

Three Rivers Education Foundation

Promoting Education Success for Every Student

Services for PK–12 Education Success



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For more information, contact the Foundation at
501 Airport Dr., Ste 209
Farmington, NM 87401
<http://ThreeRiversEducationFoundation.org>

505-599-8771
info@ThreeRiversEducationFoundation.org

Three Rivers Education Foundation, Inc.

The Three Rivers Education Foundation, a 501(c)(3) non-profit organization in Farmington, NM, was founded in 2008 to support public, private, charter, and Bureau of Indian Education schools throughout New Mexico. We're housed at the Educator Support Center, established by the Transition to Teaching Program of the Farmington Municipal Schools.

We are committed to advancing education programs and initiatives, as well as to education research, with the purpose of ensuring that students, educators, and community members have access to the most effective education systems and supports.

We value our partnerships with New Mexico school districts and communities. We strive every day to provide our partners with the leadership, management, professional services, and support they need to reach their education goals.

This services guide demonstrates how the Three Rivers Education Foundation can assist you in meeting the needs of your PK–12 students and district personnel.

PK–12 Services are broadly categorized as

- District-level services, and
- Professional development services.

Unique and targeted services are available, too! If you don't see what you need in this service menu, we can work with you to solve your unique and pressing needs.

Contact us, and let's see how we may best serve your school district and community.

We look forward to working with you!

Sincerely,

David Bowman, Executive Director

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District-level Services

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Instructional Audit

Audit Guidance & Preparation

For: Schools rated F and D that are required to undergo an instructional audit

For: All schools and districts seeking strategic improvements

What is a pre-audit?

Using the Public Education Department's tools and processes, we conduct an instructional audit of select schools BEFORE the PED team arrives.

How does it benefit us?

With a pre-audit, conducted weeks or months prior to the PED audit, you and your staff have time to adjust processes, modify instructional and administrative practices, and engage in necessary strategic planning. Then, when the PED team arrives, you're ready for them.

As importantly, the instructional audit is designed to be a strategic planning tool, providing critical information and informing strategic decision-making. The pre-audit process, conducted by the Three Rivers Education Foundation, will help you and your colleagues make improvements to the schools so that students receive enhanced educational opportunities and services.

Who does it?

Trained auditors who can provide objective, accurate, and useful information. These include Foundation staff and current and retired school and district administrators.

How much does this cost?

Cost depends on two factors:

- number and size of schools to be included in the audit process, and
- which aspects of the audit you need, from the entire audit to select priority topics.

We can determine a cost that provides maximum value for your dollars.



Teacher Evaluation Support

Independent Administrative Observations of Teachers

For: All schools

For: Schools where the principal has significant time constraints or needs an outside observer

What are external teacher evaluations?

Using the principal's observation protocol and the state's new evaluation requirements, we conduct classroom observations on behalf of the principal and present findings.

How does it benefit us?

As important as this process is (or can be), principals' challenge will be to conduct all three observations thoroughly and productively. External observations will save the principal time.

Principals often find what they expect to find when observing teachers, and their findings can be affected by the social politics of the school environment. Our external observers can provide objective observations free from preconceptions and free from social pressure. Findings will inform true improvements in teaching and learning.

Who does it?

All observers are experienced administrators with current school administration licenses who are trained in the new evaluation process.

How much does this cost?

Cost depends on two factors:

- how many times each teacher will be visited, and
- how many teachers will be observed at a school site.

Once we know these factors, we can establish costs that balance value with service.



Grant Management

Federal Grant Management

For: Districts with federal grant-funded projects
For: Districts seeking federal grant funding

What is federal project coordination?

The staff at the Three Rivers Education Foundation has a long history of managing and directing federal grants. If your district has, or will have, federal grant funds, we can ensure the grant programs are well run. We can work with you from the beginning stages of proposal development. We have 2 models for this service, and can design one you need.

Model 1: Establish a contract or MOU with the Foundation to provide grant coordination and management. A portion of grant funds flow from the district to the Foundation for services. The Foundation hires staff, negotiates district contracts, makes purchases, manages funds under your direction, and provides other necessary services.

Model 2: Hire Foundation staff as district employees and support the Foundation as a branch office of the district.

How does it benefit us?

Time, personnel, and expertise. Fully staffed and resourced program office. We take the management burden off your district employees. We collaborate with you and your colleagues, giving you the benefit of our expertise, experience, professional contacts, and resources—reducing the burden of managing the grant.

Who does it?

The Foundation has the personnel in place to assist with every aspect of program management. Our professional contacts allow us to access a broad scope of expertise, as needed.

How much does this cost?

