



PLT Observation Opportunity

If you are participating in the Professional Learning Team (PLT) meetings in your area, you are invited to observe or be coached by a fellow PLT member. You may observe a person in your own PLT or a member of a different PLT. It is important that you follow these steps when setting up an observation:

1. Get permission from your administrator before setting up an observation.
2. Contact the PLT member you would like to observe or the member you would like to come and observe you to provide feedback on your lesson (example Conscious Discipline). If you do not have a certain person's information, please contact Lisa Hachquet to obtain contact information.
 - a. Get permission from the person you would like to observe, get a date, and a time that works best for both people involved in the observation.
 - b. Make sure you have a substitute.
3. Please email ebartsch@umchs.org and kim.thul@imesd.k12.or.us after you have set a date and time for your observation. We need to know who you will be observing and what you are hoping to gain from the experience.
 - a. Kim will send you important substitute reimbursement and mileage paperwork **before** your observation. The IMESD will reimburse substitute costs up to \$200 for one day and mileage over 30 miles.
 - b. We will send a simple observation form (Word or PDF) that **must be completed during your observation**, and a copy must be submitted to Erin Bartsch following your observation.
 - c. Your school district or agency will be responsible for invoicing IMESD for substitute reimbursement.

Important Note: This opportunity expires May 17, 2019, when all paper work and invoices are due to IMESD.

Please take advantage of this chance to observe other professionals in Umatilla, and Union Counties. I encourage you to put a lot of thought into who you would like to observe. We are only able to fund one observation for each PLT member at this time.

Thanks,
Blue Mountain Early Learning Hub Team