

**Pat Wilson O'Leary's
Annual Report
for
Vicksburg Community Schools**

**2008-2009
2009-2010**



*Presented to VCS Board of Education on:
March 8, 2010*

Pat Wilson O'Leary
Instructional Specialist
Vicksburg Community Schools
March 8, 2010

My mission is to:

1. Provide research based information, modeling, and training for teachers and administrators within Vicksburg Community Schools and to paying client districts outside of Vicksburg.
2. Create opportunities for VCS teacher leaders to emerge.
3. Provide principals with research based information and best practice skills for their complex roles as instructional leaders.
4. Promote VCS at every possible opportunity.
5. Consult outside of VCS to provide revenue for the VCS New Teacher Induction Program and Leadership Training for Mentor Teachers.

All of this is done to consistently maintain and improve quality instruction for every VCS student.

Responsibilities

Graduate Course Instructor:

1. Plan a syllabus for each graduate credit course, according to university format.
2. Submit updated proposals each academic year.
3. Model best practice in each session.
4. Encourage teachers in activities to check for understanding and to experience instructional concepts.
5. Create an environment for learning, interaction, and inquiry.
6. Provide teachers with discussion in vertical and horizontal teams to determine application of best practices.
7. Observe teachers in their classroom to provide feedback on use of course information.
8. Observe teachers in their classroom to provide a coaching forum, not evaluation.
9. Conduct feedback activities to gather teacher responses about course information, presentation, application, and teacher self-reflection.

PIT Crew Co-Facilitator with John O'Toole:

This year John and I have taken on an increased role at PIT Crew. We drafted a school year long calendar of topics. We draft an agenda each month for Charlie's approval. We facilitate about half of each agenda. The goal of PIT Crew is to bring principals, teacher leaders, and VAB staff together in a Professional Learning Community culture to compare and contrast curriculum buildings. We learn and grow together.

Mentor Coordinator:

1. Maintain and improve our program design, training for mentors, and services to new teachers.
2. Design a record keeping system for reporting and assessing mentor activities.
3. Offer classes and bi-monthly meetings to update information and maintain a sense of urgency for our mission.
4. Provide a discussion forum for new teachers and mentors to hone our teaching strategies and our coaching practices.

SBCEU Coordinator:

I work with Barb Sinclair to complete the complex applications for SB-CEU program approval and to maintain the meticulous records required for SB-CEUs. Thanks, Barb!

School Improvement Professional Development Facilitator:

This year, we have moved to the SIPD model for two days of site designed professional development. That has involved:

1. Creating a new working model for proposals, committee review, facilitation and training procedures, record keeping, and reporting which maintain the high standards for all of VCS professional development.
2. Cheryl Ulsh has been invaluable in providing the technology support necessary to make this program happen. Thank you, Cheryl.
3. Streamlining of the process will continue for 2010-2011.

Vicksburg Ambassador:

Susan Villani, editor of Comprehensive Mentoring Programs for New Teachers, Corwin Press (2009), asked me to present our program model on a panel at two national conferences. One was at the National Staff Development Council in St. Louis, Missouri in December 2009. I was not able to attend that venue, but our information was presented. The other opportunity occurred at the New Teacher Center National Conference in San Jose, CA during February 2010.

The VCS model was presented in a panel format with other programs from WestEd Lab, Georgia State University, New Teacher Center in Santa Cruz, and the Special Education District in St. Louis County. Good company!

After which Susan Villani emailed: "I continue to be impressed with the creative funding you have for your program. I continue to sing the praises of your creativity every chance I get." Thank you, Susan!

Consultant:

My services have been contracted by districts in and out of Michigan. The revenue derived from those contracts pays for my position, my part time secretary's position, training supplies and expenses, and some professional development opportunities for coaches.

Academic Coach Coordinator:

I have designed a coaching model of training, implementation, and assessment for Literacy Coaches and now Academic Coaches here at VCS. The role of the coach (see following descriptors) is to provide encouragement, demonstration, and feedback to teachers implementing the Balanced Literacy and Balanced Math instructional models at VCS.

