

PreK3/ECE Quality Improvement  
Project  
and  
Marin Quality Counts

Participation Agreement,  
Professional Development and  
Application for Coaching Support

2018-2019

Marin County Office of Education  
Early Childhood Education



Dear P3/ECE Quality Improvement Project and Marin Quality Counts Directors:

As we enter our 7<sup>th</sup> year of quality improvement activities that are intended to improve the quality of the programs in the P3/ECE Quality Improvement project, we are pleased to announce the following calendar of professional development as well as to outline the coaching models and commitment.

Early in 2018, we surveyed more than 248 participants to inform and help us plan for the coming year. The results of these surveys, including feedback from you and lessons learned, reflect in the options provided. We encourage you to consider the goals for your sites, each classroom, each supervisor and each teaching staff member in your decision-making.

### Professional Development:

Focus areas:

- 1) Anti-Bias in Early Childhood Education
- 2) Teaching Pyramid Framework

The focus area participation is for classroom teams and by application only. These are intensive workshops over the course of the year, and require commitment from each classroom team member to transform beliefs and practices. *Stipends are available for these two focus areas or academic units only.*

Both focus areas have a leadership component designed to provide site leaders with an opportunity to explore practices and beliefs; and to share knowledge and skills to support implementation. Leaders are required to participate in every workshop, as well as specific coaching sessions. "Homework" activities assigned to all participants will require site leader's support to coordinate and ensure that time is designated to complete assignments.

Priority for acceptance to a focus area series considered along the following guidelines:

- Ability of entire teaching team, including Director or Supervisor, and lead teacher to commit to participation and implementation requirements as outlined here and in the application.
- Priority given to P3/ECE QI participants
- Classroom community needs
- Previous commitment to professional development and implementation of quality improvement goals
- Date application received
- Level of outside support and/or demands upon classroom staff and site.

Accountability and evidence of implementation will be required of each focus area. For example, this may include a Pre/Post TPOT for the Teaching Pyramid Framework, a Pre/Post self-assessment related to Anti-Bias Education, or formal and informal CLASS assessments.

Certificates of Completion, incentives and stipends given to participants completing all required components of the trainings including 100% attendance to workshops and scheduled coaching sessions as well as completion of homework, reading assignments and evidence of implementation of new practices specific to focus area trainings.

ECE P3/QI and MQC participants are eligible to attend MCOE professional development opportunities outside of their focus area, free of charge, unless otherwise noted.

- 3) Tu Eres Mi Otro Yo – Institutionalizing Equity Leadership Institute, open to eligible Site Leadership (Directors, Supervisors and lead teacher as learning partner).

Early Childhood Education Directors, Site Supervisors must meet the following criteria:

- ✓ Minimum of one year experience in Supervisor role
- ✓ Participate in Marin Quality Counts (Step 3) or PreK3/ECE QI Project
- ✓ Be actively engaged with children, families and teaching staff
- ✓ Able to commit to 18 MONTHS (9 PER YEAR) – ONE FRIDAY PER MONTH
- ✓ Commitment of Participant's Supervisor required
- ✓ Mini-Grant writing eligibility with full participation
- ✓ Mentorship participation
- ✓ Participant's classrooms given priority to ABE Focus Series

### CLASS

Overview of CLASS is *required* of all PreK3/ECE and MQC participants. This workshop is offered at MCOE on a Saturday or two evenings during the week for a total of 6 hours per training.

PreK3/ECE QI classrooms formally assessed with the CLASS assessment tool during the fall. The classroom Coach will provide an **informal CLASS** assessment during the spring to provide a pre and post assessment. This data will inform the PreK3/ECE QI project, and more importantly teaching staff practices.

### Environmental Rating Scale

ECERS provided for rated sites, every other year. Data used to inform program and classroom practices and environments as well as rating.

Technical Assistance workshops on the ERS and CLASS are encouraged and available at MCOE and MC3.

