**Professional Learning Communities**

The Adirondack Teacher Center is offering professional development in the area of Professional Learning Communities, providing teachers with structured time for reflection on classroom practices. The program enables teachers to take responsibility for identifying and satisfying needs for professional growth and addressing the needs of professionals to ensure that Every Student Succeeds.

Proposals that advance the study of and reflection upon New York State Learning Standards, the promotion of effective teaching strategies, advancement of curriculum rigor through teacher made materials, and the development of teacher/parent resources and workshops will be considered for funding. **A complete and thorough method of evaluation (data) for the project must be included and must be returned with other documentation to the Teacher Center at the completion of the project**. The facilitator will have additional information. Lack of documentation may result in future projects being denied

Each group must have a **minimum of four** educators and a **maximum of ten** educators who will identify a common area of interest to study. **Groups must meet for 10 hours** during the Project Support period. Members are eligible for a $200 stipend **if all 10 hours** have been completed**. Partial stipends will not be paid**. The ATC must be notified immediately if a participant decides not to complete the project. Facilitators will receive an additional $100 compensation.

Funding is competitive and requires a formal proposal (attached). Priority will be given to **new and innovative** projects. Applications will be accepted, reviewed by the ATC Policy Board, and awarded on the basis of complete, detailed applications that meet the criteria as outlined above and on the application itself. A thorough and accurate budget must be completed.

|  |  |  |
| --- | --- | --- |
| ***ATC Professional Learning Community Project Supports*** | ***Application Deadline*** | ***Project Completion and all Paperwork to the ATC*** |
| 2 Fall Project Supports | October 1,2019 | January 31, 2020 |
| 1 Spring Project Support | January 31, 2020 | April 30, 2020 |

The Adirondack Teacher Center will be awarding 3 Professional Learning Community Project Supports for the 2019-2020 school year. It is possible that more projects may be funded as the year progresses. **All** Project Support applications will be reviewed by the Policy Board. Award winners will be notified by email with an official hard copy letter to follow. Please use the chart below for application submission deadlines and project completion dates. No summer PLC's will be awarded.

Any questions should be directed to:

Helen Boyea

Director of the Adirondack Teacher Center

483-7807 x 7168

Adirondacktc@gmail.com

**Professional Learning Communities Proposal Coversheet**

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**: The group’s facilitator should complete one proposal for the group. Please send the completed application to Helen Boyea at the Adirondack Teacher Center. Applications may be submitted by US Mail (Adirondack Teacher Center, Franklin Academy High School, 42 Husky Lane, Malone, NY 12953), BOCES Courier Mail, or email at adirondacktc@gmail.com.

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. \*\* | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

**Participants**: Groups must have a minimum of four or more educators. Not to exceed 10 educators.

\*\* denotes facilitator who will be main point of contact between the Teacher Center and the PLC.

**Proposed session dates and times** (must total 10 hours per participant)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Session | Date | Time | Session | Date | Time |
| 1 |  |  | 6 |  |  |
| 2 |  |  | 7 |  |  |
| 3 |  |  | 8 |  |  |
| 4 |  |  | 9 |  |  |
| 5 |  |  | 10 |  |  |
|  |  |  |  | Total hours per person |  |

*(It is possible to have more or less than ten sessions, as long as the total number of hours per participant equals ten. Please let the ATC aware of changes in dates and times.)*

|  |  |
| --- | --- |
| **Need for project**  *(articulate need)* |  |
| **New York State Learning Standards addressed** (*see paragraph two on page one)* |  |
| **Group Action Plan**  (*clearly identify area of study and actions taken by members during meetings)* |  |
| **Curriculum/Instruction**  *(connection between study topic and Curriculum and Instruction clearly articulated)* |  |
| **Evaluation of Learning**  *(outcomes to be achieved clearly articulated, how evaluation of project will be completed)* |  |
| **Replication of Project**  *(manner in which outcomes will be shared) Please be specific.* |  |

*Attach additional pages if necessary*

**Submit Application Form to:**

* Helen Boyea

Adirondack Teacher Center

Franklin Academy High School, Room 168, 42 Huskie Lane

Malone, NY 12953

Phone: (518) 483-7807 x 7168

Email: AdirondackTC+PS@gmail.com

Applications may be mailed or emailed but must be followed by the original. Please follow timeline on page 1.

