

**Instructional Learning Partners  
Frequently Asked Questions  
STLE-D Grant  
HFM BOCES Informational Meeting  
January 20, 2015  
4 to 5**

**1. Who should participate in this aspect of the grant?**

Any teacher who has the support of their principal/department chair/district administrator that would like to become a skilled instructional leader for their grade level/subject area/department in their district should participate in this component of the grant.

**2. How often will the Instructional Learning Partners meet?**

There are three mandatory meeting days for the entire group:

Tuesday, February 24 from 3:30 to 5:30

Saturday, March 14 from 8:30 to 3:30 (lunch is provided)

Thursday, May 21 from 3:30 to 5:30

After the initial meeting on February 24, you will begin to develop partnerships with other teachers either in your district or a neighboring district depending on your area of interest or area you teach. You and your partner will be able to work/collaborate/plan together before or after school hours. During those work times you will be discussing strategies you had been taught in the group times or that you have read in the book, Never Underestimate Your Teachers by Robyn Jackson. You will need to keep a log of your meeting times and submit a monthly time sheet to Nancy Rad for payment.

**3. What happens if I am unable to attend or I am late? Who should I contact?**

We hope that you will make your best effort to attend these sessions. We know that situations arise that sometimes will prevent a participant from being able to attend all or part of a session. Please email Nancy Rad and the trainer (email will be provided to you) if a situation arises that prevents you from attending. We trust that you will meet with your partner to review materials and topics that were discussed that you missed. There are two days that you will be meeting after school beginning at 3:30.

#### **4. What if my partner and I would like to learn more about a specific strategy?**

Discuss your interest with Nancy Rad. She will work with the trainers to arrange to visit you in your home district. If there are a few others who share the same interest, we can arrange for a session to be held for this group after school.

#### **5. Do we get paid for everything? How will payment work?**

You will be paid \$25 per hour for your participation in the three group classes for a total of 10 hours. You also will be paid for the hours you log and submit working with your partner before or after school hours at the same rate of \$25 per hour. You will be paid if you attend small group training or work with a consultant at your building beyond your school hours. The grant will pay you up to 30 hours of time beyond your regular work day.

#### **6. How do I get paid?**

In order to be paid you must complete the state and federal W-2 forms and an I-9 form. You must present an ID when submitting your I-9 form (either a passport or your driver's license along with your Social Security Card). These documents will be entered into the Greater Amsterdam School District's employee payroll system. Amsterdam is the lead district for the STLE-D grant finances and generates all checks and payments. Each hour you work as an Instructional Learning Partner beyond your regular work day must be submitted to Nancy Rad on the Time Record Sheet.

#### **7. What will I be learning?**

The primary themes are Data Driven Instruction, Depth of Knowledge, Unpacking the Standards, Differentiated Instruction and the Danielson Framework.

#### **8. What happens after the training is over?**

Some of the ways (but not limited to these) you may be asked to use the training you received are as follows:

- You may be asked to run a professional development session for your district or another district in the consortium.
- You may be asked to work with new teachers in your district.
- You may serve as a resource to other teachers in your grade level, subject area or your department.
- You may run book circles/book studies in your district.
- You may be a peer evaluator within your district.

**9. Do I have to buy the book, Never Underestimate Your Teachers by Robyn Jackson? What supplies or materials will I need?**

CASDA is supplying you with your required text. The Grant Coordinator will be supplying you with Instructional Learning Partners log sheets. You will electronically receive the log sheets. You will also receive a notebook and a writing implement.

**10. Are there any other requirements?**

You will be required to complete a one-page reflection regarding your participation in this Instructional Learning Partners component of the STLE-D grant. The reflection should include ways you will continue supporting your district.

Further questions or concerns:

Contact Nancy Rad at [nrad@gasd.org](mailto:nrad@gasd.org).