## **Intent to Participate**

For optimal learning and sustainable change to take place, participation in the P3/ECE Quality Improvement Project and Marin Quality Counts requires an organizational commitment. Using a collaborative inquiry process, classroom participants, site leaders, coaches and the MCOE Professional Growth Advisor will determine together the Quality Improvement Plan for each classroom and participant in the project.

The “Commitment to Participate”, must be completed, and signed by the Director of the ECE program applying to participate in the project.

Additionally, site directors must provide a complete list, including email addresses, and role in the classroom of all participating staff (site leaders, lead teachers, teachers and teaching assistants.) (See Appendix A).

Each participant must sign the ECE Teacher Acknowledgement (see Appendix B) indicating that they understand the program requirements.

Coaching and access to approved professional development are contingent upon receipt of these documents.

## 2018-2019 ECE QI and MQC Professional Development Calendar

### Focus Area #1: Anti-Bias in Early Childhood Education

Saturday, September 8, 2018:	All Staff, 8:30-12:30 and Leadership Team, 1:00-3:00
Saturday, October 20, 2018:	Early Learning Summit – All Staff, 8:00-5:00
Saturday, December 8, 2018:	All Staff, 8:30-12:30 and Leadership Team, 1:00-3:00
Saturday, February 2, 2019:	All Staff, 8:30-12:30 and Leadership Team, 1:00-3:00
Saturday, March 16, 2019:	All Staff, 8:30-12:30 and Leadership Team, 1:00-3:00
Saturday, May 18, 2019:	All Staff, 8:30-12:30 and Leadership Team, 1:00-3:00

### Focus Area #2: Teaching Pyramid Framework

<u>Leadership Team: Fridays, 8:30 – 12:30</u>	<u>All Staff: Saturdays, 8:30 – 4:00</u>
September 14, 2018	September 15, 2018
November 16, 2018	November 17, 2018
February 8, 2019	February 9, 2019
March 29, 2019	March 30, 2019
May 10, 2019	May 11, 2019
May 31, 2019	

### Tu Eres Mi Otro Yo: Institutionalizing Equity Leadership Institute

<u>Fridays, 8:00am-4:00pm</u>	
September 21, 2018	March 8, 2019
November 2, 2018	April 5, 2019
December 7, 2018	May 3, 2019
January 11, 2019	June 7, 2019
February 1, 2019	2019-2020 dates TBD

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### Stipend Requirements for Professional Development Focus

#### **(A) CLASS Overview** (*Required for all participants who have not attended a CLASS overview*) (6 PD hours)

Saturday, August 25, 2018	8:00am – 4:00pm
<b>OR</b>	
Part One: Monday, December 10	5:30 – 8:30pm
<b>and</b>	
Part Two: Monday, December 17	5:30 – 8:30pm

#### **(B) 2018 Fall Early Learning Summit: Anti Bias Education** Saturday, October 20, 2018 8:00am-5:00pm

## 2018-2019 ECE QI and MQC Professional Development Calendar

### **MMCI (Making the Most of CLASSroom Interactions) (3 hours per session)**

**Wednesdays, 5:30-8:30pm**

October 17, 2018	November 14, 2018
October 24, 2018	November 28, 2018
November 7, 2018	December 5, 2018

### **DRDP 2017 (2 hours per session)**

**Tuesdays, 5:30-7:30pm**

September 18, 2018  
September 25, 2018  
October 2, 2018  
October 9, 2018

### **DRDP Meaningful Observations (7 hours)**

**Saturday, January 12, 2019 8:00am-4:00pm**

### **Preschool Learning Foundations with Luna Dance Institute (4 hours each session)**

**Saturdays, 8:45am-12:45 pm**

September 29, 2018  
December 15, 2018  
May 4, 2019

### **Trauma Informed Practices**

Overview (6 hours): Saturday, August 18, 2018	8:30am-3:30pm
Self-Care (3 hours): Tuesday, September 19, 2018	5:30-8:30pm
Systems (6 hours): Friday, October 26, 2018	8:30am-3:30pm