Applicant Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

**Building:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Principal*

**Professional Learning Community Project Budget** *(outline the expenditures for implementation of this project)*

|  |  |  |
| --- | --- | --- |
| **Expense** | **Unit Cost** | **Total Cost** |
| **A. Personnel Stipends**  (calculated on a rate of $20/hr) | $200 per person x \_\_\_\_ |  |
| **B. Facilitator** | $100 |  |
| **C. Supplies and Materials**  *(must be specific)* |  |  |
| **D. Substitute Reimbursement**  (use rate of pay in your district) |  |  |
| **E. Other Expenses**  *(must be specific)* |  |  |
| **Total Expenses**  **(**total not to exceed $3,400.)  ***Do not use entire budget unless necessary. This allows for other projects to be supported.*** |  |  |

**Budget Narrative** *(describe expenses itemized above in detail)*

**A. Personnel Stipends** (number of participants x $200. **Stipends may be paid only for work done outside of school hours**)

**B. Facilitator** (facilitator receives an extra $100 for managing the PLC)

**C. Supplies and Materials** (use this category for book studies, consultant, etc.)

**D. Substitute Reimbursement** (if the PLC will be working during the work day a portion of the money may be used to reimburse the district for substitute teacher pay.)

**E. Other Expenses**

Total Expenses (should the total exceed $3,400, explain the outside funds that will be used to cover these expenses)

***Professional Learning Communities Rating Rubric 2019 – 2020***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** | **1** | **2** | **3** | **4** | **Score** |
| **1** | **Need for Project** | Proposal minimally articulates the need for this PLC | Proposal states the need for this PLC in general | Proposal articulates the need for this PLC adequately | Proposal explicitly articulates the need for this PLC and describes it thoroughly |  |
| **2** | **Alignment with Teaching is the Core Focus Areas** | Proposal minimally identifies New York State Learning Standards | Proposal broadly identifies New York State Learning Standards areas | Proposal adequately identifies New York State Learning Standards | Proposal explicitly identifies specific New York State Learning Standards areas addressed by this PLC |  |
| **3** | **Group Action Plan** | Proposal minimally identifies the area of study and what participants will do when group meets | Proposal broadly identifies the area of study and what participants will do when group meets | Proposal adequately identifies the area of study and what participants will do when group meets | Proposal clearly identifies the area of study and what participants will do when group meets |  |
| **4** | **Curriculum / Instruction** | Proposal minimally identifies the curriculum/instruction area to be examined | Proposal broadly identifies the curriculum/instruction area to be examined | Proposal adequately identifies the curriculum/instruction area to be examined | Proposal clearly articulates the connection between the topic and the areas of curriculum/instruction to be examined |  |
| **5** | **Evaluation of Learning** | Proposal minimally describes the outcomes to be achieved | Proposal broadly describes the outcomes to be achieved | Proposal adequately describes the outcomes to be achieved | Proposal provides clearly articulated outcomes and how the project will be evaluated |  |
| **6** | **Replication of Project** | Proposal minimally describes the manner in which the project outcomes will be shared | Proposal broadly describes the manner in which the project outcomes will be shared | Proposal adequately describes the manner in which the project outcomes will be shared | Proposal provides clearly articulated manner in which the project outcomes will be shared |  |
| **7** | **Budget** | Incomplete or missing information | Mistakes in budget, no details included | Budget is accurate | Clear, concise, detailed with appropriate use of funds |  |
| **28** |  |  |  |  | **Total Score** |  |