COMPREHENSIVE MENTORING PROGRAMS

for New Teachers
Models of Induction and Support

A JOINT PUBLICATION



SECOND EDITION

Look! We are included.
Vicksburg Community Schools
Leadership Training for Mentor Teachers
and New Teacher Induction Program
– Page 65-74

Released March 2009

SUSAN VILLANI

Foreword by Charlotte Danielson



12th National

Symposium

**Innovations
in**

**Teacher
Induction**

February 7-9, 2010

Comprehensive Mentoring Programs for New Teachers
Monday, February 8, 2010
Session 24C 2:30-4:00 p.m.

Learning Innovations at WestEd Lab; Georgia State University;
Special School District, St. Louis County; New Teacher Center;
Vicksburg Community Schools.

www.newteachercenter.org

**Vicksburg Community Schools
On-site Courses
2009-2010**

Instructional Skills: Pat Wilson O'Leary, Instructor

 6 VCS Teachers at Ottawa Area ISD

 6 **Total Participants**

Cooperative Learning: Pat Wilson O'Leary, Instructor

 7 VCS

 7 **Total Participants**

Advanced Instructional Skills: Pat Wilson O'Leary, Instructor

 4 VCS

 4 **Total Participants**

Mentor Teachers; bi-monthly meetings: Pat Wilson O'Leary, Facilitator

 15 VCS

 15 **Total Participants**

Academic Coaches Training: Pat Wilson O'Leary, Instructor

 22 VCS

 22 **Total Participants**

No out-of-district participants this year.

**Vicksburg Community Schools
On-site Courses
2008-2009**

Instructional Skills: Pat Wilson O'Leary, Instructor

 9 VCS Teachers at Three Rivers Community Schools

 9 ***Total Participants***

Cooperative Learning: Pat Wilson O'Leary, Instructor

 4 VCS

 4 ***Total Participants***

Advanced Instructional Skills: Pat Wilson O'Leary, Instructor

 4 VCS

 4 ***Total Participants***

Mentor Teachers; bi-monthly meetings: Pat Wilson O'Leary, Facilitator

 23 VCS

 23 ***Total Participants***

Literacy Coaches Training: Pat Wilson O'Leary, Instructor

 15 VCS

 15 ***Total Participants***

No out-of-district participants this year.

Vicksburg Community Schools Professional Development Course Dates 2009 – 2010

Instructional Skills (6 Sessions)

#1	August 24, 2009	Monday	8:00 am – 4:00 pm	OAISD
#2	August 25, 2009	Tuesday	8:00 am – 4:00 pm	OAISD
#3	September 24, 2009	Friday	8:00 am – 4:00 pm	OAISD
#4	October 22, 2009	Wednesday	4:00 pm – 7:30 pm	OAISD
#5	January 21, 2010	Tuesday	4:00 pm – 7:30 pm	OAISD
#6	March 25, 2010	Thursday	8:30 am – 3:30 pm	OAISD

Cooperative Learning (5 Sessions) – 2.8 SBCEUs

#1	August 10, 2009	Monday	8:00 am – 4:00 pm	VAB
#2	August 11, 2009	Tuesday	8:00 am – 4:00 pm	VAB
#3	October 2, 2009	Friday	8:00 am – 4:00 pm	VAB
#4	December 2, 2009	Wednesday	4:00 pm – 7:30 pm	VAB
#5	February 15, 2010	Tuesday	4:00 pm – 7:30 pm	VAB

Advanced IS (8 Sessions) – 2 CMU Grad Credits, 3.6 SBCEUs

#1	August 5, 2009	Wednesday	8:00 am – 4:00 pm	VAB
#2	August 6, 2009	Thursday	8:00 am – 4:00 pm	VAB
#3	October 8, 2009	Thursday	4:00 pm – 6:00 pm	VAB
#4	November 11, 2009	Wednesday	8:00 am – 4:00 pm	VAB
#5	December 3, 2009	Thursday	4:00 pm – 6:00 pm	VAB
#6	January 28, 2010	Thursday	4:00 pm – 6:00 pm	MS
#7	March 23, 2010	Tuesday	4:00 pm – 6:00 pm	VAB
#8	April 23, 2010	Friday	8:00 am – 4:00 pm	PWO

**Vicksburg Community Schools
Professional Development
Course Dates 2008 – 2009**

Cooperative Learning (4 Sessions) – 2 CMU Grad Credits

#1	August 7, 2008	Thursday	8:30 am – 4:00 pm	Jenison
#2	August 8, 2008	Friday	8:30 am – 4:00 pm	Jenison
#3	October 24, 2008	Friday	8:30 am – 4:00 pm	Jenison
#4	February 6, 2009	Friday	8:30 am – 4:00 pm	Jenison

