Colorado environmental educators are passionate. We believe that (belief statement here). One of the ways we bring this to life is by sparking action from the widely supported Colorado Environmental Education Plan. Using a decentralized approach, Regional Councils lead this effort, in partnership with the Colorado Alliance for Environmental Education.

**The Colorado Environmental Education Plan** aspires to give access to high quality EE opportunities both in the classroom and outdoors to all of Colorado’s pre-K - 12 students.

**The Regional Councils** exist to build and support a network of communities and individuals capable of implementing and advocating for the highest quality EE in correlation with the Colorado Environmental Education Plan. This is a decentralized effort to achieve maximum statewide impact, efficiency, and collaboration across a state with diverse geographic, socioeconomic, and cultural communities.

**The Colorado Alliance for Environmental Education** is the supporting non-profit organization behind this effort that supports the regional councils and serves as a clearinghouse of high quality EE resources including coordination at all levels and grant funding.

The following structure was created over a year long process from 2016 to 2017 that involved three statewide Regional Council meetings, facilitated by CAEE and PriZm Sustainability.

Council Structure

As a unified network, all four Regional Councils believe that a thriving EE state is successful when:

**Storytelling**: We have a shared language and discourse for EE to help all educators in Colorado understand how they are a part of the larger EE story*.*

**Community Building**: All Coloradans understand and value their connection to the environment and make decisions with it in mind.

**Elevating Diversity**: EE is taught across all communities in Colorado using content and instruction that is place-based and culturally relevant.

In support of these statements, Councils act as hubs for connection and training to formal and non-formal educators, and school and district leaders. This approach allows the councils to disseminate information quickly across multiple school districts and engage a wide range of people. CAEE will fund raise to support the costs of council operations. Each Council will have the following main roles:

* Share stories of successes;
* Organize, update, and share vital documents;
* Include and involve policy-makers in the field of EE;
* Serve as the conduit between the other regions and CAEE;
* Act as coordinators, support, and trackers of new members and meetings;
* Host regional networking events and encourage participation at statewide events.

Cycle of Engagement

The main focus for each RC is to make quality connections among school districts and every provider within the region. The main path for doing that is the Cycle of Engagement, which focuses on two key elements: bringing together teachers and providers as partners for discussion and training, and engaging in listening sessions with district and school leaders.

#### Teacher and Provider Sessions and Support

These meetings should serve as the first step in the cycle of engagement, bringing teachers and providers together as partners to learn about the Environmental Education resources and opportunities available to them, while also creating excitement around the environmental education community in their area.

Step 1: Making the Invitation

Councils should create sessions to invite teachers, administrators, or other school and district staff, and local non-formal EE providers, to join the community of educators already supporting and igniting change from the CEEP. These sessions can take many forms, from one-on-one meetings to large educational events. They can stand alone or be in conjunction with other meetings, trainings, or other activities. The initial sessions should be organized and hosted by existing Council members with an eye toward finding new hosts who are not current Council members.

While each session may look different, they should all include four main things:

1. Introduction to and discussion of the CEEP;
2. Learning about the key EE champions and decision makers within the school or district;
3. Filling out a simple pledge form to clarify interests, needs, and desired level of engagement;
4. Explanation of how joining the community will support their work, including networking, EE professional development opportunities, and engaging in EE Field Experiences.

The outcomes of these sessions should be:

* One or two people who will host the next session;
* Signed EE pledge forms by teachers, providers, and administrators;
* An increased level of excitement and understanding of EE and the CEEP;
* An understanding of key EE champions and decision makers within districts and individual schools.

*It is critical that embedded into each meeting is a time for asking the attendees about the district EE champion(s), and gathering those names*. It is important to note that the EE champion should be someone with influence, whether their title indicates that influence or not. This will directly affect the efficacy of the School Leader Listening Sessions.

Step 2: Network Status

As part of the network, they get:

* First invitation to regional networking events;
* Access to grants, scholarships, and discounts to trainings;
* Influence on the types of trainings that will be brought forth through the network;
* Connection to a story sharing collective with unified press releases, social media presence, and more;
* Automatic connection to the statewide CAEE email listserv community and an invitation to the annual CAEE conference.

Step 3: Spreading the Word

At the conclusion of each info session, there should be at least one person who commits to being a host for a similar session in a different location, either within the same district or in a new district. A Council member should be available to support the new host’s meeting, providing them with information, basic training, and then attending if needed. The idea is to spread the work across as many people as possible while drawing on new resources that both feed the Regional Council and further the conversation.

