



HARDEMAN COUNTY SCHOOLS PROFESSIONAL DEVELOPMENT SUMMER 2012 – RFP GUIDELINES



Date: January 27, 2012

To: **Hardeman County Schools Teaching Staff**

Cc: Building Principals, Director of Schools, Central Office Staff

FROM: Warner Ross –Asst. Director for Administrative Services – First to the Top Coordinator.

BACKGROUND: Hardeman County Schools are nearing completion of the 2nd year of First to the Top initiatives. These include Bright-Links, iPads, K-2 Computer upgrades, Virtual Teaching & Learning Odyssey/Orchard, Wireless Computer Lab Installs, Value Added Training, Common Core Initiatives and a host of other items.

GOAL(S): **Goal #1-** To provide classroom teachers with quality, in-house professional development opportunities focused on ideas emphasized in the FttT program.

Goal #2- To recognize and promote the in-house expertise of Hardeman County Teachers while emphasizing the benefits of peer-to-peer instruction.

INCENTIVES: Presenter's selected will receive credit for 2 days of in-service for the Summer of 2012. In addition, presenters will receive a personalized iPad2 WiFi 32GB with docking station, wireless keyboard and cover. This will be issued as their personal device and will not be maintained as property of Hardeman County Schools.

TASK: Identify in-house staff willing to present/share ideas as a part of the 2012 Hardeman County Schools Summer Professional Development Program. Presenter's/proposals will develop their own ideas culminating in a 1 day (7-8 hour) program of instruction for 20 attendees. Examples of ideas **might** be:

- *RM Easi-Teach software- Bright ideas for BrightLinks*
- *I have iPads in the classroom... What do I do Now!*
- *Value Added Analysis – A Teacher's Perspective*
- *TEACHWITHYOURIPAD – iPad Classroom Activities*
- *Integrating Orchard / Odyssey in your instructional plan*
- *Preparing for the New Evaluation Model*
- *SRS- Effectively using Student Responders for student feedback.*

(NOTE: This program is funded through FttT. However, ideas outside this initiative are welcomed. See scoring rubric for additional criteria)

GUIDLINES: Proposal criteria:

- Proposals must have flexibility to present between the dates of June 5th and June 21st (reference timeline included in this publication). Once the proposals are selected, there may be adjustments that have to be made. These are the only dates available and participants will have to work together to synchronize.
- Reference Scoring rubric and proposal template for specifics. Proposals will include the following items:
 - **TITLE**

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- **TARGET AUDIENCE/GRADE LEVEL:**
- **SYNOPSIS** (1 paragraph / 250 words or less) – Provides a summary of the content that will give proposal evaluators an accurate feel for what will be covered in your program.
- **LEARNING OBJECTIVES:** Describe the benefits to be gained by participants choosing your session.
- **AGENDA** (1page)
- **PLANNING CONSIDERATIONS:** What resources will be required in order to put the proposal into action.
- **TRAINING EVALUATION:** Short multiple choice and/or open ended evaluation that participants will use to provide feedback on the training effectiveness. This survey will reviewed and digitized and submitted via on-line survey tool Survey Monkey during planning sessions #1 and #2.

RESOURCES: Proposals should give appropriate thought to the planning process and outside resources that may be required. Selected presenters must be available to attend the coordination meetings in April/May. During coordination meetings, planning for outside resources such as classroom space, lab space, lunch planning, post-training evaluation planning and support will be identified and synchronized. We will not be able to provide resources that are not maintained in house.

REVIEW: Proposal will be peer reviewed by a group composed of teachers, principals and central office staff. A minimum of 3 and a maximum of 5 proposals will be selected. The proposals will be scored blindly without names attached to the proposals. Reference Scoring Rubric for more details.

SUBMITTING RFP: RFPS are will be accepted beginning Friday, January 27th through 3:00p.m on Friday, March 9, 2012.

SUBMIT PROPOSALS IN EITHER:

- HARD COPY FORMAT** or
- DIGITAL FORMAT**

IF SUBMITTED HARD COPY, DROP BY CENTRAL OFFICE FRONT DESK IN FULL SIZED BROWN / MANNILLA ENVELOPE LABELED:

Fttt SUMMER PD 2012
c/o Warner Ross
FttT Coordinator

IF SUBMITTED via EMAIL, SEND TO:

rossw@k12tn.net

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