Instructional Skills (6 Sessions) – 2 CMU Grad Credits, 6 SBCEUs

#1	August 11, 2008	Monday	8:00 am – 4:00 pm	VAB
#2	August 12, 2008	Tuesday	8:00 am – 4:00 pm	VAB
#3	October 3, 2008	Friday	8:00 am – 4:00 pm	VAB
#4	October 29, 2008	Wednesday	4:00 pm – 7:30 pm	VAB
#5	January 19, 2009	Monday	4:00 pm – 7:30 pm	VAB
#6	March 23, 2009	Monday	8:00 am – 4:00 pm	VAB

Advanced IS (8 Sessions) – 3 CMU Grad Credits, 9 SBCEUs

#1	August 5, 2008	Tuesday	8:00 am – 4:00 pm	VAB
#2	August 6, 2008	Wednesday	8:00 am – 4:00 pm	VAB
#3	October 1, 2008	Wednesday	4:00 pm – 6:00 pm	VAB
#4	November 5, 2008	Wednesday	8:00 am – 4:00 pm	VAB
#5	December 3, 2008	Wednesday	4:00 pm – 6:00 pm	VAB
#6	February 3, 2009	Tuesday	4:00 pm – 6:00 pm	VAB
#7	March 24, 2009	Tuesday	4:00 pm – 6:00pm	VAB
#8	April 24, 2009	Friday	8:00 am – 4:00pm	VAB

SBCEU's

What are SBCEU's?

State Board-Continuing Education Units (SBCEUs) are State Board approved in-service, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SBCEUs are calculated by dividing the total number of contact or instructional hours by the number 10. Thus, an eight (8) hour session would be eligible to receive eight tenths (.8) of an SBCEU.

2009 - 2010

SBCEU's Offered at Vicksburg Community Schools

- Advanced Instructional Skills
- Instructional Skills
- Cooperative Learning
- School Committee Meetings
 - Administrative Team
 - PIT Crew
 - Elementary Planning Council (EPC)
- Serving as a mentor teacher
- Serving as a supervising teacher

2008 - 2009

SBCEU's Offered at Vicksburg Community Schools

- Advanced Instructional Skills
- Instructional Skills
- School Committee Meetings
 - Administrative Team
 - PIT Crew
- Serving as a mentor teacher
- Serving as a supervising teacher

Literacy Coaches Are Now Academic Coaches

In the spring of 2009, we decided to change the title of our Literacy Coaches to Academic Coaches. The rationale was that we wanted our trained coaching staff to provide support to teachers in the new math program as well as our literacy program.

So now at Vicksburg Community Schools, an Academic Coach is a teacher leader who has been trained in the Vicksburg Community Schools' Balanced Literacy Program and Balanced Math Program. Each teacher leader has received additional training in coaching, adult learning, and presentation skills. S/he agrees to be pro-active in the promotion of teaching literacy and math.

- Support with coaching conversations, meetings, demo lessons, and printed resources, observations and feedback
- Present at district/building professional development meetings
- Problem solve
- Motivate by conscious expectations, positive role model

Expectations

- Attend training workshops and informational meetings
- Be available for on-on-one coaching conversations
- Provide materials to teachers
- Present professional development sessions
- Model / demo lessons in own class and other's class
- Observe and provide feedback
- Hold teacher information meetings, if needed
- Insert literacy and math topics at staff meetings, as needed
- Model positive, professional attitudes about learning, teaching, and change
- Establish communication with principals while maintaining confidentiality about individual teachers
- Continue to learn and grow as a teacher of reading, writing, and math
- Keep current on your professional reading
- Maintain records on coaching activities