We recommend that the Three Rivers Foundation is written into grant proposals, which allows you to use our reputation and expertise to improve the competitiveness of your proposals. We will work with you to determine costs based on the model implemented and the level of effort.



Project Evaluation

Federal Project Evaluation

For: Districts with federal grant-funded projects
For: Districts seeking federal grant funding

What is federal project evaluation?

Project evaluation is the process by which you make sure you reach your goals and achieve your project outcomes. It is the process by which you demonstrate your project success, report achievements, and make the case for future funding. Most federal grant programs require evaluations, but to be beneficial, the evaluation requires experienced evaluators.

How does it benefit us?

Evaluation services by the Three Rivers Education Foundation can directly benefit your district two ways.

Evaluation design: We help create a valid evaluation plan that goes in your proposal, thus increasing the competitiveness of your grant proposal.

Evaluation implementation: We create data collection tools, conduct evaluation processes, analyze findings, and prepare federal reports. In this way, we help you make strategic decisions about your federal project and help you demonstrate your success to federal officers.

Who does it?

Foundation personnel and key colleagues with experience and expertise in federal project evaluation. We collaborate with you and other district personnel to design and implement an evaluation plan that is appropriate for your district and the nature of the project.

How much does this cost?

Costs are negotiated based on

- the level of effort
- the scale of the project
- the grant award size

In most cases, evaluation services are paid through grant funds and costs are built into the project budget submitted with the grant application.



District Finance

District Budget & Finance Consulting

For: Districts seeking to improve revenues

For: Districts seeking to decrease expenditures

What is district finance consulting?

How do you know you're receiving all the money you're due? How do you know you're putting the money where you need it? How do you know the money is where you think it is? District finance consulting helps you get every dollar you're due, put it where it should be, and determine how well you're tracking your funds. Money's tight. Get a grip on yours.

How does it benefit us?

Get more money. Save more money. Have more money where you need it.

Who does it?

This service is provided by a small pool of highly expert former superintendents with 20 to 40 years of practical experience in managing district budgets, former superintendents known for maintaining well-funded operations and programs even while generating surplus funds. This isn't just another set of eyes looking over your accounts. This is specialists consulting with you to maximize your dollars, accomplish your funding goals, and meet your fiscal needs.

How much does this cost?

Costs depend on two factors:

- size of the budget and
- current financial health of the district.



Organizational Processes

Balanced Scorecard

For: Districts seeking seeking alignment of core processes to spur improved staff and student performance

What is Balanced Scorecard?

Balancing your “scorecard” creates great performance results in the area that matters most—student achievement. The technique lies in gaining strategic unity by all members of the district. Districts succeed in their mission when they access, and align, its intangible resources: people’s minds, creativity, and commitment. The balanced scorecard builds metrics around these intangibles, targets areas for improvements, and helps districts focus on strategies for success.

How does it benefit us?

Better performance by all members of the district leading to higher student performance.

Who does it?

This service is provided by a leader in organizational development who has consulted with Fortune 500 companies, large and small school districts, and organizations internationally, and who has coached executives in many organizations to improve leadership performance in communications, delegation, culture change, and strategic development. The foundation brokers his services on behalf of New Mexico school districts.

How much does this cost?

Costs depend on the specific nature of the service, duration of on-site strategic coaching, and level of intervention the district needs to significantly improve results.



Curriculum Development

Math, Language Arts, & Science Curriculum Development

For: Districts revising their mathematics, language arts, and science curricula

What is math, language arts, and science curriculum development?

Working with top-notch specialists in curriculum development, the Three Rivers Education Foundation assists your instructional staff and district-level administrators examine learning expectations by subject and grade level to create a vertically-articulated curriculum. We follow the scaffolding concept so that skills and knowledge once learned help students acquire new skills and knowledge. Through this process, we help teachers develop lesson plans to address the scope and sequence of the revised curriculum.

How does it benefit us?

You will have an articulated curriculum that leads to ever-increasing student achievement. You will also have teachers that buy-in to the curriculum, understand their responsibilities for implementing the curriculum, and have the capacity to meet the expectations described in the curriculum. Most importantly, and as a result of the process, you will have students demonstrating improved achievement.

Who does it?

The Three Rivers Foundation provides curriculum and instruction experts in the subject areas, specialists with a proven track record of helping district and school personnel develop achievable curricula with high expectations.

How much does this cost?

Costs are negotiated based on the number of staff sessions, with most curriculum development sessions covering at least five days. Costs also reflect whether the development sessions occur in one block of time or over individual days.



Common Core

Implementing the Common Core & Shifts in Instruction

For: Curriculum design teams

For: Classroom teachers developing new learning opportunities

What is Common Core training?

