

# Instructional Leadership Initiative (ILI) Conference

Friday, January 21<sup>st</sup>, 2005, 7:30 a.m. - 4:00 p.m.

Hyatt Regency Long Beach

**Building Professional Learning Communities to Improve Student Achievement**

**CAPP & WestEd Invite You to Attend:**

## **An Instructional Leadership Initiative Workshop**

**Facilitated by Trudy Schoneman with Special Guest Dr. Rick DuFour**

### **Participants will:**

- Learn how to build high performing Professional Learning Community (PLC) teams
- Identify critical action steps that schools must take to ensure high levels of learning for all students
- Examine one high school's "collective response" when students don't learn and begin to design your school's "collective response"
- Analyze intellectually challenging student work to calibrate performance standards statewide, to increase the rigor of scoring guides and to design an instructionally sound plan for reteaching.

### **Agenda**

7:30 a.m. - 8:30 a.m. - **Breakfast**

8:30 a.m. - Noon: **Workshop: "Professional Learning Communities at Work", Presented by Dr. Rick DuFour**

Noon - 1:00 p.m. - **Lunch**

1:00 p.m. - 4:00 p.m. - **Small-group work: Analyzing Student Work from Standards-based Assessments**

### **Who should attend?**

English & Math Department Teams with the school site principal and/or academic administrator from past and present Instructional Leadership Initiative (ILI) participating High Schools including:

- *Farmersville High School\**
- *Hoopa Valley High School\**
- *Hoover High School*
- *Inglewood High School*
- *Jefferson High School*
- *Jordan Freshman Academy\**
- *Lakewood High School*
- *Lower Lake High School\**
- *Mar Vista High School*
- *McClymonds High School*
- *Mojave High School*
- *Morningside High School*
- *Orosi High School*
- *Pasadena High School*
- *San Benito High School*
- *West High School*

\* Schools providing student work for small group work

Other CAPP projects that are interested in learning more about the Instructional Leadership Initiative are invited to attend, including: *A.B. Miller, Calexico, Chula Vista, Magnolia, Riverbank, Sacramento, San Lorenzo, and Shafter High Schools.*

**Please complete the attached registration form by  
November 17, 2004.**

Send the completed form to Kara Perkins at:  
[kperkins@calstate.edu](mailto:kperkins@calstate.edu) or fax to 562-951-4866.

If you have questions about the workshop or registration please call Kara Perkins at 562-951-4780

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**Return this form by Wednesday, November 17, 2004 to:  
kperkins@calstate.edu or fax to 562-951-4866**

CAPP will reimburse the district for travel of 10 team members per project to attend the Conference.

Teams should be made up of at least two teachers from Math and/or English departments as well as the Principal from the high school, a district administrator, and possibly teachers from feeder middle schools or other disciplines in the high school. Each team member must choose either Math or English as a subject area for the afternoon session. Your stated preference will be used to divide you into groups.

**High School Math Teachers: (list participants)**

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**High School English Teachers: (list participants)**

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**Principal:** \_\_\_\_\_  Math  English

**Other Teachers\*:** \_\_\_\_\_  Math  English

(\*Provide school, department and position for all "Other" teachers and administrators)

\_\_\_\_\_  Math  English

\_\_\_\_\_  Math  English

\_\_\_\_\_  Math  English

\_\_\_\_\_  Math  English

**Other Administrators\*:** \_\_\_\_\_  Math  English

\_\_\_\_\_  Math  English

**Team Leader/Contact:** \_\_\_\_\_

(Name, phone number & e-mail address)

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## Hotel Information

If you will need a hotel room for the night of January 20<sup>th</sup>, please call the Hyatt to make your own reservation under the CAPP block. You will need to use a personal credit card to secure the room. Upon checkout, CAPP will assume the cost of the hotel stay, including self-parking. (10 rooms per team maximum). Your personal credit card will not be charged.

**Hyatt Regency Long Beach: 200 S. Pine Ave, Long Beach, CA 90802**  
**562-491-1234**

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## Travel Reimbursement

**Each project should prepare and submit one invoice that includes travel reimbursement for all team members. Follow the travel reimbursement policies set by your school district. The district will then submit one invoice to the CAPP office.**

**The CAPP Office will reimburse the following travel expenses.**

**1. Transportation Cost** - Airfare, Rental Car or Personal Car Mileage (\$.345/mile), to get to Long Beach. We encourage you to take the Super Shuttle or taxi's from LAX or Orange County Airports, taxi's are available from the Long Beach Airport.

*It will not be necessary to have a rental car during the meeting. Therefore CAPP will not reimburse rental car costs for people who fly into local airports. Please make use of Taxi's and Super Shuttles, and save all original receipts.*

**2. Per Diem** - Dinner \$20.00, (If arriving on the 20th)

*CAPP will provide breakfast and Lunch on the 21st, therefore these meals cannot be claimed.*

**3. Lodging** - The cost of your hotel room is covered by CAPP and should not be included on your travel reimbursement.

**The invoice submitted by your district should only include travel reimbursement costs and meal per-diem. No other expenses will be reimbursed.**