Step 4: Professional Development Trainings

Once a person is a member of the network, they become an adviser to region-specific training topics. This means they can share what training is most important to them and if they have a skill set in which they can train others. Network members are eligible for scholarships when available. When possible, trainings will be free for network members. CAEE will seek out partners and funding to support this.

Step 5: Grants

Network members who participate through the training stage are then eligible for grants. These grants will come from the efforts of CAEE and will be for fulfilling the network member commitments as described on the forms.

#### School Leadership Listening Sessions

It is critical that conversations are happening at the administrative level if the CEEP is to make real change within the Colorado school system. Instead of going to district and school administrators asking for their participation, the focus of these meetings will be to *listen* and then see how EE can support their administrative goals.

Step 1: Identifying Champions

Council members will have a wealth of knowledge and insight into each district from engaging in the various information sessions outlined on the previous pages. From this knowledge, the Council members can determine which person identified as an EE champion is the best to approach. This may be a member of the school board, a district administrator, or a school principal.

Step 2: Scheduling the Meeting

Once the names have been gathered, a Council member should reach out to schedule a listening session with the EE champion, the Executive Director of CAEE, and a Council member (it could be themselves or not).

Step 3: The Listening Session

The ultimate purpose of these meetings is to see district-wide support for EE. The approach is to hear what goals the district has and then, in a subsequent meeting or via another avenue, share how EE can help the district meet those goals. The tone and flow of the meeting should be:

* Appreciative in nature;
* Aimed at listening and not at problem solving or creating collaboration;
* Presented with a clear timeline of when follow up will happen and in what way.

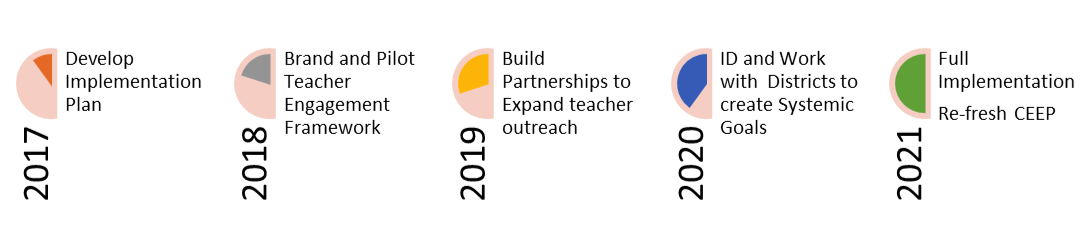
Step 4: Follow Up and Movement Forward

After hearing what the district goals are, it will be the job of the Council member and CAEE to create something simple and straightforward that shows how EE can make their work easier. This task itself will get easier after the first few meetings, more than likely resulting in a statewide toolkit.

**Next Steps 2017-2022**

The REELC and CAEE have several actions to take over the next 5 years in order to realize the goal of the Colorado Environmental Education Plan, “provide access to high quality EE opportunities both in the classroom and outdoors to all of Colorado’s pre-K - 12 students,” and the full potential of the councils.

REELC Five Year Timeline



**The Colorado Alliance for Environmental Education** will be leading several actions in the beginning years of this timeline. As the facilitating and supporting organization for the councils, CAEE’s focus will be items that affect the overall structure, council efficacy, and integration into the larger EE body of work.

**The Regional Environmental Education Leadership Councils** will be responsible for actions at both their individual regional levels and the collective statewide level. For each of these items on the timeline, the councils will be responsible for identifying:

* WHO in their council will be responsible for the items;
* WHAT resources that person(s) needs;
* WHEN the items are due and in what form;
* Connecting with CAEE when additional support, either financial or human, is needed.

At times, subcommittees will be the most effective way to push forward, with representation from all four councils coming together temporarily to create a proposal for discussion at the next physical gathering of all the REELC’s.