The State's adoption of the Common Core Standards has created a lot of anxiety among teachers and curriculum designers, raising many questions about what is taught, when it is taught, and how it is taught. The Three Rivers Education Foundation can help your personnel make sense of the new standards and understand how they translate to classroom practice.

How does it benefit us?

The long-term benefit is that students will be ready for state testing, which will be built on the new standards. The short term benefits include better direction for teachers on the topics they need to teach, improved collaboration among subject areas and grade levels, and better informed curriculum development that results in a clear and reasonable scope and sequence for instruction.

Who does it?

The Three Rivers Education Foundation provides this training through its network of Common Core specialists.

How much does this cost?

Costs are determined by the number of whole group professional development sessions and the number of follow-up and individual coaching sessions.



Instructional Support for S.T.E.M.

For: All elementary teachers

For: Middle & high school science, technology, engineering, and math teachers

What is Instructional Support for S.T.E.M. Fields?

Science, Technology, Engineering, and Mathematics (S.T.E.M.) is the hot topic in curriculum design and federal funding, and for a very good reason. Jobs of the future will require applicants to have a high degree of proficiency in these areas. State testing emphasizes math and science, and Common Core standards promote student achievement in each area.

S.T.E.M. training helps teachers provide students with rich instruction in S.T.E.M. fields. Teachers will learn to make linkages between science, math, and other curricular areas, and they will enhance their ability to promote technology skill development to help students show achievement gains in core subjects.

How does it benefit us?

The practical answer: Students will do better on state tests. The “real” answer: Students will gain a stronger foundation in critical knowledge and skills needed for success, both now and in the future. Teachers will improve their abilities to create enhanced learning opportunities.

Who does it?

The Three Rivers Foundation provides S.T.E.M. curriculum, instruction, and content experts. These specialists have advanced knowledge of the S.T.E.M. fields and proven success helping teachers improve and enrich their instruction.

How much does this cost?

Costs are negotiated based on the number of sessions and the number of participants. Successful professional development will generally require a minimum of four full-day sessions over the course of a school year, with personalized support for small groups and individual teachers.



Professional Development Dossiers

PDD Support for Teachers

For: Teachers seeking advancement in the 3-tiered licensure system

What is PDD Support?

The PDD process can be confusing, and many teachers are challenged to prepare a PDD that will pass Public Education Department review. We can coach your teachers, individually or in groups, through the process. From helping teachers understand PDD requirements, to guiding them in evidence collection, to reviewing PDDs before submission, we can help your teachers find success in the PDD process.

How does it benefit us?

With PDD support from the Three Rivers Education Foundation, your teachers maintain their licensure, advance in the licensure system, and meet PED expectations.

Your teachers will have less stress about the process, spend less time and effort trying to figure out how to develop an acceptable PDD, and be better able to focus on their primary responsibility—teaching children.

Who does it?

PDD support is provided by Foundation staff members and professional contacts trained in the PDD process with successful experience assisting teachers with their PDDs.

How much does this cost?

The cost depends on the type of service your teachers need and the level of support the district has committed to provide. Training sessions, individual coaching, and PDD review have differentiated costs, and more intense support results in lower costs per teacher.

Continuing Education Units for Speech & Language Pathologists

For: SLPs and SLPAs meeting requirements to maintain their licenses.

What is SLP CEU training?

All Speech and Language Pathologists (SLPs) and Speech and Language Pathologist Associates (SLPAs) must participate in 20 contact hours of approved training each two years to maintain their licenses. The Three Rivers Education Foundation can provide the training hours your SLPs and SLPAs need in areas that will most benefit them as they work with your students.

The Foundation provides CEUs through on-line modules, live on-line sessions, group workshops, and mini-programs of study. Every SLP / SLPA in your school can choose the most effective option.

How does it benefit us?

Not only do SLPs and SLPAs maintain their licenses so they can continue working with your students, they gain skills for enhancing services to students, resulting in improved outcomes for children in need of their services.

Who does it?

The Three Rivers Education Foundation provides specialists in Speech and Language Pathology with expertise in working with K–12 students.

How much does this cost?

Each model has a different cost, with on-line modules least expensive, group sessions higher (depending on the number of participation hours), and mini-programs both most expensive and most valuable to your SLPs and SLPAs. University credits for CEUs carry an additional fee.

Classroom Management

Classroom Management Training

For: All new teachers

For: Experienced teachers seeking strategies to create effective learning environments

What is Classroom Management training?

