

## **Basic Package**

### **Components of Boundless Learning Co-Teaching for Co-Teachers & Administrators**

#### **1. Preliminary Webinar**

Prior to attending an in-person Kick-Off session, Boundless Learning Co-Teaching participants are required to attend a brief, web-based information session on what to expect from the professional development process as well as what will be expected from participants.

#### **2. Kick-Off Session**

This one-day, traditional, face-to-face professional development session is designed to provide an overview of the co-teaching model and the *Boundless Learning Co-Teaching Packages*. Co-teachers will begin the first online learning module during this session, with technical assistance from Johns Hopkins University's Center for Technology in Education (CTE) and AR Co-Teaching Project staff. Administrators and other support staff will meet with the project team to discuss implementation practices. Both general and special education co-teaching partners must attend one face-to-face session along with the building administrator. If special education co-teachers plan to attend with more than one partner, the administrator should contact Debbie Fleming at the AR Co-Teaching Project in advance to develop a group plan. Interested special education supervisors may also attend to encourage building/district implementation of Boundless Learning Co-Teaching. In this capacity, special education supervisors would support the efforts of the building administrator, who would be charged with leading the co-teaching initiative in the building.

In order to provide sufficient technical assistance during the online portion of the day, multiple sessions will be offered. Schools should register their participants for one of the scheduled sessions. Both general and special education partners MUST attend the same session, although schools may send different partnerships on different days. Principals or designated assistant principals must attend one session only. Space is limited each day.

Registration will begin at 8:00 AM, with the session starting at 8:30 AM and ending at 3:30 PM. Lunch is provided as part of the registration fee. **Kick-Off sessions are the week of July 27-31, 2020. Each one-day session is held in a different region. Details will be announced soon.**

#### **3. Online Learning Events (OLEs)**

##### **Co-Teachers' OLEs**

Co-teaching partners will complete a series of online modules at their school site at a time designated by their administrator. The modules are organized into six Online Learning Events (OLEs). Each OLE is scheduled to take approximately 2 hours to complete during a three week designated block of time. The total amount of time for all six OLEs will be approximately 12 hours spread over the course of the 2020 - 2021 school year. This provides administrators flexibility in scheduling release time for the co-teachers to complete the OLE work.

Topics covered in the OLEs include: building effective co-teaching teams; boosting

engagement, learning, and performance; monitoring student progress to accelerate learning, and conducting productive co-planning meetings. The online content will incorporate podcasts, videos, interactive polling, web tools, and extensions of learning.

Following a six-step cycle of instruction, co-teachers will complete some sections of the OLEs together as a partnership, and others independently. The co-teachers will develop a digital team product during each OLE. During the independent sections of each OLE, co-teachers will individually complete an assessment, post questions or comments in the Electronic Learning Community (ELC) discussion forum, and self-evaluate their progress.

#### Administrators' OLEs

Principals or designated assistant principals will complete a series of online modules. The modules are organized into six Online Learning Events (OLEs) specially designed for administrators. The modules will consist of a review of the content in the co-teachers' OLEs, individual assessments to check understanding, and participation in the administrators' Electronic Learning Community (ELC). After each OLE, administrators will complete three actions steps. These actions steps include check-in meetings with co-teachers, a check-in meeting with the co-teaching leadership team, and they will document and post the results of these meetings. In addition, administrators will conduct two observation/feedback sessions with each co-teaching partnership after their completion of Phase 1: Fundamentals and Phase 2: Step Up, Accelerate OLEs.

Topics covered in the OLEs include: supporting the co-teaching teams through effective training, coaching, and mentoring, and conducting fidelity of implementation checks. The online content will incorporate podcasts, videos, interactive polling, web tools, and extensions of learning.

### **4. Electronic Learning Community (ELC)**

The Electronic Learning Community (ELC) is an online professional learning community facilitated by Johns Hopkins CTE and the Arkansas Co-Teaching Project team. CTE staff and Co-Teaching Project staff will respond to comments and questions posed by individual co-teachers as they complete the OLEs. Participants will be encouraged to share their knowledge and experiences with others in the learning community. Building administrators will also participate in a separate facilitated ELC with their peers.

### **5. Onsite Coaching**

Each participating school will receive two onsite coaching visits, one in the fall and one in the spring. The coaching visits are designed to reinforce co-teachers' competency and to assist administrators with implementation planning.

### **6. Virtual Administrators' Support Meetings**

Building administrators will participate in four virtual meetings during the school year. Special education supervisors may also attend. Each meeting will be approximately one hour in length. Topics will include: fundamentals of co-teaching, implementation of the OLE content by co-teachers, monitoring co-teaching to ensure fidelity, supporting the school's co-teaching program, and scheduling for effective co-teaching.

### **7. Follow-Up Meeting**

This one-day, traditional, face-to-face session is designed to provide co-teachers and administrators with the opportunity to deepen their understanding and implementation of the six co-teaching instructional formats and the Team Based Cycle of Instruction (TBCI), which is taught in the Phase 1: Fundamentals Online Learning Events (OLE). In order to provide opportunities for facilitated hands-on activities, multiple sessions will be offered. Schools should register their participants for one of the scheduled sessions. Both general and special education partners MUST attend the same session, although schools may send different partnerships on different days. Principals or designated assistant principals must attend one session only. Space is limited each day. The sessions will be held following completion of the Phase 1 Online Learning Events in November or December depending upon the schedules of participating schools. Registration will begin at 8:00 AM with the session starting at 8:30 AM and ending at 3:30 PM. Lunch is provided as part of the registration fee.

## **8. Co-Teaching Implementation Evaluation**

Co-teachers and building administrator(s) will participate in a pre/post implementation evaluation process that will provide data on staff completion of Online Learning Events (OLEs) as well as changes that occur over the course of the year-long professional development package.

### **Registration Information**

The cost of the Co-Teaching Boundless Learning professional development package is \$200 per participant. This includes each co-teacher, administrator, and instructional facilitator, if applicable.

Due to the intensive support provided in this professional development package, the number of schools accepted is limited. Schools should submit their online application as soon as possible. **The deadline for applying is April 30, 2020.** Contact Debbie Fleming at [debbie.fleming@arkansas.gov](mailto:debbie.fleming@arkansas.gov) or (501) 319-7333 for additional information.

**The application may be completed and submitted beginning on April 1, 2020.**

Invoices are sent following the receipt of a completed application form.  
Purchase orders and registration fees should be mailed to:

*Sandra Ankton  
711 Clinton Street  
Arkadelphia, AR 71923*