### REELC Flow.png

# Next Steps for 2017

Develop Implementation Plan

### Colorado Alliance for Environmental Education

Finishing out the planning year, CAEE’s tasks are support oriented in nature.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| By December 2017 | Create content for CDE website with Chris Aaby | Parameters and needs from CDE | Updated EE page on the CDE website |
| Create support systems for REELC operations | Tools assessment performed by REELC’s | Google Groups and other tools set-up and ready to use |

### Regional Councils

Finishing out the planning year, the REELC’s tasks focus on wrapping up council structure.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| October 2017 | Complete the Gap Analysis Form | Access to gap analysis form | Completed form by November 1st |
| November 2017 | Provide feedback to CAEE on infrastructure needs like Google Groups, etc.; | Tools assessment performed by REELC’s | List of tool needs to CAEE by November 15th |
| December 2017 | Identify potential members to fill gaps. | Completed gap analysis form | List of potential members and council member who will contact them |
| Establish date for one regional in-person meeting annually | Council member availability, space to meet | Report to CAEE and other councils on annual date |
| Formalize individual council expectations, terms, operations, etc. | Templates for documents. | Approved documents to CAEE by December 15th |

### REELC Flow.png

# Next Steps for 2018

Brand and Pilot Teacher Engagement Framework

### Colorado Alliance for Environmental Education

Moving into action, this year will be focused on leading the branding and messaging of the REELC’s.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2018 | Hire branding and messaging consultant. | Funding, RFP | Consultant in place by January 15th |
| Convene practitioner advisory committee. | Committee guidelines, call for members | Full formed committee by January 31st |
| Begin to draft options for branding and messaging. | Practitioner input | Draft options document started |
| February 2018 | Create draft options for branding and messaging. | Practitioner input | Final draft of messaging options by February 28th |
| March 2018 | Present and approve draft messaging options at March summit | Final draft of messaging options | Options made available before March Summit |
| Present and approve draft toolkits at March Summit | Final draft of toolkits | Options made available before March Summit |
| March- May 2018 | Create draft toolkits (2) for engagement | Practitioner input | Final toolkits by May 30th |
| June  2018 | Final branding product and toolkits released to councils | Approved drafts, | Products in the hands of REELC by June 30th |
| July  2018 | Develop a platform to capture and track pledges made, follow-up with teachers, and deepen engagement | Pledge forms, timely REELC input | Platform in the hands of REELC’s by July 31st |
| October 2018 | CEELC Summit on West Slope: Share successes, Determine additional tools needed, create plan for sharing successes across the state. | | Work plan for 2019 with who, what, and by when |
| November 2018 | Share successes with national platform. | Comprehensive understanding of successes | Shared nationally in at least 2 different forums by December 15th |
| December 2018 | Gather feedback forms and data from pilot opportunities | Feedback forms and data from Councils | Processed data and presentation of results |

### Regional Councils

Moving into action, this year will be focused on providing timely feedback to CAEE, implementing pilot engagement opportunities, and establishing a routine with council operations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2018 | Form practitioner advisory subcommittee. | Call from CAEE for committee members | Formed committee by January 31st. |
| Start to identify fall opportunities to invite teachers to pilot framework. | List of potential opportunities and contact person | Prioritized list of potential opportunities with council person responsible |
| Begin to discuss recruitment goals for the year. | Gap analysis, council data from 2017 | Draft recruitment goals by January 31st |
| February 2018 | Establish fall engagement opportunities and begin reaching out. | Prioritized list of confirmation opportunities | Calendar of 2018 pilot engagement opportunities |
| Finalize recruitment goals and contact potential members | Draft recruitment goals and contact info | List of potential members and who will contact |
| March 2018 | Send Four representatives to Council Summit | Event Details | 4 Representatives Attend |
| Plan specifics of each pilot opportunity- THROUGH JULY | Calendar of opportunities, council member for each one | Details of each opportunity in place for implementation in August |
| Onboard new members per council guidelines. | List of potential members, council onboarding guidelines | Full council as defined by the February goals |
| August 2018 | Begin pilot engagement opportunities. | Complete opportunity calendar with event details and contact info | Council members aware and participating in engagement opportunities |
| October 2018 | CEELC Summit on West Slope: Share successes, Determine additional tools needed, create plan for sharing successes across the state. | | Work plan for 2019 with who, what, and by when |
| November 2018 | Complete pilot engagement opportunities | Complete opportunity calendar with event details and contact info | Feedback from each opportunity to CAEE |

### REELC Flow.pngNext Steps for 2019

Build Partnerships to Expand Teacher Outreach

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### Colorado Alliance for Environmental Education

