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HIL STREET

NEWS

AND HEY, LET'S BE CAREFUL OUT THERE



**Welcome to HIL Street News!
Just for Facilitators and Coordinators!**

Your place to get the latest HIL Project updates and news. Goes great with your morning coffee. All issues will be archived on the Facilitators' and Coordinators' resources pages at <http://hilwmu.org/>

Speaking of the HIL Project Web Site...

Have you read "Teaching Children to Read is No Easy Task"? You will want to check out this important publication about our national goal to insure that all U.S. children become competent readers. This two-part resource will help you have important conversations with your schools. You can find it at <http://www.hilwmu.org/feature-story/>

Another HIL Project Web Site Feature

On the home page, you will find the "Leading Now, Reading Wow" feature. We want this to be an active space for sharing "success stories", points of interest, and other news about the great work going on in our HIL Project schools. We also want to feature great work by our partners. So, help us out! Look for good stories to tell and submit regularly.



First HIL Project Collaborative Summit April 23, 2018

Our first Summit will be held at DeVos Hall in Grand Rapids. Details were sent to you and all your schools. Now it is time to be sure that you and your school teams are registered.

You will spend the entire day with your school team(s). If you have more than one school, one or your Facilitator colleagues not currently assigned to a school and one of the Coordinators will assist you during break-outs when it is time to work with your team. We will let you know who will be assisting you prior to April 23.

The day will open with a "Reading Party". The Coordinating Team will host the party for you and your school team(s) to spark passion, excitement, and (yes) a sense of urgency for literacy.

We will also provide your school teams an overview of the HIL Project. We hope to inspire them with our vision for their success and encourage them with our plan to support their journey to becoming schools where all students achieve a solid level of literacy.

Each Summit will start with all participants together for an opening session devoted to inspiring and focusing the work for the day. This will usually include a literacy "nugget" and a leadership "nugget" your school teams can immediately apply as you work together through the day.

The format for each of these summits is the same and the focus is on engagement, collaboration, and doing a deeper dive into the ideas, strategies, and practices that strengthen:

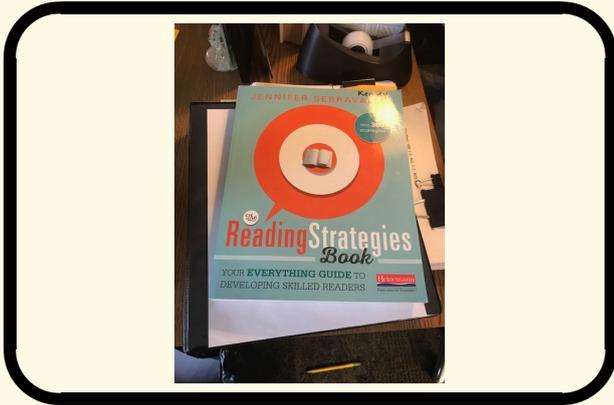
1. school leadership
2. school capacity for high integrity and fidelity implementation of research-based improvement initiatives, and
3. student literacy

There will usually be three break-out sessions:

1. One for you to work with your school team(s) to engage around and apply the literacy and leadership nuggets for the day.
2. One devoted to School-to-School collaborations and sharing around the work and specific issues related to the work.
3. One for you and your school team(s) to take stock of where you are and plan forward.

The HIL Project Summits focus on seven participant outcomes as follows:

1. Reconnect with the passion and commitment for high levels of student literacy success
2. Inventory, Debrief, Reflect, and Celebrate the work accomplished in each school
3. Develop and refine plans for future HIL Project work in each school
4. Collaborate with other school teams to share strategies, resources, and accomplishments
5. Collaborate with other school teams to identify problems of practice and engage in collaborative teaming to respond to those problems of practice
6. Deepen understanding and access new ideas and resources for one or more aspects of literacy improvement work
7. Deepen understanding and access new ideas and resources for one or more aspects of leadership improvement work
8. Strengthen the working relationship of the Implementation Facilitator and School Leadership Team



FACILITATOR REMINDERS

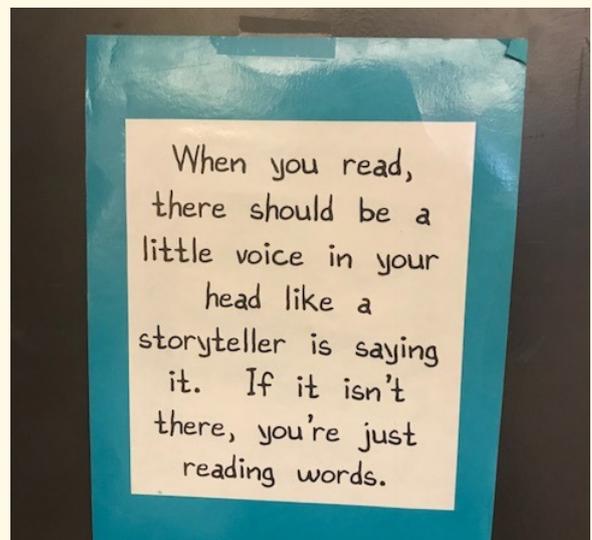
EACH ISSUE OF THE HIL STREET NEWS WILL INCLUDE THIS HELPFUL COLUMN BASED ON THE FACILITATOR'S "GETTING STARTED" GUIDE. HERE ARE TODAY'S REMINDERS:

GETTING IN YOUR TOTAL NUMBER OF STIPEND DAYS

We understand that some Facilitators have been delayed getting into their schools for various reasons. This has raised a concern about getting in the required number of days in the schools between now and June 30. We have worked out a guideline for you to follow if it looks like you will not be able to get in the required 15 days in your schools prior to June 30 as follows:

1. Notify your Coordinator if you believe you will not be able to get in the 15 days on-site at your school(s) prior to June 30. Let the Coordinator know how many days you will fall short.
2. Discuss the following options with the principal and your coordinator for how to address the days you will fall short:
 - a. Set up some planning and debriefing days with the principal over the summer
 - b. Arrange to attend some of the back-to-school activities and/or professional development with the principal and teachers in August or between now and September 30.
 - c. Add extra days in September over the 4 already in your contract.
3. After reaching an agreement with the principal and your Coordinator on how to use the above options to address the days you cannot get in by June 30, submit your plan to Lisa Ryan in writing. We will make this plan an addendum to your Scope of Work document for the first year.

- Check with your school(s) to be sure they register for the April 23 Summit Help your school(s) complete the following:
- Send Lisa the names, emails, phone numbers of the three teacher leaders
- Complete and submit the school's plan to spend this year's \$8,000 stipend
- Complete and submit this year's match documentation
- Complete your employment paperwork with the Kent, Ottawa, or Van Buren ISDs if one of them is your employer of record.
- File your work reports each day you are working in your schools
- Establish your process to record and plan your work with your schools. At the May and June Facilitator workshops, we will ask you to share your system and any tools you create with the goal of having Facilitators co-create a common process and system for record keeping, planning, and debriefing the work with schools.
- Complete F.E.R.P.A Training and submit completion certificate



The Facilitator Workshops

Your Coordinators put great effort into planning these workshops and your Scope of Work Agreement includes your full attendance at all sessions. That said, we have had to accommodate some scheduling conflicts for this first year due to the fact that many of you had already made work and family commitments prior to being hired as a Facilitator. For next year, we hope to significantly reduce or eliminate conflicts by providing you with a full calendar of all your Workshop and Summit dates. You can expect that calendar by May 4 as we are currently checking on potential calendar conflicts for the next academic year.

Please follow these norms regarding your attendance at all Workshops and Summits:

1. Arrive on time and stay for the full session.
2. Notify Lisa and your Coordinator regarding any conflicts that will interfere with your attendance
3. Work with your Coordinator to complete appropriate "make-up" activities for any Workshops you cannot attend. There is no make-up for Summits as your responsibility is to participate with your school team as their primary support and guide through the day.

F.E.R.P.A Requirement

All Facilitators must complete FERPA training. Below are steps to taking a training module set forth by the US Department of Education. Please complete in the next week or so. If you have had prior FERPA training, this module allows you to skip through to the quiz questions.

1. Go to <https://studentprivacy.ed.gov/content/online-training-modules>
2. Scroll down the page half way and click on FERPA 101: For Local Education Agencies
3. Read this page and find where it says click Here to access this course.
4. Click on "Register as new user"
5. Create login information :
First name, last name, email, state (Michigan), Organizational Affiliation (Local/District Education Agency), and create a password
6. Click on "Start" or the FERPA 101 for Local Education Agencies
7. Complete the course and pass the subsequent quiz
8. "Print" the certificate to a pdf and email it to lisa.j.ryan@wmich.edu

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Two Cool You-Tube TEDx Talks

Check out these two talks. The first is by a literacy and instructional specialist and the second by an award winning children's author. These could be great conversation starters at your schools. We will feature one or both at the April 23 Summit (see summit story below).

Tedx Talk 1:

<https://www.youtube.com/watch?v=ZBUt2wdYtpM> Why we should we all be reading aloud to children? By Rebecca Bellingham. Literacy specialist at Columbia University Teachers College

TedxTalk 2:

<https://www.youtube.com/watch?v=40xz0afCjnM> Can a Children's Book Change the World? By Linda Sue Park, author of 2002 Newbery Medal for "A Long Walk to Water" New York Times bestseller list for more than two years.

The HIL Communications team is working on adding photos and bio statements for every facilitator. In order to help them with that task, please complete a VERY BRIEF questionnaire at this link:

<https://goo.gl/forms/kQH5CiyeXxOXFbTv2>

It will take no more than 5-10 minutes of your time! Please complete the questionnaire no later than **April 20, 2018**.