W. English, Larry E. Frase, William K. Poston, Jr.			technique that has many benefits to the culture of the school. This is a great way to foster trust among teachers and administrators because it is meant to aid teachers, not evaluate them.		
Mashall Memo	<a href="http://www.marshallmemo.com/subscribe.php">http://www.marshallmemo.com/subscribe.php</a>	Every single teacher and administrator will receive their own weekly subscription so that they can further explore topics that they find personally interesting or useful.	Teachers never have enough time to do all of the things necessary to stay up to date on current practices. The Marshall Memo selects, summarizes, and organizes the most useful and practical articles to improve teaching, leadership and learning. In only about 20 minutes, teachers can learn new strategies or have their own practices reaffirmed.	\$50 per person- discount for multiple subscriptions. We will have access to 26-50 subscriptions.	\$400
<i>The PLC at Work™ Cartoon Book</i> By: Martha F. Campbell	Solution Tree <a href="http://www.solution-tree.com/the-plc-at-worktm-cartoon-book.html">http://www.solution-tree.com/the-plc-at-worktm-cartoon-book.html</a>	We will purchase 10 copies to be shared among the staff.	This book is a great way to show the humorous side in creating a professional learning community. It shows a lighthearted look into learning and will energize	\$19.95 x 10 = \$199.50 + \$10.77 tax - \$19.95 discount + \$24 shipping =	\$214.32

Product Code: BKF473			the staff to continue their hard work.		
<i>The Soul of Educational Leadership (Volume 3): Sustaining Professional Learning Communities</i>	Hope Foundation <a href="http://www.hopefoundation.org/shop/the-soul-of-educational-leadership-volume-3-sustaining-professional-learning-communities/">http://www.hopefoundation.org/shop/the-soul-of-educational-leadership-volume-3-sustaining-professional-learning-communities/</a>	Five copies will be purchased for the administrators, CFG coaches, and any other staff who are interested to share.	During the course of the year-long plan, there will be times when we want to falter or give up. This book gives us ways to improve, sustain, and expand our learning community. It focuses on creating collaboration, fulfilling the standards, supporting socio-emotional learning, and gives us real world challenges and situations to overcome. This will be a great resources to help sustain and encourage a PLC.	\$33.95 x 5 =	\$169.75
<i>The Art of Teaching and Science DVD Series</i>  By: Robert J. Marzano	Marzano <a href="http://www.marzano-research.com/art-science-teaching">http://www.marzano-research.com/art-science-teaching</a>	All teachers and administrators would be encouraged to watch the DVD series.	This DVD series educates professionals on the art of teaching and promotes high level of student achievement. It also includes a professional	\$349	\$349

Product: DVC002			<p>plan designed for teachers with handouts. This would be a good series for all teachers to watch so that we as a staff are all on the same page in terms of teaching.</p>		
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The total cost of the year long learning plan is \$4757.57 including estimated taxes and shipping where applicable. There are plenty of other untapped free resources that are available to the teachers allowing them the freedom to explore topics that interest them. Yet each of these listed costs, as outlined will help develop a professional learning community at Somerset Elementary School.