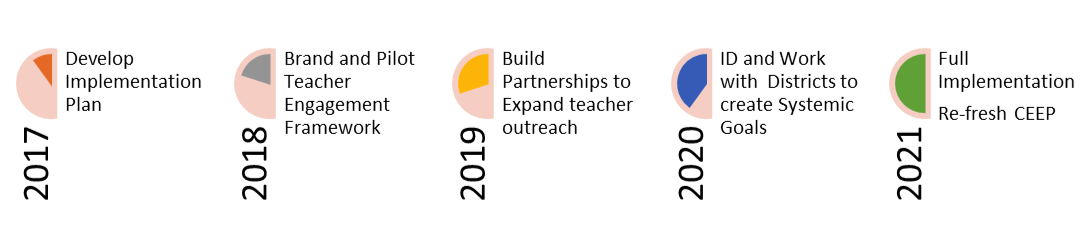
The work shifts to receiving feedback from engagement sessions, producing results from that feedback, and offering support for any process changes that become necessary. CAEE will engage additional partnerships to work with Regional Councils in engaging teachers and deepening commitment. We will design intentional opportunities to tell success stories of participating teachers and schools.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2019 | Present data from pilot sessions to REELC’s | Report on data from 2018 | Webinar to present and discuss findings |
| Plan for grant opportunities | Data from 2018 | Request to REELC’s for any grant related needs |
| Help coordinate professional development opportunities for the year, including at Summit | List of professional development needs and providers for sessions | Plan and calendar for professional development opportunities by April |
| February 2019 | Develop Storytelling Template to capture success stories from teachers and schools | Input from Council Leaders | Completed Template for March Summit |
| March 2019 | Spring Summit: Celebrate successes, membership updates, discuss plan for\_\_\_\_\_\_. Discuss needs/wants for storytelling platform and/or video tool. | | Work plan for \_\_\_\_\_\_. |
|  | Conference Presentation to engage Practitioners as Partners in Outreaching to Teachers | Toolkit, Specific Invites | Presentation |
| April  2019 | Check in with REELC’s on engagement sessions and PD |  | Updated list of REELC needs |
| May- June 2019 | Develop tools (video?) for telling success stories. | Needs and input from Councils | Draft Tools Developed and circulated. |
| July  2019 | Help coordinate professional development opportunities for Fall Summit. |  |  |
| August 2019 | Convene Partners who conduct EE Professional Development (i.e. PLT, DMNS, etc.) to Participate in Outreach to teachers | Toolkit, Meeting Space, Specific Invites | Meeting by August 31 |
| October 2019 | Fall Summit: Reflect on successes and goals, and set plan for next year, membership updates, discuss ways to help schools connect to EE based on their unique needs, PD on hosting School Administrator Listening Sessions. | | Work plan for 2020, REELC’s trained for School Admin Listening Sessions |
| November 2019 | Colorado Science Teacher Conference Presentation to engage Teachers | Welcome Kit | Completed Conference Presentation |
| Begin planning School Administrator Listening Sessions with REELC’s | Contact list and calendar to be filled, guidelines for meetings established | Calendar with dates for Listening Sessions, REELC representatives established, by December 31st |
| December 2019 | Gather feedback and data from Regional Councils | Feedback forms and data from Councils | Processed data and presentation of results |

### Regional Councils

Energy is focused on moving from pilots to full blown engagement sessions, holding professional development opportunities, and communicating with CAEE about needs including funding.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2019 | Participate in webinar about pilot results | Invite from CAEE | Report back to CAEE on any plan adjustments |
| Provide feedback on grant needs | Information from REELC’s and partners on grants needs | Feedback submitted to CAEE by January 15th |
| Help coordinate professional development opportunities for the year, including at Summit | List of professional development needs and providers for sessions | Plan and calendar for professional development opportunities by April |
| February 2019 | Plan engagement opportunity calendar for year. Identify school EE champions and offer support. | List of EE champions from pilot engagements | Contact made with EE champions on the list |
| March 2019 | Spring Summit: Celebrate successes, membership updates, discuss plan for\_\_\_\_\_\_. | | Work plan for \_\_\_\_\_\_. |
| April-May  2019 | Respond to CAEE’s call for feedback and check-in | Invite from CAEE | Feedback submitted to CAEE |
|  | Outreach to District Science and Social Studies Coordinators to Engage Teachers | Contact Information, List of Opportunities and Resources | Contact at least 5 Coordinators/region |
| July  2019 | Help coordinate professional development opportunities for Fall Summit. |  |  |
| October 2019 | Fall Summit: Reflect on successes and goals, and set plan for next year, membership updates, discuss ways to help schools connect to EE based on their unique needs, PD on hosting School Administrator Listening Sessions. | | Work plan for 2020, REELC’s trained for School Admin Listening Sessions |
| November 2019 | Complete engagement opportunities | Complete opportunity calendar with event details and contact info | Feedback from each opportunity to CAEE |
| Begin planning School Administrator Listening Sessions with CAEE | Contact list and calendar to be filled, guidelines for meetings established | Calendar with dates for Listening Sessions, REELC representatives established, by December 31st |



