

**Registration for Intermediate
Team Planning**
(Please type or neatly print.)

School District: _____

School: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) - _____ - _____

Fax: (____) - _____ - _____

Contact Person: _____

E-mail: _____

Billing Information:

Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

Method of Payment (please select one):

Check enclosed (payable to The Ohio State University)

Purchase Order (original must be attached)

Credit Card (please specify): Visa MasterCard

Credit Card #: _____ Exp: _____

Signature (required): _____

Amount Enclosed: \$ _____

Superintendent's Signature:

Date: _____ / _____ / _____
(Print Name and Title)

Return registration **with the names and positions**
of the **Team Planning Members** to:

*Literacy Collaborative
Intermediate Team Planning
Attn: Diann Guy
1100 Kinnear Road
Columbus, Ohio 43212*

Team Planning Information

Cost - \$1,000 per team member*

*with a minimum of 6 and a maximum of 8 members

Dates

Intermediate Team Planning
2014-15

October 6-7, 2014
and
February 2-3, 2015

**For arranging Team Planning
in your area contact:**

Jason Hillman
614.688.4977
hillman.157@osu.edu

For additional information, please contact:

Diann Guy
614.292.7893
800.678.6486
guy.81@osu.edu
or visit: www.lcosu.org

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*Team
Planning
Grades
3-6*

2014-15

*Offered by:
Literacy Collaborative
at The Ohio State University*



Literacy Collaborative
Intermediate Team Planning
 at The Ohio State University

The planning team is a leadership group which will support and monitor the implementation of Literacy Collaborative at a school site over several years.

The team is comprised of six to eight representatives including the school principal and other faculty who represent the range of grade levels and programs offered in the school. For example, intermediate team members may include third, fourth, fifth and sixth grade teachers in addition to the school administrator, the Reading Recovery teacher, special education teacher, Title 1 teacher, ESL teacher, bilingual teacher, and future literacy coach (LC), if already selected.



Team planning offers an opportunity for schools to work together to develop a shared vision for literacy instruction.

Critical factors for a solid framework of professional development are the melding of theory and practice; robust initial training followed by continuing support, collegiality, and guidance; and accountability for children's progress.

Janet Gaffney and Billie Askew (1999)
*Stirring The Waters:
 The Influence of Marie Clay, p. 76*

In a learning organization, leaders may start by pursuing their own vision, but as they learn to listen carefully to others' visions they begin to see that their own personal vision is part of something larger.

Peter Senge (2000)
Schools that Learn, p. 352

Responsibilities of the Team

The responsibilities of the intermediate team members include:

- attending four to five full-day seminars,
- completing assigned tasks,
- scheduling and attending regular in-school team planning meetings, and
- conducting sharing sessions to update the staff on Literacy Collaborative work.

Upon acceptance to Literacy Collaborative, the ongoing responsibilities of team members include

- planning ahead for staffing possibilities which provide for 50-70% release time for LCs to work in classrooms and support colleagues,
- developing an efficient schedule for classroom assessments,
- planning for the initial training course, and
- working together to ensure funding for the initiative.

In summary, members support their literacy coach through ongoing participation in planning, decision making, problem solving, and communicating to ensure that every child becomes literate.



Participants receive an introduction to the Intermediate Literacy Collaborative Framework.