**Professional Learning Communities**

**2018–2019**

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.

Proposals that advance the study of and reflection upon the New York State Learning Standards, the Tristate Rubric to analyze effective teaching and to determine rigor of teacher made materials, exploration of Engage NY materials, or development of teacher/parent resources and workshops will be considered for funding.

Each group must have a minimum of four or more educators who will identify a common area of interest to study. Groups must meet for 10 hours during the grant period. Members are eligible for a $200 stipend. (Facilitators will receive 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, and awarded on a first-come-first-served basis from July 1, 2017 through March 1, 2018. Below is the timeline for major Professional Learning Community events during the year:

**(On-Going until March 1, 2018) Submission of Professional Learning proposal to Teacher Center Director**

**(May 11, 2018) Facilitator’s final report due to Teacher Center Director and all stipend claim forms.**

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 (adirondacktc@gmail.com).

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

**Participants**: Groups must have a minimum of four or more educators.

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

\*\* 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.)*

Any proposal may advance the study of and reflection upon Common Core State Standards, the Tristate Rubric to analyze effective teaching and to determine rigor of teacher made materials, exploration of Engage NY materials, and development of parent resources and workshops.

|  |  |
| --- | --- |
| **Need for project**  *(articulate need)* |  |
| **Teaching is the Core/NYS Learning Standards focus area**  (*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 C&I clearly articulated)* |  |
| **Evaluation of Learning**  *(outcomes to be achieved clearly articulated) Each participant must complete evaluation forms included in facilitator packet. A group evaluation must also be completed. ( in facilitator packet)* |  |
| **Replication of Project**  (manner in which outcomes will be shared) Please be as detailed as possible. |  |

*Attach additional pages if necessary*

**Submit Application Form to:**

Helen Boyea

Adirondack Teacher Center

Franklin Academy High School, Room 168, 42 Husky Lane

Malone, NY 12953

Phone: (518) 483-7807 x 7168

Email: adirondacktc@gmail.com

Applications may be mailed or emailed but must be followed by the original. ***Please note: Copies can be difficult to read; illegible or hand written applications will not be reviewed***.

### 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** |  |  |
| **D. Substitute Reimbursement**  use rate of pay in your district |  |  |
| **E. Other Expenses** |  |  |
| **Total Expenses**  total not to exceed $3400 |  |  |

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

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

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

**C. Supplies and Materials** (use this category for book studies, 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 $3400 explain the outside funds that will be used to cover these expenses).

***Professional Learning Communities Rating Rubric 2018 – 2019***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **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 NYS Learning Standards** | Proposal minimally identifies NYS Learning Standards | Proposal broadly identifies NYS Learning Standardsareas | Proposal adequately identifies NYS Learning Standards areas | Proposal explicitly identifies specific NYS 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 educators’ use of new knowledge and skills. |  |
| **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 |  |
|  | **Criteria** | **1** | **2** | **3** | **4** | **Score** |