### **2019 Spring Early Learning Summit (8 hours)**

TBD

### **CPIN: Preschool Learning Foundations/Frameworks Topic (tbd) (3 hour sessions)**

Thursday, November 1 <sup>st</sup>	5:30 – 8:30 pm
Thursday, April 4, 2019	5:30 – 8:30 pm

## Commitment to Participate (Director/Site Supervisors)

All participating classroom staff and leadership must agree to the following:

ECE Quality Improvement Project	Marin Quality Counts Step 1, 2 or 3
We understand that we have the opportunity to participate in one of two FOCUS Areas that require that we submit an application by <b>June 1<sup>st</sup>, 2018.</b>	We understand that we have the opportunity to participate in one of two FOCUS Areas that require that we submit an application by <b>June 1<sup>st</sup>, 2018.</b>
We understand the program requirements and agree to participate fully in the ECE Quality Improvement Project.	We understand the program requirements and agree to participate fully in the Marin Quality Counts project.
To have one external formal and one informal (with coach) CLASS assessment per classroom during the school year to inform and implement CLASS teaching approaches.  Formal CLASS: October - December 2018	<b>(STEP 3 only)</b> To have one external formal, <b>during rating year</b> , and/or one informal (with Coach) CLASS assessment per classroom during the school year to inform and implement CLASS teaching approaches.
To have First School EduSnap data collected by an external First School EduSnap data collector in each classroom in the fall and in the spring.	Not applicable
To partner with on-site coaching that uses data to inform and implement high quality early childhood education teaching practices as articulated in each classroom's "Goal and Action Plan".	To partner with on-site coaching and/or training & technical assistance that uses data to inform and implement high quality early childhood education teaching practices as articulated in each classroom's "Quality Improvement Plan".
To utilize information and data collected from the DRDP 2015 or TS GOLD, the ASQ, ASQ-SE to support family engagement and inform curriculum planning.	To utilize information and data collected from child observation and assessment tools and/or child health development and screening tools to support family engagement and inform curriculum planning.
Coaching, First School EduSnap data collection, TPOT and CLASS assessments paid for by the ECE QI, scheduled in collaboration with program site leadership.	Coaching, training & technical assistance, TPOT and CLASS assessments paid for by MQC, and scheduled in collaboration with program site leadership.
Leadership, site staff, coaches and ECMH consultants collaborate to support classroom staff in implementing professional development strategies to fidelity.	Leadership, site staff and coaches collaborate to support classroom staff in implementing professional development strategies to fidelity.
All education staff and leadership invited to participate in professional development from the options provided below.	All education staff and leadership invited to participate in professional development from the options provided below..

I understand my commitment to participate and have completed Appendix A. It is included, along with Appendix B, with this signed agreement. **Deadline is June 1, 2018.**

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Title and Date

\_\_\_\_\_  
Director's Name (Print or type)

**Appendix A** - Please copy Appendix A for each participating Site

Based on the program profiles completed by participating ECE programs, we are estimating the sites and classrooms listed below will participate as noted in Tables 1, 2 and 3. Please provide full names of participating leadership and staff.

Program Agency Name: \_\_\_\_\_

**Table 1: ECE Quality Improvement Project and Marin Quality Counts Site**

ECE Site Name	ECE QI or MQC or BOTH	# of classrooms	# of Leadership Staff	# of Teaching Staff

**Table 2: Site Leadership (Directors and Site Supervisors)**

Name	Title	Email	Phone

**Table 3: Site Teaching Staff**

Name	Title/Role	Email	Room # / name



**Appendix B**

All participating teaching staff must complete and sign this form, keep one copy for yourself and return one copy to Carol Barton, ECE Project Coordinator at Marin County Office of Education.

