



Ongoing Communications Consultant Group– Application

I. OVERVIEW and PURPOSE

Flamboyant Foundation is pleased to announce an Ongoing Communications (OC) Consultant Group for teachers who have honed their home-school communication practices and want to share them with others so they, too, can effectively engage families. Flamboyant Foundation invites pre-school through 5th grade teachers from DC public and public charter schools to submit applications to become Ongoing Communications Consultants, and receive up to \$1,000 for their participation over the summer of 2015. As part of the Consultant Group membership, teachers will share strategies on the innovative and creative ways they communicate with families, and codify their best practices to make them shareable with other teachers and school leaders across the district.

Flamboyant currently partners intensively with 27 DC elementary and education campuses, reaching over 1,400 educators and the students they teach. Through this work, we provide funding, training, and resources to help teachers improve in three main practice areas: relationship-building home visits, data-driven and action-oriented parent-teacher conferences or Academic Parent Teacher Teams, and effective ongoing communication practices.

This year, our partner teachers have asked us to help them save the time they spend creating their own systems and tools to communicate with families. To respond to their needs, this Consultant Group will help us identify easy-to-use and diversified examples and resources around parent-teacher communication practices that teachers can implement to make a difference for the students and families in their classrooms.

Consultant Group members will 1) come together as a group to learn from one another and from the existing research about parent-teacher communication; 2) create a portfolio of exemplar communications from their own family engagement work; and 3) turnkey their portfolio into resources other teachers can use by adding video and/or written framing about what the practice is, how they used it, why it worked for them, and the impact it made for their students.

About Flamboyant Foundation Washington, DC

Working at the intersection of education, business, government, strategic philanthropy and the non-profit sector, Flamboyant equips people with tools and inspiring experiences that change beliefs and practices, ultimately improving outcomes for children. We constantly learn from our experiences and adapt our work accordingly.

In Washington, DC, we help educators transform student learning through partnership with families. Teachers and principals with whom we work report that family engagement has improved their practices. For parents, Flamboyant's family engagement efforts create a renewed sense of hope and clarity on how to most effectively support their child's learning.

The results are inspiring; student achievement at our partner schools has grown by more than twice the district average.

For more information about the Flamboyant Foundation and our family engagement efforts, please visit our website at www.flamboyantfoundation.org.

Flamboyant defines ongoing communication as all the different ways that teachers communicate with families to build and sustain relationships, and exchange information that enables families to monitor and support their child’s learning at home. Ongoing communication bridges the gap between a trusting relationship and an academic partnership, and improves both. An effective ongoing communication strategy is customized to the school community and diversified enough to meet the communication needs and styles of all students’ families. In order to provide a diverse set of viewpoints, Flamboyant is inviting teachers outside of Family Engagement Partnership (FEP) schools, as well as those from partner schools, to apply to join the Consultant Group with the hope that a variety of perspectives and experiences will strengthen everyone’s practice.

In addition to improving Flamboyant Foundation and our partners’ understanding of ongoing communications, Consultant Group members will have the opportunity to strengthen their own Ongoing Communications practices by learning from a peer group of expert teachers, and getting the opportunity to learn about existing research and best practices Flamboyant has found to date.

II. PARTICIPATION ACTIVITIES

In June, OC Consultant Group members who have completed assignments will receive \$1,000 for completed work. During the Consultant Group membership period, Consultant Group members will participate in the following activities:

Activity	Estimated Time Commitment
<p>Orientation Meeting</p> <p>June 9th at the Flamboyant Office</p>	2 hours
<p>Parent and Colleague Interviews or Videos</p> <p>June 10th to August 7th on your own or TBD based on availability</p>	2 hours
<p>Community of Practice Meetings</p> <p>Dates: TBD based on group availability at the Flamboyant Office</p>	4 hours (2-two hour meetings) – See Appendix I for details
<p>Individual Work Time</p> <p>June 10th to August 7th on your own</p>	Approximately 14 hours- See Appendix II for details
<p>Closing Meeting</p> <p>Date: early August, TBD based on group availability at the Flamboyant Office</p>	2 hours

Flamboyant Foundation recognizes that teachers’ first priorities are their students and families. All of the participation requirements and hourly commitments will take place outside of school and contract-mandated hours.

III. SELECTION CRITERIA

- Evidence of strong commitment to family engagement
- Strong written communication skills

- Willingness to share and take feedback, collaborate, and problem-solve
- Track record of raising student achievement
- Interest in an OC Consultant Group membership and ability/commitment to fulfill grant requirements
- Teachers must be in good standing in a DC public or DC public charter school during the 2014-2015 school year

V. APPLICATION

Complete the online application at <http://bit.ly/OCgroupApp> by 5pm on Friday, May 15. See below for the questions from the application.

