

# **SIKESTON R-6 SCHOOL DISTRICT**

**PROFESSIONAL**

**DEVELOPMENT**

**PLAN**

**2018-2019**

**SIKESTON R-6 SCHOOL DISTRICT  
1002 VIRGINIA STREET  
SIKESTON, MO 63801  
573-472-2581**



## **Sikeston R-6 School District Professional Development Plan**

*This handbook was prepared by:*

**Pam Lowe Professional Development Committee, President**  
**Julie Hodges, Professional Development Committee, Vice President**  
**Mark Savage, Professional Development Committee Treasurer**  
**Heather Sapp, Professional Development Committee Secretary**  
**Chuck Mayes, Chief Academic Officer**  
**Rose Minner, Secretary for Professional Development**

### **Professional Development Chairs:**

**Brenda McKown, Kindergarten Center**  
**Jenifer Cantrell, Kindergarten Center**  
**Kristy Williams, Matthews Elementary**  
**Lisa Lee, Lee Hunter Elementary**  
**Heather Aldrich, Lee Hunter Elementary**  
**Sarah Sloan, Southeast Elementary**  
**Stephanie Pinkerton, 5<sup>th</sup> & 6<sup>th</sup> Grade Center**  
**Anne Crader, 5<sup>th</sup> & 6<sup>th</sup> Grade Center**  
**Brenda Medlin, Junior High**

**Renee Asher, Junior High**  
**Jennifer Hodgkiss, High School**  
**Darla Crabtree, High School**  
**Sarah McGill, High School**  
**Dee Beydler, SCTC**  
**Chris Spurlock, SCTC**  
**Kathy Porter, Alternative School**  
**Julie Bohannon, Special Services**

### **Sikeston R-6 School District Central Office Administration:**

**Tom Williams, Superintendent**  
**Chuck Mayes, Chief Academic Officer**  
**Lynn Crader, Assistant Superintendent – Special Services and Elementary Schools**  
**Shannon Holifield, Assistant Superintendent-Secondary Schools/Human Resources**  
**Lori Boardman, Director of Business Services**

### **Sikeston R-6 School District Board of Education:**

**Matt Tanner, President**  
**Rebecca Steward, Vice President**  
**Kyle Alcorn**  
**Chad Bles**  
**Aaron Boyce**  
**Glen Cantrell**  
**Scott Crumpecker**  
**Bryan Nickell, Board Attorney/Secretary**

## Mission Statement

The mission of the Sikeston R-6 School District is to provide a comprehensive, quality education for all students.

## Introduction and Summary of Annual Professional Development Committee Meeting

The District Professional Committee met on May 15, 2018 to review and revise the professional development goals and priorities of the district. Based on a recommendation from the PD Subcommittee, the academic administrators were invited to attend the PD meeting along with Tom Williams, Shannon Holifield, and Chuck Mayes from the District Central Office.

The committee considered information from the Needs Assessment completed through our Southeast Regional Professional Development Center, a district survey of professional development priorities, the district Comprehensive School Improvement Plan (CSIP), and other information related to professional development shared through committee members and academic administrators.

The committee elected to continue the professional development goals established in 2017. They also decided to identify professional development priorities for each goal. Professional development requests which address the district PD goals, but not one of the established priorities will be presented to the PD subcommittee of the District PD Committee to determine if it will be approved.

The committee discussed their responsibilities including their support of the Beginning Teacher Assistance Program. They discussed allowable and unallowable PD expenditures. It was also determined that the district would continue to conduct at least one PD carousel during the year, giving teachers choices for their professional development. In addition it was determined in the summer of 2019; voluntary PD will be held for the teachers to attend if they would like to do so.

The completed Professional Development Plan will be submitted to the Sikeston Board of Education for approval in August of 2018. Once the PD plan is approved it will be available on the District website.

## Funding Resources

One percent (1%) of Sikeston R-6 Schools revenue from the Foundation Formula, exclusive of categorical add-ons, will be utilized by the school district for professional development designed to help the Sikeston R-6 District meet the objectives of the Comprehensive School Improvement Plan (CSIP).

While the “1% funds” plans and expenditures which are the focus of this plan are very important, they are not the only funds used by the district for Professional Development.

Title II and Title IV of the district Federal Programs grant allow expenditures to be made that support the priorities of each grant. Sikeston R6 will also receive funds through the Missouri Model District Grant. In addition, local funds are often budgeted for specific professional development.

Despite having different funds which address different priorities, all professional development works to support the needs of Sikeston R6 students. In addition, care is given to ensure that all Professional Development opportunities work together for the benefit of students.