**ECE Quality Improvement Project and Marin Quality Counts Requirements - ECE Teacher Acknowledgement**

I understand that my program is participating in the ECE Quality Improvement Project or Marin Quality Counts during the 2018-2019 school year. *The goal of these projects is to provide early childhood educators with the knowledge, strategies, skills and support to provide high quality early childhood education to children and families in our community.* I understand that as a teacher involved in quality improvement, I have access to free professional development opportunities (see the attached list) and that I am responsible for the following:

1. New participants and all stipend applicants must complete (no later than December 31, 2018):
  - a. **CLASS Overview** at MCOE (see schedule attached).
2. All stipend applicants must attend the **2018 Fall Early Learning Summit: Anti Bias Education for Young Children and Ourselves**, on Saturday, October 20, 2018 from 8:00am-5:00pm at MCOE  
  
\*\*Documentation of previous participation in a CLASS training replaces this requirement.  
\*\*\***Each of these workshops are pre-requisite to ECE QI stipend eligibility.**
3. Work with assigned coach for up to four (4) hours each month on implementation of high quality teaching strategies and skills as outlined in this year's Quality Improvement Plan for your program and participation in selected professional development focus and/or coaching model. Applies to ECE QI participants only.
4. Participate in CLASS assessments of my classroom, scheduled at mutually agreed upon times between the CLASS assessor and the ECE program staff. Applies to ECE QI and MQC Step 3 participants only.
5. Welcome highly trained, external CLASS, ERS, TPOT, and EduSnap data collectors into my classroom for the purposes of collecting data.
6. I understand that CLASS, EduSnap, TPOT, and ERS data used to inform, improve or validate teaching practices in my classroom, and that the coach assigned to the staff in my classroom will support these efforts.
7. I understand that EduSnap data from my classroom given to the lead teacher in my classroom, but not to the coach or supervisors. Applies to ECE QI participants only.
8. I understand that I must register for workshops through MCOE's "Eventbrite" online registration program. <https://www.eventbrite.com/o/early-childhood-education-department-mcoe-9483353017>
9. In signing this document, I am acknowledging that I am aware of the ECE QI and MQC project participation requirements for 2018-2019.

Teacher Name (please type or print) \_\_\_\_\_

Job Title: \_\_\_\_\_ Classroom name or number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION TO PARTICIPATE IN **FOCUS** AREAS (Due June 30, 2018):**  
ANTI-BIAS IN EARLY EDUCATION OR TEACHING PYRAMID FRAMEWORK

Program Name: \_\_\_\_\_ Site: \_\_\_\_\_  
 Director: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Lead Teacher: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_  
 Assistant Teacher: \_\_\_\_\_ Assistant Teacher: \_\_\_\_\_

Other Classroom staff (please include job title): \_\_\_\_\_

Please indicate preferred focus area (rank 1<sup>st</sup> and 2<sup>nd</sup> choice):

\_\_\_\_\_ Anti-Bias in Early Childhood Education      \_\_\_\_\_ Teaching Pyramid Framework

As a classroom team, we:

1. Have read the Focus Area options for professional development for the 2018-2019 school year.
2. Understand that we are committing to attendance and full participation on the listed dates as well as to implementing new practices, and coaching support. Note: Leaders attend both Leadership and Staff workshops. Staff attend Saturday staff workshops only.
3. Understand that our program has made a commitment to pay teaching staff for five, 2 hour, out-of-classroom coaching visits;
4. Acknowledge the professional commitment for participation in the Teaching Pyramid or Anti Bias in Early Childhood Education training and understand that stipends will be granted to participants who satisfy the requirements of the ECE QI or MCQ programs and who complete the training series as follows:

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February 8, 2019	February 9, 2019
March 29, 2019	March 30, 2019
May 10, 2019	May 11, 2019
May 31, 2019	

Please return completed application to: [cbarton@marinschools.org](mailto:cbarton@marinschools.org) or  
 ECE Department, Marin County Office of Education, 111 Las Gallinas Avenue, San Rafael, CA 9490