

Sample PLC Application for Clock Hours - include attached documentation

Archdiocese of Seattle - Office for Catholic Schools  
710 9<sup>th</sup> Avenue, Seattle, WA 98104  
206-382-4861 office

## WASHINGTON STATE CLOCK HOURS APPLICATION FORM

Revised 11/2015

*Directions:* Please submit BEFORE the workshop:

- Application
- Completed Vita/qualifications of instructor
- Written objectives
- Agenda

*Directions:* Please submit IMMEDIATELY  
FOLLOWING the workshop:

- Completed Evaluation forms
- Completed Sign-in Sheet

### PLC Department Team Meetings

Workshop Title:

Workshop Date(s): Mar. 3, 8, 22, 29; Apr. 5, 11; May 3, 10, 2017

Workshop Times: 7:45-9:15 AM

Total Hours: 12 10.5

Instructor Name(s): Rachel McGovern and other department chairs

Workshop Location(s): Bishop Blanchet High School

Submitted by: Rachel McGovern

Phone # of Submitter: 206-527-7711

Email address: rmcgovern@bishopblanchet.org

Send materials to (check boxes that apply or write address):

☐ Same as Submitter

☐ Same as Location

8200 Wallingford Ave. N  
Seattle, WA 98103

To obtain blank forms, please visit:

<http://www.ocswv.org/> → Professional Development

- Approved evaluation form
- Sign-in sheet
- Vita form

Send forms via (please check):

- ☐ Email to: [lisa.oleary@seattlearch.org](mailto:lisa.oleary@seattlearch.org)
- ☐ Mail

### Office Use ONLY

Clock Hours: \_\_\_\_\_

Authorization: \_\_\_\_\_

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

# ① Course Objectives (for ongoing PLC work)

## Written Objectives

### PLC Objectives

We accept learning as the fundamental purpose of our school and therefore are willing to examine all practices in light of their impact on learning.

We are committed to working together to achieve our collective purpose. We cultivate collaborative culture through the development of high performing teams.

We assess our effectiveness on the basis of results rather than intentions. Individuals, teams, and schools seek relevant data and information and use that information to promote continuous improvement.

(DuFour, DuFour & Eaker)

### Four Questions to Guide our work in PLCs

1. **What do we expect students to learn?**
  - a. Clarifying and adding meaning to standards
  - b. What the standard, if met, would look like in student work
  - c. Common scoring, learning targets, pacing
2. **How will we know if they learn it?**
  - a. Collaborative development and use of common formative assessments
  - b. Quick checks for understanding
  - c. Exit slips
3. **How do we respond when students experience difficulty in learning?**
  - a. Differentiated instruction, intervention
4. **How do we respond when students *do* learn?**
  - a. Differentiated instruction

(DuFour, DuFour & Eaker)

- *Recorder – Create documents/forms for anything the team works on together*
- Curriculum Planning
  - Choose 1 Writing or 1 Reading: Literature Power Standard (or one of each)
  - Plan together how you will teach the skills in an upcoming unit
    - Options:
      - In class work, activities, homework
      - Common formative assessments
      - Common summative assessment

### Grade Level Teams

#### English 10 & Honors

Baumgartner – Time Keeper

Christensen - Engaged Team Player

Jackson – Facilitator

Shapiro - Recorder

#### AP Language & Composition

Boyd - Recorder

Schau – Facilitator

#### AP Literature

Grasseschi – Time Keeper (Work individually and/or consult as needed.)

#### Speech & Debate

McFeron - Recorder

McGovern - Facilitator

### **Memo #14**

*"Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe."*

*Gail Devers*

### Shout Outs

### Action Item

#### Agenda for Wednesday, March 8, 2017

7:45 AM – ALL meet in room 321

- Prayer –
  - Volunteer for next meeting?
- Formative Assessment

② Agendas for PLC meetings

- “Learning relationship”
- Review Formative Assessments Doc in GD/English Dept./PLC
  - **Questions to Answer in Creating Formative Assessments:**
    - What is it we want students to learn?
    - What is the evidence we expect students to generate in order to demonstrate proficiency?
    - What will the student work look like?
    - What will our assessments look like in order to gather the appropriate evidence?  
(DuFour, DuFour, Eaker, Many)
  - Gathering evidence
    - Google Forms
    - Other methods?

