



Establishing PLCs



The focus of authentic Professional Learning Communities (PLCs) is professional learning for team members and increased student achievement. Authentic PLCs engage in the CARE process and use student achievement data to validate a change in practice. Formative and summative assessment results are used as a gauge to determine the effectiveness of implementation and impact of adult learning on student achievement. There is a positive correlation between increased student achievement and professional learning. The team agrees on a common goal and through the authentic PLC process, fulfills the target goal of increased student achievement. Here you will find the steps to creating BCPS Authentic PLCs in *Learning Across Broward*.

I. Identify an Inservice Facilitator (IF)

- a. It is recommended that schools choose instructional personnel to serve as the IF.
- b. The IF will support PLC Facilitators and PLC Teams at your school.
- c. The IF should be part of the professional learning team at your school.
- d. The IF will be the liaison between Professional Learning Standards and Support (PLSS) and your school.

II. Submit School Inservice Facilitator Update Form

- a. The School Inservice Facilitator Update Form is submitted via the Forms link provided on the Broward PIVOT memo.
- b. The School Inservice Facilitator Update Form will identify the school's principal, PL Administrator, and Inservice Facilitator.
- c. PLSS will assign roles and create the school's workflow in *Learning Across Broward* based off of the information provided on the form.

III. IF attends IF Orientation offered by PLSS

- a. IFs can register for the IF Orientation in *Learning Across Broward*.
- b. The IF Orientation has three sections; one Self-Paced and two live sessions on Teams. IFs are asked to attend one of the three sections prior to the end of September (exact date provided on a yearly basis).
- c. If you run into any issues registering, please contact your assigned PD Specialist or call Professional Learning Standards and Support at 754 – 321– 5055.

IV. IF shares PLC and *Learning Across Broward* updates with administrators

- a. Updates and information shared at the IF Orientation include:
 - i. Foundations of an authentic BCPS PLC;
 - (i) The goal of all PLCs is professional learning to improve and/or enhance practice,
 - (ii) Student achievement and growth are used to validate the implementation and impact of the adult learning that takes place in PLCs.
 - ii. *Learning Across Broward* – updates and procedures to set up PLCs at school sites;
 - (i) Submitting a PLC activity proposal in *Learning Across Broward*,
 - (ii) Processing and approving the PLC activity proposal,
 - (iii) Registering for PLCs,
 - (iv) Adding and Removing Participants in *Learning Across Broward*.



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V. PLC Team - PLC Teams are comprised of teachers with a common goal. *Example: teachers of same grade level; teachers of same content area or subject.*

- PLC Teams can be no less than four members and no more than twelve.
- PLC Teams must meet a minimum of 20 hours to be awarded inservice points.
- PLC Teams must meet regularly throughout the year.

VI. PLC Facilitators submit a PLC Activity Proposal in Learning Across Broward

- The PLC Team will identify a student SMART goal that is aligned to the school improvement goals.
- The PLC Teams' goal is a yearlong focus and directly impacts the students within the PLC Team's scope of influence. *Example: A science team can support the school's reading or math goal; a 5th grade team can support a school's reading goal by focusing on fluency or reading in the content areas, etc.*
- All PLC Activity Proposals will need approval in *Learning Across Broward* from the administrator responsible for professional learning (PL Administrator) prior to being routed to PLSS for final approval.

VII. PLC Activity Proposal is Approved

- The PLC becomes available in *Learning Across Broward*.
- The IF must go into *Learning Across Broward* and enter in the remaining sections for all the PLCs in the school.
- PLC sections in *Learning Across Broward* are ready for registration.
- The IF communicates the registration information to the school's instructional personnel asking them to register for their PLC before the October deadline.
- After the October deadline, any instructional personnel who did not register for a PLC, but wanted to, must be manually registered by the IF.

VIII. PLC Support

- Professional Learning Standards and Support is always here to assist you. Each school has an assigned a PD Specialist. You can contact them directly via Outlook or Teams. You can also call our PLSS Help Desk at **754 – 321 – 5055**.



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