



Every Student Succeeds

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.

To be considered for funding, Proposals should:

- Advance the study of and reflection upon the focus areas of the ATC, (*Meeting the needs of diverse learners, NYS K-12 Computer Science and Digital Fluency Learning Standards, and safe, secure, other NYS learning standards, supportive, and inclusive learning environments, strategies to engage and include parents, family, and community members as active partners in children's education*)
- Promote effective teaching strategies, advancement of curriculum rigor through teacher made materials, and the development of teacher/parent resources and workshops

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 \$350 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 \$450 compensation. All virtual PLC's must have audio and video attendance. **Attendance forms and summaries must be submitted digitally to the ATC after each work session. Stipends may be paid only for work done outside of school hours, but a portion of the funding may be used to reimburse the district for substitute teacher costs.**

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.

The Adirondack Teacher Center will be awarding 4 Professional Learning Community Project Supports for the 2024-2025 school year which starts July 1. It is possible that more projects may be funded as the year progresses. **All** Project Support applications will be reviewed and awarded by the Policy Board. No applications will be reviewed from June 17th until September 25th, 2025. Award winners will be notified by email with an official hard copy letter to follow. All requirements of the project must be submitted by May 17, 2025. Any questions should be directed to:

Courtney Baker or Katie Smith
Co-Directors of the Adirondack Teacher Center
cbaker@adktc.org & ksmith@adktc.org



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Professional Learning Communities Proposal Cover Sheet

Date: _____

Directions: The group's facilitator should complete one proposal for the group. Please send the completed application to Courtney Baker or Katie Smith at the Adirondack Teacher Center. Applications may be submitted by US Mail or courier (Adirondack Teacher Center, Franklin Academy High School, 42 Husky Lane, Malone, NY 12953), as well as emailed to cbaker@adktc.org & ksmith@adktc.org

Project Title: _____

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

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

** 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 know of changes in dates and times.)

Need for project <i>(articulate need)</i>	
Educational Need &/or ATC Focus Area addressed <i>1) Meeting the needs of Diverse Learners 2) Safe, secure, supportive and inclusive learning environments 3) Computer Science and Digital Fluency</i>	
Group Action Plan <i>(clearly identify area of study and actions taken by members during meetings)</i>	
Curriculum/Instruction <i>(connection between study topic and Curriculum and Instruction clearly articulated)</i>	
Evaluation of Learning <i>(outcomes to be achieved clearly articulated, how evaluation of project will be completed)</i>	
Replication of Project <i>(manner in which outcomes will be shared) Please be specific.</i>	

Attach additional pages if necessary



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Submit Application Form to:

- Adirondack Teacher Center
Franklin Academy High School, Room 163, 42 Husky Lane
Malone, NY 12953
Phone: (518) 483-7807 x 7163
Email: cbaker@adktc.org & ksmith@adktc.org

Applications must be mailed & emailed as we need ***the original***. Please follow the timeline on page 1.

Applicant Name: _____

Signature of Applicant Date

Building: _____ District: _____

Address: _____

Email Address: _____

Principal: _____ School Phone: _____

Signature of Principal



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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 \$29.50/hr)	\$350 per person x ____	
B. Facilitator	\$450	
C. Substitute Reimbursement (use rate of pay in your district)		
D. Other Expenses- <i>The type of materials that can be covered are limited. Please contact the ATC for guidance.</i>		
Total Expenses (total not to exceed \$3,950.) <u>Do not use entire budget unless necessary. This allows for other projects to be supported.</u>		

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

A. Personnel Stipends (number of participants x \$350. **Stipends may be paid only for work done outside of school hours**)

B. Facilitator (facilitator receives \$450 for managing the PLC)

C. 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.)

D. Other Expenses (use this category for book studies, consultant, etc.) *We are unable to fund classroom materials so please consult with us if you are unsure about an expense.*

E. Total Expenses Total Expenses (should the total exceed \$3,950, explain the outside funds that will be used to cover these expenses)



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Professional Learning Communities Rating Rubric

	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	

Approved or Denied on _____
Date

Signature of Chairperson