8:00 AM - meet in grade level PLC groups (listed below)

- Team Roles – see doc in GD
  - *Recorder – Create documents/forms for anything the team works on together*
- Curriculum Planning
  - Choose one Writing or one Reading Power Standard (or one of each)
  - Plan together how you will teach the skills in an upcoming unit
    - Options:
      - In class work, activities, homework
      - Common formative assessments
      - Common summative assessment

### **Grade Level Teams**

#### **English 9 & Honors**

Baumgartner – Facilitator

Christensen - Engaged Team Player

McFeron - Recorder

Valach – Time Keeper

#### **English 11**

Boyd – Recorder

Schau - Facilitator & Time Keeper

#### **English 12**

Grasseschi - Engaged Team Player

Jackson – Recorder

McGovern - Time Keeper

Shapiro – Facilitator

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710 9<sup>th</sup> Avenue  
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206-382-4861

## WASHINGTON STATE CLOCK HOURS PRESENTER VITA FORM

Revised 11/2015

Name Rachel McGovern Home Phone (206) 251-1063

Home Address 2427 NW 59<sup>th</sup> St. #301 Seattle, WA 98107 [City, State & Zip]

Current Employer Bishop Blanchet High School Position PLC Coordinator & English Department Chair

Work Address 8200 Wallingford Ave. N. Seattle, WA 98103 [City, State & Zip]

Work Phone (206) 527-7711 Email Address rmcgovern@bishopblanchet.org

### Degrees

### Award Institutions

Bachelor of Arts – English Saint Mary's College of California

Masters in Teaching & Reading Endorsement Seattle University

### Professional Experience and Activities

English teacher - 17 years

PLC training

Professional readings and workshop attendance

### Professional Memberships

National Council of Teachers of English

International Reading Association

### References [please include phone numbers]

Antonio de Sapio (206) 527 - 7700

Nicole McCoy (206) 527 - 7702

Please send this completed form with Washington State Clock Hours Application Form to:

Archdiocese of Seattle  
Office for Catholic Schools  
Attn: Clock Hours  
710 9<sup>th</sup> Avenue  
Seattle, WA 98104

Sign-in sheet - One for each date

# Washington State Clock Hours Sign-In

Revised 05/07

Title: PLC - business

Date(s): 3/8/17

Place: Bishop Blanchet

Presenter(s): \_\_\_\_\_

(4) Sign in  
sheets  
for all  
meetings

1.	Name	School
	DIXIE STRUNK	Bishop Blanchet
2.	Clarice Hunter	"
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⑤ Evaluation forms (can be one evaluation at the ~~end~~ end of the year)

**Archdiocese of Seattle – Office for Catholic Schools  
Clock Hours Evaluation Form**

Title of Professional Development Activity:

Date(s):

Location:

Your Position: Teacher

Teacher ☒ Grade Level \_\_\_\_\_ Subject: Business / Tech

Building Administrator ☐ (Please specify) \_\_\_\_\_

Other Position ☐ (Please specify) \_\_\_\_\_

Please answer the following questions by marking the scale according to your perceptions of this professional development activity.

	Strongly Agree	Somewhat Agree	No Opinion	Somewhat Disagree	Strongly Disagree
1. This professional development is clearly tied to one or more of the following: Catholic identity, curriculum, instruction, or assessment.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The material was presented in an organized, easily understood manner.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. This professional development included discussion, critique, or application of what was presented, observed, learned, or demonstrated.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The best features of this professional development were:

Time to work

Suggestions for improvement include:

Ideas for PLCs for singletons

Other comments and reactions I wish to offer:

1. How likely is it that you would recommend this professional development opportunity to a friend or colleague?

Not at all likely

Extremely likely

0 1 2 3 4 ⑤ 6 7 8 9 10

⑥ Individual certificates for teachers based on PLC attendance over the course of the year.

**ARCHDIOCESE OF SEATTLE  
CATHOLIC SCHOOLS OF WESTERN WASHINGTON**

710 9th Avenue • Seattle, Washington 98104-2017

Tel. 206-382-4861 • Fax 206-654-4651

www. <http://www.ocswv.org/>

**WA State Clock Hour In-service Certification**

This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations.

**INSERVICE TITLE:** Professional Learning Communities - Department Teams

**Date(s):** March 8, 22 and 29; April 5 and 11; May 3, and 10, 2017

**Location:** Bishop Blanchet High School

**Instructor(s):** Rachel McGovern and Department Chairs

• **PARTICIPANT INFORMATION:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_

I, swear/affirm that I earned \_\_\_\_\_ clock hours for actual attendance at this in-service. I am not applying for college/university credit for this program.

\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

- **CLOCK HOURS:** If this in-service has been pre-approved for Clock Hours, please indicate the number of Clock Hours you have been in attendance:  
[Session approved for **maximum of 10.5-minimum of 3** Washington State Clock Hours. Clock Hours: \_\_\_\_\_]

• **INSERVICE PROVIDER VERIFICATION:**



\_\_\_\_\_  
Instructor/Provider Signature

\_\_\_\_\_  
Date

**Participants keep this form in your professional file.**