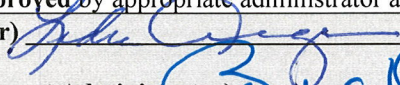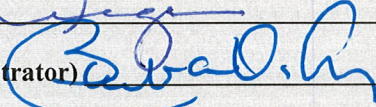# EDUCATION SERVICE CENTER
## REGION 19 • EL PASO, TX

## Checklist for Developing New Professional

**ESC Department/Program: Leadership and Accountability**

**Name of service requestor: Lizeth Carroll, Tornillo ISD**

**Contact information: CarrollL@tisd.us**

| Step | Category | Planning Activity |
|---|---|---|
| **1**<br>**Review Request for Service (Input)** | **Needs Determination** | **Input sources identified**: Describe customer need and process used to determine need (data, grant, local/state/federal requirements, etc.) – attach associated documents as appropriate.<br><br>**Tornillo ISD District leadership identified a need for TCLAS 11 Technical Assistance supports.** |
| | **Audience** | **Describe projected audience**<br>**Tornillo ISD TCLAS 11 Project Manager** |
| | **Staffing** | **Describe staffing**: ESC-R19 staff delivery of professional development/service<br>___X_ Yes _____ No If no indicate desired staffing requirements: |
| | **Special Needs** | **Indicate special requirements** (materials, equipment, e-learning, etc.)<br><br>No special requirements identified at this time. |
| | Completion of planning verification (planner) _____(Signature) _____(Date)<br><br>Approval (department administrator)_____ (Signature) _____ (Date)<br><br>Not approved: _____ (Indicate reason and procedure for notifying organizational contact person) | |
| **2**<br>**Develop the Design** | **Category** | **Design Activity** (Attach documents as needed) |
| | **Objectives** | **Summarize objectives** of the professional development event/service to be provided:<br>To provide technical assistance support to the TCLAS 11 project manager. |

| | Content/Nature of Services | Describe professional content to be delivered (topic, concepts, etc.)/services to be provided: |
|---|---|---|

**Tornillo ISD**
**Proposal for ESC19 TCLAS Decision 11**
**August 2023-May 2024**

| Description of Services | Time Period | Contract Days | Duration per Contracted Day | Dates and Activity | People | Cost per Day | Total |
|---|---|---|---|---|---|---|---|
| Strategic Thinking and Design- Design strategic implementation, enhancement, and reflection support. Meetings with after school steering committee quarterly for purpose of strategic planning, improvement, and sustainability planning for High Quality Afterschool Program. Effective Lesson Design - Support in the construction of tutoring lesson (Professional Development in high quality instruction and alignment tools to make rube tutoring sessions). **ASSURANCES Quarterly meetings needed with TEA, Quarterly meetings required with steering committee, and two reflection stepbacks required for the school year** | August 14, 2023-May 30, 2024 | 12 | 3hrs | | 2 | $1,500 | $18,000 |
| Data and Fidelity of Implementation Check- Meetings and/or observations (walkthroughs) with afterschool district lead and campus leads to review implementation goals and if steps have for each platform to connect school day and after school staff over student academic data and plans for future learning. To achieve this goal ESC19 will provide on-site support twice a month (fidelity of implementation TCLAS Decision 11 requirements). ESC19 will use the See It, Name It, Do It framework to provide feedback over implementation.** ASSURANCES school day staff and after school staff communication for making future academic plans; TCLAS 11 and HB4545 compliance/FOI.** | September 4, 2023-August 31, 2024 | 24 | 3hrs | | 1 | $750 | $18,000 |
| Planning time for Consultants- Support compliance with TCLAS 11 assurances and HB 4545 mandates. Consultants will need to prep for professional development, coaching scripts, meeting preparation, planning documents, and off-site communication. | August 14, 2023 -August 31, 2024 | 15 | 3hrs | | 2 | $1500 | $22,500 |
| ZEARN PROFESSIONAL DEVELOPMENT - Subsidized vendor training; ESC 19 will provide training for school day and after school staff on the implementation of Zearn Math K-8 platform. One AM and one PM session will be offered in the Fall and Spring for staff who will be using the platform. ASSURANCES - implement selected product with fidelity HB4545 - well trained, consistent tutors** | September 1, 2023-August 31, 2024 | 0 | 4hrs | | 2 | $0 | $0 |
| AMPLIFY PROFESSIONAL DEVELOPMENT - Subsidized vendor training; ESC 19 instructional coaches will provide training for school day and after school staff on the implementation of Amplify reading K-8 platform. One AM and one PM session will be provided in the Fall and Spring for staff who will be using the platform. ASSURANCES - implement selected product with fidelity HB4545 - well trained, consistent tutors** | September 1, 2023-August 31, 2024 | 0 | 4hrs | | 2 | $0 | $0 |
| | | | | | | **Total Proposal** | **$58,500** |

