

Dear Michigan Literacy Coaching Colleagues,

I am pleased to inform you about an exciting literacy coaching professional learning opportunity. This coming spring we are continuing to offer Intensive Literacy Coaching Institutes aimed at enhancing your coaching skills. These institutes are opportunities to practice and receive feedback on most of the *Essential Coaching Practices for Elementary Literacy* found at LiteracyEssentials.org. The 4-day experience is held in a real school where participating coaches are supported to work with real teachers and students. We've held fifteen different 4-day Intensive Coaching Institutes in the past couple of years. **This spring we will be offering several opportunities to participate, as listed in the table below.**

If you have not yet attended an Intensive Coaching Institute and you have at least one year of experience as a coach, please consider completing the simple application linked below. The benefits to your work are numerous and the supports we create for each other across the four days are meaningful and lasting.

Please complete the simple application form as soon as possible. All applicants will be notified via email by the evening of the dates listed in the table below. The application form is linked here: <https://forms.gle/dRDxqZBAQ74RoVPt5>

** All five of the following institutes are included in the one application form linked above. When filling out the form, simply click any of the sets of dates that work for your schedule and you will be added to that institute's list of applicants. Please don't hesitate to apply to attend an institute in another region of Michigan than where you live. For coaches traveling to attend, your mileage is reimbursed and your hotel is covered by a grant as well as all meals except your dinners on days two and three.*

Dates of Institute	Location	Please apply by:	All applicants will be notified via email by:
March 23-26, 2020	Blissfield Elementary near Adrian, MI	<i>Apply ASAP. The lead team will be reviewing applications this week and next week as they come in.</i>	March 6, 2020
April 6-10, 2020	Genesee County	The week of March 9, 2020	March 16, 2020
April 20-23, 2020	Oakland County	The week of March 16, 2020	March 23, 2020
May 4-7, 2020	Alpena, MI	The week of March 30, 2020	April 7, 2020
May 18-21, 2020	Petoskey, MI	The week of April 13, 2020	April 20, 2020

More Information

The main outcomes of the Intensive Coaching Institute Project are tied to *the Essential Coaching Practices for Elementary Literacy* [ECP] found on literacyessentials.org and include the following:

- Identify individual strengths related to literacy coaching and areas that could be strengthened
- Develop skills and paths to enhance
 - Literacy-specific coaching (ECP #6)
 - Coaching communication skills (mediating thinking with teachers) (ECP #2 & #3)
 - Small group/team level facilitation skills (ECP #3)
 - Communicating and gaining support from administrators (ECP #4)
 - Personal coaching goals for various roles (ECP #5 & #7)
- Develop a peer mentoring model for ongoing support

Some of the activities planned for the Intensive Coaching Project include the following:

- Professional development about the integration of two or more of the *Essential Instructional Practices in Early Literacy: Grades K-3* into instruction (e.g., integrating Essential #1 and Essential #6 into small group instruction, Essential #3)
- Active participation, with the support of the project facilitators and your coaching colleagues, in co-planning, implementing, and reflecting on instruction based on the *Essential Instructional Practices in Early Literacy: Grades K-3*. The instruction will be delivered to small groups of students from our partnering school.

There are grant funds to cover the mileage and hotel room expenses of coaches who must travel to attend these institutes. Breakfasts will be available at the hotels, lunches will be provided each day, and one group dinner the first evening will be covered.

We believe that a participant will benefit most from the Intensive Coaching Project if she/he:

- Has at least one full year of coaching experience.
- Has had at least three years of teaching experience at the K-5th grade level
- Has attended the professional learning opportunities that have been made available to the coaching network.
- Is currently an ISD/RESA early literacy coach with a role that includes the coaching of individual teachers and/or mentoring of other coaches OR is a district coach who is working in collaboration with an ISD/RESA early literacy coach.
- Has obtained the approval of her/his supervisor to participate in the Intensive Coaching Institute.

- Will be able to attend all four days of the Intensive Coaching Institute. This is key because we plan our partnerships and small group activities based on having exactly 12 coaches participating each day.

One value-added component of this institute is the ability to work closely with coaches from different areas of the state across each of the four days. We plan these specific coach partnerships, teams, and interactions in advance. When selecting the final participants, we will attempt to include coaches who represent different geographic areas of Michigan and who work in schools that represent many diverse student populations.

If you have any questions about the Intensive Coaching Institutes, please email me at ebrown@gomasa.org.

We are looking forward to working with many of you as we expand this important project.

Sincerely,

Erin Brown, on behalf of the Intensive Literacy Coaching Institute Facilitator Team