# Next Steps for 2020

Identify and Work with Districts to Create Systemic Goals

### Colorado Alliance for Environmental Education

The work will focus on identifying those school districts with high participation or strong EE Champions to begin meeting with school district representatives about systemic EE goals. We will identify resources sharing needs and work to develop tools to ensure teachers can find what they need to meet their EE goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2020 | Initiate School Administrator Listening Sessions with councils. | List of administrators and calendar to be filled | Phone calls made and emails sent in partnership with REELC’s |
| March 2020 | Spring Summit: Celebrate successes, membership updates, discuss plan for sharing district success stories, check-in about School Administrator Listening Sessions. Identify resource sharing needs and possible platforms. | | Work plan for sharing district success stories |
| April  2020 | Initiate plan to share district stories. Begin planning for the creation of resource sharing tools. | Work plan for sharing district success stories | Plan completed by July 2020. |
| October 2020 | Fall Summit: Reflect on successes and goals, and set plan for next year, membership updates, discuss \_\_\_\_\_. Continue the development of Resource sharing needs and platforms. | | Work plan for 2021 |
| December 2020 | Gather feedback forms and data from pilot opportunities | Feedback forms and data from Councils | Processed data and presentation of results |

### Regional Councils

Councils will continue to engage teachers either through the council or through additional partnerships. The Council will work with CAEE to begin outreach with school district representatives to identify common goals and steps towards completing them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2020 | Initiate School Administrator Listening Sessions with councils. | List of administrators and calendar to be filled | Phone calls made and emails sent in partnership with CAEE |
| February 2020 | Identify district EE champions and offer support. | List of district EE champions | Contact made with EE champions on the list |
| March 2020 | Spring Summit: Celebrate successes, membership updates, discuss plan for sharing district success stories, check-in about School Administrator Listening Sessions. Share ideas about resource sharing needs and platforms. | | Work plan for sharing district success stories |
| April  2020 | Initiate plan to share district stories. | Work plan for sharing district success stories |  |
| October 2020 | Fall Summit: Reflect on successes and goals, and set plan for next year, membership updates, discuss \_\_\_\_\_. Continue planning for resource sharing needs. | | Work plan for 2021 |
| November 2020 | Complete engagement opportunities | Complete opportunity calendar with event details and contact info | Feedback from each opportunity to CAEE |

# REELC Flow.pngNext Steps for 2021

Full Implementation of Engagement Framework and Refresh the CEEP

### Colorado Alliance for Environmental Education

As councils continue to engage teachers and school districts, we shift focus to potential revisions to the Colorado Environmental Education Plan. Strategies may shift based on the needs and leadership as the Colorado Department of Education and the Colorado Department of Natural Resources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2021 | Meet with CDE and DNR to Discuss Plan for Revision of CEEP |  | State Recommendations to Council |
| March 2021 | Spring Summit: Celebrate successes, membership updates, discuss needed revisions to the CEEP. |  | Create Draft Plan for Collecting Feedback and Revisions |
| October 2021 | Fall Summit: Reflect on successes and goals, and set plan for next year, further work to revise the CEEP. |  | Work plan for 2022 |
| December 2021 | Gather evaluation and data from engagement opportunities | Feedback forms and data from Councils | Processed data and presentation of results |

### Regional Councils

Councils will continue their work in deepening the engagement and participation of teachers and school districts, while providing input to the future direction of the Colorado Environmental Education Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Task** | **Needs** | **Deliverable** |
| January 2021 | Plan annual engagement opportunities and district listening sessions. | List of administrators and calendar to be filled | Phone calls made and emails sent in partnership with CAEE |
| March 2021 | Spring Summit: Celebrate successes, membership updates, and provide feedback on revising CEEP | | Work plan for Revising CEEP |
| April- May 2021 | Collect Feedback on Revision of CEEP from Stakeholders | Contacts, Survey or Interview Questions | Feedback by May 30th |
| June 2021 | June Summit: Work to revise the CEEP and provide recommendations. | | Create New Draft |
| October 2020 | Fall Summit: Finalize CEEP revision recommendations. Reflect on successes and goals, and set plan for next year, membership updates, discuss \_\_\_\_\_. | | Final Recommendations |
| November 2020 | Complete annual engagement opportunities | Complete opportunity calendar with event details and contact info | Feedback from each opportunity to CAEE |