A teacher's first responsibility is to create a classroom environment conducive to learning. Teachers need strong classroom management skills that comprise professional attitudes, clear processes, reasonable expectations, and classroom leadership. Classroom management professional development from Three Rivers Education Foundation helps teachers build each of these characteristics, leading to classrooms in which students can, and will, learn.

How does it benefit us?

Kids learn more. Discipline actions decrease. Teachers stay in the profession. Principals have the time to support teachers and engage in strategic actions. However, principals are often hard-pressed to provide the individual support teachers need to improve classroom management, and that's where we come in. We can help your teachers improve their classroom management skills so they have time to focus on student achievement.

Who does it?

The Foundation provides services by current and former administrators with a proven history of managing classrooms effectively, applying current research on student behavior and motivation, and providing leadership of classroom reform efforts.

How much does this cost?

Costs are determined by the number of teachers and by the number of whole group and small group (or individual) training sessions.

Mentor–New Teacher Training

Teacher Mentor–Mentee Training

For: New teachers and the experienced teachers who will mentor them

What is Teacher–Mentee Training?

Mentoring is the key for new teachers to gain the instructional skills they need and to become part of the overall school culture. The first few years of teaching pose significant challenges for new teachers. Mentoring gets novice teachers “up to speed” so they can provide instruction and learning environments students need to make achievement goals.

Whether or not you have yet started your mentoring program, your staff will find this training beneficial. Mentor–Mentee training will help mentors and new teachers understand best practices in mentoring, build trusting relationships, understand expectations and accountability, develop processes for effective mentoring, and develop cognitive coaching strategies they can use.

How does it benefit us?

Most importantly, experienced teachers will be able to help novice teachers become teaching professionals, with noticeable effects in student achievement. Additionally, the district will fulfill requirements for providing effective mentoring for new teachers.

Who does it?

The Three Rivers Education Foundation provides experts in mentoring research and practice who have proven success in developing and growing new teacher mentoring programs.

How much does this cost?

Training is generally priced for full-day sessions. Small group trainings conducted in multiple sessions are also available.

Emotional Intelligence

Emotional Intelligence in the Classroom

For: Teachers with challenging students
For: Teachers seeking strategies to create a classroom culture conducive to learning

What is Emotional Intelligence (EI) training?

Social, Emotional, and Academic Learning (SEAL) is the key to positive student outcomes. Emotional Intelligence is the ability to identify one's emotions, to understand their roots, and to make positive choices. EI training for school personnel helps them gain these powerful skills, and EI training for students focuses on helping teachers provide EI instruction to their students. Training takes two forms:

1. Staff professional development: whole group training in EI; and
2. Teacher coaching in delivering EI lessons

How does it benefit us?

Educators need strong emotional intelligence to improve interactions with students and others, and students need strong emotional intelligence to mitigate adverse influences and make pro-social, pro-academic choices. With EI training, teachers create school climates in which students improve achievement performance and increase pro-social behaviors.

Who does it?

The Three Rivers Education Foundation provides the services of some of the top regional names in Emotional Intelligence and EI Professional Development.

How much does this cost?

Each type of training (i.e., staff professional development, teacher coaching) has a unique cost structure, depending on the number of sessions and the number of teachers. We collaborate with you to determine which model and what level of service will provide the results you seek.

Written Communication Skills

Improving Academic & Technical Writing Skills

- For: All teachers who require students to write—not just English teachers!
- For: School personnel who communicate in writing
- For: Teachers working on their PDDs

What is Academic Writing training?

Academic writing skills are increasingly necessary. Students are expected to express themselves in multiple content areas, according to the Common Core standards. Teachers, too, need to have strong writing skills, not only to communicate professionally and through their professional development dossiers but also to teach students to write well.

Academic Writing training is adult learning to help teachers build their own writing skills. Training is provided in all-day sessions or across several sessions in a workshop format.

How does it benefit us?

Your teachers will present themselves with greater professional credibility, and they will learn to communicate clearly. Teachers with a greater understanding of writing skills and concepts will be able to help students improve their own writing skills.

Who does it?

Academic writing training is provided by Three Rivers Education Foundation specialists in written communications who have demonstrated not only exceptional writing skills but also the ability to teach writing skills and concepts to adults.

How much does this cost?

Whole-staff training sessions and writing workshop sessions have separate costs, though the most effective model combines the two approaches. Costs are determined by the model and the number of participants.

Data-Driven Decisions

Using Data to Inform Decisions and Assess Results

For: Principals and district administrators seeking to make informed program decisions

For: Teachers seeking to make informed instructional decisions

What is Data-driven Decisions training?