- 1) Biographical Information
 - a. Name
 - b. Contact email and phone number
 - c. School, grade level, and number of years teaching
- 2) What impact has family engagement had on your students, families, and/or yourself? Please cite examples or evidence of any changes or outcomes experienced from your family engagement approach.
- 3) With what percentage of your students' families do you feel like you have a strong, trusting relationship? What strategies have you used to try to reach those families you haven't built a relationship with yet?
- 4) What percentage of your students' families do you believe are using the information you share to monitor and reinforce their child's learning at home? What strategies have you used to try to reach those families who may struggle to understand how their child is doing, and help hold them accountable and support them to improve?
- 5) Describe your approach to communicating with families. What strategies do you find most effective? How do you manage communication with many families?
- 6) Why do you want to be a part of the Ongoing Communications Consultant Group? What do you hope to get or share from this experience?
- 7) Please attach two artifacts to demonstrate how you communicate with families. These may include, but are not limited to: a newsletter, example email, screen shot of text message, a narrative of a conversation on the phone/in-person, or a template for a communication log.

Applicants may be requested to participate in a brief phone screen. Flamboyant will contact teachers' principals as a reference check.

VI. PAYMENT PROCEDURES

- Interested teachers will submit applications to Flamboyant Foundation on or **before 5pm on Friday May 15, 2015.**
- Flamboyant Foundation will review applications on a rolling basis. Flamboyant Foundation will notify applicants if they have been selected on or before **May 29, 2015.**
- The period for the OC Consultant Group membership is **June 9 to August 7, 2015.**
- OC Consultant Group members will receive **\$1,000, for their work** at the end of the Consultant Group membership if they have adequately fulfilled the reporting and participation activities outlined above.

Please contact Megan Lucas, School Partnerships Coach, if you have any questions about the Ongoing Communications Consultant Group or the application.

Megan Lucas

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Appendix I: OC Consultant Group Scope and Sequence

Ongoing Communications Consultant Group members will receive a \$1,000 stipend in recognition of their commitment to improving family engagement. During the Consultant Group membership period, Consultant Group members will participate in the following meetings:

Meeting / Time Commitment	Objectives	Deliverables
<p>Consultant Group Orientation Meeting</p> <p>June 9, 2015</p> <p>2 hours</p> <p>Location: Flamboyant Office</p>	<p>Flamboyant will present current working definition of Ongoing Communications for group to give feedback.</p> <p>Participants will brainstorm deliverables.</p>	<p>List of deliverables to be completed during OC Consultant Group</p>
<p>Research and Best Practices</p> <p>Date: TBD</p> <p>2 hours</p> <p>Location: Flamboyant Office</p>	<p>Flamboyant will present an overview of the current research on ongoing communications.</p> <p>Participants will have the opportunity to share their own ongoing communications stories.</p> <p>Participants will plan outreach for interviews and craft relevant questions.</p>	<p>Participants will interview at least one family and one colleague about the impact of ongoing communications and best practices.</p>
<p>Feedback Check-In Meeting</p> <p>Date: TBD</p> <p>2 hours</p> <p>Location: Flamboyant Office</p>	<p>Participants present current deliverables and give feedback to their peers.</p>	<p>Participants give feedback on deliverables.</p>
<p>Closing Meeting</p> <p>Late June, TBD</p> <p>2 hours</p> <p>Location: Flamboyant Office</p>	<p>Participants will share out learning from their interviews.</p> <p>Participants will give feedback on how best to communicate the learnings and resources to teachers and school leaders.</p> <p>Participants will celebrate the success of the group.</p>	<p>Final Consultant Group deliverables and recommendations.</p>

Appendix II: Example Deliverables

Flamboyan desires to collect a variety, in depth and breadth, of resources, tools, exemplars, and best practices. Listed below are examples of some of the possible deliverables. This list is by no means comprehensive, and Flamboyan believes Ongoing Communications Consultant Group members will share unique and innovative communications strategies that are not captured in this table.

Example Deliverable	Description and Purpose
Communication log	<ul style="list-style-type: none"> • Organizational tool and guidance to keep track of communications with families.
Text message exemplars of following-up after academic partnering	<ul style="list-style-type: none"> • Screenshots of text messages • Prompts to follow-up with families after APTT, PTCs, or SLCs
Proactive communication email template	<ul style="list-style-type: none"> • Template for teachers to follow to send proactive messages to families • Relationship building emails to inform parents about good news
Newsletter exemplars	<ul style="list-style-type: none"> • Examples of newsletters that are engaging for families and share important information
Checklist for mass/generalized communications	<ul style="list-style-type: none"> • Checklists for teachers to ensure high quality mass communications such as mass texts, newsletters, or notes home
Script of phone call or in-person conversation of having to share difficult information, or having a reactive conversation	<ul style="list-style-type: none"> • Script of a conversation between a teacher and a family member • Explain how best to share difficult information with a family to build trust and agree on action steps