

Section 8: Professional Learning Community (PLC) Team Leader, Leadership Team Representative, District Secondary PLC Liaison, District Elementary PLC Liaison, and Supply Managers.

- 8.1 The terms of the Professional Learning Community ~~Team Leader~~ shall be defined as one year.
- 8.2 The PLC ~~Team Leader~~ must be a teacher, a majority of whose assignment is within the department/~~grade level~~. The PLC ~~Team Leader~~ must be selected by secret ballot at a regularly scheduled meeting of the PLCs. The selection of the PLC ~~team leader~~ must be done by the end of the first week of school.
- 8.3 Teachers who have submitted in writing their resignation, intent to retire, or have accepted in writing a transfer to another school are not eligible to vote. Ballots shall be counted by the PLC ~~team~~ members immediately. The name of the person who receives the most votes shall be forwarded to the principal.
- 8.3.1 Principals retain the right to veto the nominee, in which case, the nominee shall be notified in writing of the reason(s) for the veto. The veto shall not preclude the initial designee from competing in any future election, including the election which resulted in the veto. By majority secret ballot vote, the department ~~or grade level~~ may seek a new election and will present another nominee.
- 8.3.2 An election shall follow any vacancy. By majority secret ballot vote, a department ~~or grade level~~ may elect to forward no name to the principal. In such an event, the principal may designate a PLC ~~Team Leader~~.
- 8.3.3 The roles and responsibilities of the PLC ~~Team Leader~~ include:
- 8.3.4 ~~Elementary and Secondary PLC Leaders will facilitate three (3) PLC meetings monthly during the monthly regularly scheduled PLC time. Prepare for the facilitation of regularly scheduled site PLC meetings. Responsibilities may include: creating agendas, participating in and taking notes at the PLC meetings. Create and request materials needed for PLC meetings. Provide the required PLC documents and reports to the administration.~~
- 8.3.5 Facilitate the implementation of the ~~Common Core State Standards (CCSS)~~ adopted standards for site PLCs.
- 8.3.6 At the site level, communicate with the District Secondary PLC Liaisons and Leadership Team Representatives regarding implementation of the

written, taught, and assessed curriculum associated with adopted standards.

8.4 ~~The District PLC liaison~~ Each elementary site shall have ~~7 liaisons,~~ District Elementary PLC Liaisons. Sites with less than 200 students will have one ~~liaison~~ Elementary PLC Liaison for the primary grades and one for grades 4-6. The District Elementary PLC Liaison must be selected by a ballot at a meeting prior to the first day of instruction. Principal retains the right to veto the nominee, in which case, the nominee shall be notified in writing of the reason(s). The veto shall not preclude the initial ~~winner~~ nominee from running in any future elections. An election shall follow any vacancy. PLCs may elect to forward no name to the principal. In such an event, the principal may designate a representative. Roles and responsibilities of the District Elementary PLC liaison are determined by the District. ^{B. D. LEM} Generally, the ~~District PLC liaison~~ District Elementary PLC Liaison performs a leadership role and is responsible for being the primary link between the District and the site in all matters pertaining to implementation of adopted content standards. District Elementary PLC Liaison will also do the following:

8.4.1 Attend district collaboration meetings with other ~~subject-specific PLC Liaisons~~ District Elementary PLC Liaisons and collaborate around the written, taught and assessed curriculum associated with adopted standards.

8.4.2 Lead and facilitate meetings ~~with PLC leaders~~ at site and district levels, for the purpose of horizontal and vertical articulation.

8.4.3. Represent PLC needs and concerns, as well as facilitate discussions, regarding all aspects of instructional design, curricular needs, and assessment.

8.4.4 Serve as a representative in the principal's school leadership team meetings scheduled monthly by principals. The principal may, after consulting with the team, provide additional release time for a meeting.

8.5 The District Secondary PLC Liaison is selected by the administration from the PLC leaders. Roles and responsibilities of the District Secondary PLC liaison are determined by the District. The District Secondary PLC liaison is responsible for being the primary link between the District and the site in all matters pertaining to curriculum and instruction. The District Secondary PLC Liaison will also:

8.5.1 Attend district collaboration meetings with other Secondary PLC Liaisons and collaborate around the written, taught and assessed curriculum.

8.5.2 Provide input in the development of district wide professional learning for their respective subject areas and sometime serve as a facilitator in the professional learning.

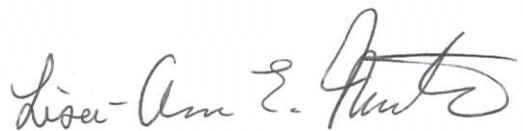
8.6 The term of the Leadership Team Representative shall be defined as one year. They must be selected by a secret ballot at a meeting prior to the first day of instruction. Principal retains the right to veto the nominee, in which case, the nominee shall be notified in writing of the reason (s) for the veto. The veto shall not preclude the initial nominee from running in any future elections. An election shall follow any vacancy. PLCs may elect to forward no name to the principal. In such an event, the principal may designate the representative.

8.6.1 Leadership Team Representatives represent PLC needs and concerns, as well as facilitate discussions regarding all aspects of instruction (including input in the master schedule), assessment, curricular needs, and awards.

8.6.2 Serve as representatives in the monthly principal's school leadership meetings. The principal may, after consulting with the team, provide release time for a meeting. Prepare for and facilitate subject area meetings to discuss all aspects of curriculum, instruction, and assessment.



3/3/16



3/3/2016

Secondary

District PLC Liaison	PLC Leader	Leadership Team Representative
<ul style="list-style-type: none"> • Represents a particular site and subject at district level meetings and brings back information to site principal and PLC. • Provides input and sometimes assists in facilitating district level and subject specific professional learning. • In the case where the subject area a singleton at each site, there is one PLC liaison selected among the schools to facilitates PLC meetings among the schools in that particular subject. 	<ul style="list-style-type: none"> • Prepare and facilitate PLC meetings at the site • Create and request materials needed for PLC meetings. • Provide the required PLC documents and reports to the administration. • Responsibilities may include: creating agendas, participating in and taking notes at the PLC meetings. • Communicate with the District PLC Liaisons and Site PLC Team Leaders regarding implementation of the written, taught, and assessed curriculum associated with the common core. 	<ul style="list-style-type: none"> • Represent PLC needs and concerns in all aspects of instruction, assessment, and curricular needs. • Serve as a member of principal's school leadership meetings. • Communicate regularly with PLC liaisons and leads.

Elementary District PLC Liaison
<ul style="list-style-type: none"> • Represents a particular site and subject at district level meetings and brings back information to site principal and PLC. • Provides input and sometimes assists in facilitating district level and subject specific professional learning. • Prepare for and facilitate PLC meetings at the site

- Create and request materials needed for PLC meetings.
- Provide the required PLC documents and reports to the administration.
- Responsibilities may include: creating agendas, participating in and taking notes at the PLC meetings.
- Represent PLC needs and concerns in all aspects of instruction, assessment, and curricular needs.
- Serve as a member of principal's school leadership meetings.