The common mantra in education is “What do the data tell us?” With a clear understanding of student data, school personnel can make decisions with the greatest potential for success. Data-driven Decisions training guides school personnel through a decision-making process and helps them make decisions about programs, instruction, and interventions.

How does it benefit us?

Programs will meet real needs, address real challenges, and produce real results. Instruction will meet students’ need, helping to establish a plan that scaffolds students’ skills. Staff members will be able to focus on what is most important and design learning opportunities tailored to individual student needs. Students will receive the instruction, resources, and support they need as individuals. Instruction will align to learning needs, and interventions will target high-need challenges.

Who does it?

The Foundation provides the services of former school administrators who have successfully led reform initiatives by using student and school data as the basis for their strategic actions.

How much does this cost?

Costs are determined by the type of participant (e.g., classroom teacher, resource teachers, school and district administrators), the number of sessions, and the types of education reforms needed.

True Colors

True Colors Personality Types

For: School personnel in collaborative work environments

For: Staff members seeking to improve teacher–student relationships

What is True Colors Personality Type training?

To work effectively with another person, to teach, to coach, to collaborate, you need to know something about that person’s personality. What makes him or her tick? How does that person work best? How can you modify your approach to get the outcomes you desire? Whether you’re working with other staff members or with students, knowing True Colors helps you build relationships, improve effectiveness, and get results.

How does it benefit us?

True Colors training provides benefits every school needs, including

- Improved collaboration with, and appreciation of, others;
- Increased involvement and engagement;
- Improved relationships and team spirit; and
- Stronger environment for growth and development.

With training in True Colors, you will see these benefits among staff members and students.

Who does it?

For the most effective training, the Foundation provides True Colors training only through certified True Colors trainers.

How much does this cost?

Cost are negotiated depending on the number of participants and the number of follow-up sessions. Introductory training is four hours and is recommended for groups of 15–25.

Program Budgeting

Managing a Federal Program Budget

For: Directors of grant-funded programs

What is Program Budget training?

Program Budget training by Three Rivers Education Foundation helps your program directors make strategic decisions about creating, modifying, and using federal budgets most effectively to implement the federal program and fund essential actions and resources.

Training also addresses how to complete federal forms, how to align federal budgets with school budgets, and how to track dollars so that funds are available where and when needed.

How does it benefit us?

Keep federal programs running efficiently, maintain budget authority, and build a strong federal reputation for managing the budget—which not only help current programs succeed but also lead to acquiring new grant funds.

Who does it?

Staff members at the Three Rivers Education Foundation with years of experience in successful grant implementation.

How much does this cost?

Most training occurs with small groups over several sessions. Costs are proportionate to the number of attendees, from 1-on-1 coaching to groups of eight. Current federal funds can be used to support this professional development through a management consulting contract.

Microsoft Office

Using Microsoft Office Efficiently

For: Staff members who use Microsoft Office in their professional responsibilities

What is Microsoft Office training?

Computer skills are the key to a productive, efficient, and professional work environment. Microsoft Office training covers skills, techniques, and “tricks” for Word, Excel, and PowerPoint for PC or Mac.

Training focuses on one program, or all programs over a series of sessions. Using a very hands-on approach, staff members strengthen their ability to use common program features and explore advanced program features that make these programs so powerful. For example, teachers learn to modify style sheets, develop detailed formulas, and use professional graphics features.

Training may focus on one program or multiple programs over a series of sessions. In most cases, two or three two-hour sessions, provided in your computer labs, will be most effective.

How does it benefit us?

With training, staff members become far more efficient with their daily tasks. They can accomplish more, in less time, in a professional manner.

Who does it?

Expert users in Microsoft Office with years of experience using the advanced features of this software in professional environments.

How much does this cost?

Costs depend on

- the number of participants,
- the number of sessions,
- the specific Office components, and
- the current skill set / ability of the participants.

Public Speaking

Fearless Public Speaking

For: For targeted staff members who need to improve their public speaking skills and confidence

What is Public Speaking training?

This unique training focuses on the four elements of successful public speaking: attitude, content, presence, and interaction. Using a combination of demonstration, explanation, and practice, participants refine their ability to share information in a public forum.

This training is typically two hours long. To create an open and comfortable training experience, we recommend that the participants are a homogenous group by profession (e.g., support staff members, instructional aides, administrators).

How does it benefit us?

After this training, participants will be more comfortable and more adept at public speaking. They improve their professional credibility and, most importantly, their ability to communicate with stakeholders.

Who does it?

Trained public speaking professionals with years of experience in helping others overcome difficulties with public speaking.

How much does this cost?

The cost depends on the number of participants. As this is a one-time training session, we can negotiate a cost that meets your budget.