(left cell, spanning): **Please see end of document for clearer image of description of services**

| | Resources | Identify resources: Room – cost and capacity, planning time, printed materials, equipment, advertising, software, etc.: |
|---|---|---|
| | | Meeting allotments have been identified to support the technical assistance workflow. |
| | Staff | Describe staff (internal or external) who will deliver the professional development/service: 2 ESC 19 PD Consultants: Manuel Aldaco and Lidia Anguiano |
| | Financial Information | Amount: $58,500  **Responsible Party: Lizeth Carroll, Tornillo ISD or another authorized signatory** |
| **3 Review Design** | Review | Design reviewed with requesting organization to verify design (customer contact or document review) |
| | Change | Changes/revisions to design made, if needed – summarize changes |
| | Validation | Design approved by appropriate administrator and/or customer/client |

Completion of design (planner) _____ (Signature) _____ (Date)

Approval/agreement (Department Administrator) _____ (Signature) 6/13/23 (Date)

Requesting Organization Approval _____ (Signature) _____ (Date)
(One copy forwarded to requesting organization; one copy for department files)

| **4 Implement Design (Output)** | Event Registration | Professional development activity is required to be registered with Events Management and participant registration arranged through Click & Learn.  Provide Click & Learn Event #: _____ |
|---|---|---|

| | Contract | Contract and other forms completed (if outside consultant used) |
|---|---|---|
| | Advertise | Advertisement prepared (if appropriate) |
| | Resources | Supplies and equipment secured; handouts and power points arranged/developed/obtained |
| | Implement | Activity/service completed |
| | Completion of design implementation (planner) _____ (Signature) _____ (Date) | |
| 5<br>Assess Design | Evaluate | Evaluation administered and reviewed |
| 6<br>Review | Review Data | Review of event/service conducted by consultant/staff to determine improvements, continuance or discontinuance of the activity |
| 7<br>Implement Change | Identify Changes | Indicate changes made, if any (attach records of changes made) |
| 8<br>Maintain Records | Records | All process records (input, design, review, output, assessment, and change) maintained in a binder/folder |
| 9<br>Document Change | Approve Change (only if changes have been made) | Design and Development Change Verification (process) - design and development output meets design and development inputs as verified throughout the design process.<br><br>Verification by Consultant: _____ Date: _____<br><br>Design and Development Change Validation – completed professional staff development design meets the requirements for the specified purpose.<br><br>Validation by Managing Administrator: _____ Date: _____<br><br>Validation by Requestor (if applicable): _____ Date: _____ |

# Schedule for professional development event/service to be provided

| Quarter | Proposal Component | Activity | Choice A | Choice B | Choice C | Time |
|---|---|---|---|---|---|---|
| 1 Sept Nov | Strategic Thinking and Design | Teacher Training | 10/04/23 -Lidia and Manny | | | 1-4 pm |
| 1 | Assurance | Tutor Training | 10/05/23-Lidia and Manny | | | 1-4 pm |
| 1 | Assurance | Step Back | 11/09/23 Lidia and Manny | | | 1:00 PM |
| 1 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 10/12/23-Lidia and Manny | | | 3-6 pm |
| 1 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 10/17/23-Lidia | | | 3-6 pm |
| 1 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 10/24/23-Manny | | | 3-6 pm |
| 1 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 12/05/23-Lidia | | | 3-6 pm |
| 1 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 11/29/23-Manny | | | 3-6 pm |
| 2-Dec.-Feb. | Strategic Thinking and Design | Review of Strategic Plan | 12/06/23 Lidia and Manny | | | 10:00 AM |
| 2 | Assurance | TEA Quarterly Meeting | TBD Lidia and Manny | | | TBD |
| 2 | Assurance | Step Back | 02/13/24 Lidia and Manny | | | 1:00 PM |
| 2 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 1/18/24- Lidia | | | 3-6 pm |
| 2 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 1/31/24- Manny | | | 3-6 pm |
| 2 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 2/13/24-Lidia | | | 3-6 pm |
| 2 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 2/21/24-Manny | | | 3-6 pm |
| 3-March-May | Strategic Thinking and Design | Review of Strategic Plan | 04/03/24 Lidia and Manny | | | 1:00 PM |
| 3 | Assurance | TEA Quarterly Meeting | TBD Lidia and Manny | | | TBD |
| 3 | Assurance | Step Back | 05/15/24 Lidia and Manny | | | 1:00 PM |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 03/26/24- Lidia | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 04/10/24- Manny | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 04/16/24- Lidia | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 05/08/24- Manny | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 05/14/24- Lidia | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 05/22/24 Manny | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 05/28/24 Lidia | | | 3-6 pm |
| 3 | Data and Fidelity of Implementation Check | Pulse Check and Evidence Gathering | 5/30/24 Lidia and Manny | | | |
| 4-uch-August | Assurance | TEA Quarterly Meeting- Review and Plannin | Lidia and Manny | | | TBD |
| 4 | Assurance | End of Year Review | 06/12/24 Lidia and Manny | | | TBD |