VCS Coaching Staff

<u>Name</u>	<u>Academic Coaches 2009-2010</u>	<u>Literacy Coaches 2008-2009</u>
Chang, Laura – Tobey Elementary	X	X
Chipman, Karen – Tobey Elementary	X	X
French, Sabrina – Sunset Lake Elementary	X	X
Gebben, Wendy – Tobey Elementary	X	X
Haring, Diana – Indian Lake Elementary	X	X
Hess-Quinones, Mary – Sunset Lake Elementary	X	X
Hook, Ruth – Indian Lake Elementary	X	
Laaksonen, Chris – Middle School		X
Mallery, Stephanie – Indian Lake Elementary	X	X
Mason, Natalie – Indian Lake Elementary	X	X
McGill, Becky – Indian Lake Elementary	X	X
Negri, Terri – Indian Lake, Sunset Lake, Tobey	X	
Simpson, Carol – Sunset Lake Elementary	X	X
Sloniker, Rebecca – Sunset Lake Elementary	X	X
Smith, Kate – Middle School		X
Szabla, Rick – Indian Lake Elementary	X	
Taylor, Allison – Indian Lake Elementary	X	X
Wilson, Laura – Sunset Lake Elementary	X	X

**Out-of-District Client List
Pat Wilson O'Leary
2009-2010 School Year**

<u>DISTRICT</u>	<u>LOCATION</u>	<u>TOPIC</u>
Benton Harbor Area Schools	Benton Harbor, MI	Instructional Skills/New Teacher Training
Benton Harbor Area Schools	Benton Harbor, MI	Cooperative Learning/New Teacher Training
Benton Harbor Area Schools	Benton Harbor, MI	Instructional Skills Continued/3 rd Year Teachers
Benton Harbor Area Schools	Benton Harbor, MI	Mentor Training
Gull Lake Community Schools	Richland, MI	Evaluation Project/Principal Training
Ottawa Area ISD	Holland, MI	Instructional Skills/New Teacher Training
Ottawa Area ISD-Sheldon Pines	Holland, MI	Teacher Support
Plainwell Community Schools	Plainwell, MI	Evaluation Project/Principal Training
Three Rivers Community Schools	Three Rivers, MI	Cooperative Learning/New Teacher Training
Three Rivers Community Schools	Three Rivers, MI	Observations
Three Rivers Community Schools	Three Rivers, MI	Leadership Training for Principals

**Out-of-District Client List
Pat Wilson O’Leary
2008-2009 School Year**

<u>DISTRICT</u>	<u>LOCATION</u>	<u>TOPIC</u>
Benton Harbor Area Schools	Benton Harbor, MI	Instructional Skills/New Teacher Training
Benton Harbor Area Schools	Benton Harbor, MI	Cooperative Learning/New Teacher Training
Benton Harbor Area Schools	Benton Harbor, MI	Mentor Training
Gull Lake Community Schools	Richland, MI	Leadership Training for Principals
Jenison Public Schools	Jenison, MI	Cooperative Learning/New Teacher Training
Plainwell Community Schools	Plainwell, MI	Leadership Training for Principals
St. Joseph Public Schools	St. Joseph, MI	Cooperative Strategies
Stockton Unified School District King Elem.	Stockton, CA	PLC Training for Leadership Team
Stockton Unified School District Pittman Elem.	Stockton, CA	PLC Training for Leadership Team
Stockton Unified Schools Walker	Stockton, CA	New Teacher Induction Coaching for Support Providers & Presenters
Stockton Unified Schools Luna	Stockton, CA	Coaches Training
Three Rivers Community Schools	Three Rivers, MI	Cooperative Learning/New Teacher Training Leadership Training for Principals
West Ottawa Public Schools	Holland, MI	Mentor Training for Teachers
West Ottawa Public Schools	Holland, MI	Instructional Skills/New Teacher Induction

**PAT WILSON O'LEARY
REVENUE REPORT
2009-2010**

TUITION REIMBURSEMENT FROM CMU	\$712.00
REVENUE FROM OUT-OF-DISTRICT PARTICIPANTS	
<u>CONTRACTED SERVICES OUT-OF-DISTRICT</u>	<u>\$ 99,800.00</u>
TOTAL REVENUE ANTICIPATED	\$100,512.00

TUITION FROM CENTRAL MICHIGAN UNIVERSITY

Total amount due to VCS \$712.00

**PAT WILSON O'LEARY
REVENUE REPORT
2008-2009**

TUITION REIMBURSEMENT FROM CMU	\$1,525.00
REVENUE FROM OUT-OF-DISTRICT PARTICIPANTS	
CONTRACTED SERVICES OUT-OF-DISTRICT	\$136,600.00
TOTAL REVENUE	\$138,125.00

TUITION FROM CENTRAL MICHIGAN UNIVERSITY

Total amount paid to VCS	\$1,525.00
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