

## Intradistrict Communication

DATE: July 30, 2014  
TO: Elementary School Principals  
FROM: Administrators of Schools ~~AA~~  
SUBJECT: Elementary Professional Learning Communities Budget

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As part of an ongoing commitment to support implementation of Professional Learning Communities (PLCs) at all levels, the Jordan District Board of Education has approved funding to support PLCs at each elementary school.

Each school is expected to implement at least one hour of PLC collaboration time for each teacher every week. The guidelines for this new PLC budget are as follows:

- This budget is designated to hire classroom assistants. Please consider benefits paid on all wages when calculating the cost of each classroom assistant.
- This budget may not run a deficit and does not carry over from year to year.
- This budget is solely for the purpose of PLC implementation at each elementary school.
  - If a school chooses to implement PLCs on Fridays, a school may hire assistants to provide one hour of preparation per teacher, per week.
  - If a school chooses to implement PLCs during the school day, this budget may be used to pay for assistants to cover classes.
  - Up to \$5000 may be used to purchase classroom curriculum (e.g. Meet the Masters, Leader In Me, etc.) that may be used by the classroom assistants during the PLC time.
- Area administrators will work with each principal to oversee and manage this budget.

Thank you for your commitment to professional learning communities and to helping ensure high levels of learning for all students. Please contact your Area Administrator if you have any questions.