## PD Budget

One percent (1%) of Sikeston R6 Schools’ revenue from the Foundation Formula, exclusive of categorical add-ons, will be utilized by the school district for professional development designated to help the district meet the objectives of the Comprehensive School Improvement Plan (CSIP). The projected budget for the “1% funds” is below.

| <b>Budget Expenditures</b> | <b>Amount of Expenditure</b> |
|----------------------------|------------------------------|
| PDC Substitutes            | \$30,000                     |
| PDC Curriculum Stipend     | \$10,000                     |
| PDC Staff Training         | \$59,263                     |
| PDC Tuition Reimbursement  | \$18,000                     |
| <b>Total</b>               | <b>\$117,263</b>             |

## Five Year Plan for Professional Development

Developed by the PDC Committee – June 1, 2017

A five year plan was developed after reviewing the needs assessment surveys, feedback from the District PD Committee, and student assessment results.

The following areas of focus were selected by the PDC Committee:

1. Implement a variety of research-based instructional strategies that differentiate instruction to increase academic achievement.
2. Implement a variety of technology tools to increase student engagement and academic achievement in all core content areas.
3. Through the use of Positive Behavior Support (PBS) and Professional Learning Communities (PLC) create a positive school climate that enhances professional relationships between educators and students while meeting the needs of students who are at-risk of academic failure.

During the May 15, 2018 meeting the District Professional Development Committee determined that it would be helpful to detail professional development priorities in more detail. The committee identified six priorities for district professional development. These priorities with the professional goal they address are listed below.

1. Professional Development related to Poverty (1)
2. Trauma Informed Schools (1)
3. Technology Training (2)
4. Positive Behavior Support (3)
5. Professional Development related to research-based instructional strategies (1)
6. District Curriculum Work (1)

## Professional Development Plan

Every teacher is required to write a Professional Development Plan considering the District CSIP, Building CSIP, District PD Plan, and their own personal needs. The Professional Development will be entered in the Network for Educational Effectiveness (NEE) portal.

## Beginning Teacher Assistance Program

New Teachers will attend a District New Teacher Orientation on August 6 & 7. New and 2<sup>nd</sup> Year teachers will also attend follow-up meetings four times during the school year. In addition, new teachers will meet with their building administration three times during the school year.

The New and 2<sup>nd</sup> Year teacher meetings are listed below.

| <b>New Teacher Follow-Up Meetings</b>   | <b>2<sup>nd</sup> Year Teacher Follow-Up Meetings</b> |
|---|---|
| September 13 – Review of <i>The Classroom Management Book (Harry &amp; Rosemary Wong)</i> | October 11 – Understanding Special Education          |
| November 8 – Special Education for the New Teacher  | December 6 – Teacher Financial Planning               |
| January 17 – Teacher Financial Planning   | February 14 – Instructional Strategies                |
| March 7 – Year 2 Planning and Instructional Strategies                                    | April 11 – District Leadership                        |

## Sikeston R-6 Schools Professional Development Certificate

The district Professional Development Certificate to be completed by each teacher by the end of the school year is on the following page.



# Sikeston R-6 Schools

## Professional Development Certificate

This Certificate documents continuous professional development  
For Sikeston R-6 Schools certificated staff.

### District Level Professional Development

### Building Level Professional Development

| Date(s) Attended                                       | Professional Development Activity                            | Max Hours Eligible | Clock Hours |
|--|--|--------------------|-------------|
| <b>New and 2<sup>nd</sup> Year Teacher District PD</b> |  |                    |             |
|  | New Teacher July Meeting with Principal (if applicable)      | 8                  |             |
|  | New Teacher Orientation (if applicable)                      | 16                 |             |
|  | Mentor / Mentee Workshop (if applicable)                     | 4                  |             |
|  | 2 <sup>nd</sup> Year & New Teacher Follow-Up (if applicable) | 1                  |             |
|  | 2 <sup>nd</sup> Year & New Teacher Follow-Up (if applicable) | 1                  |             |
|  | 2 <sup>nd</sup> Year & New Teacher Follow-Up (if applicable) | 1                  |             |
|  | 2 <sup>nd</sup> Year & New Teacher Follow-Up (if applicable) | 1                  |             |
| <b>District Teacher PD</b>                             |  |                    |             |
|  | General Teacher Orientation (Day 1)                          | 8                  |             |
|  | General Teacher Orientation (Day 2)                          | 8                  |             |
|  | General Teacher Orientation (Day 3)                          | 8                  |             |
|  | General Teacher Orientation (Day 4)                          | 8                  |             |

Please keep a copy of this to turn in to your building PDC chair at the end of year.

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Your Building Name

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Your Signature

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Print Your Name

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Date Signed

**2018-2019 School Year**

| Date Attended  | Professional Development Activity               | Max Hours Eligible | Clock Hours |
|--|---|--------------------|-------------|
| <b>New and 2<sup>nd</sup> Year Teacher District PD</b> |   |                    |             |
|  | New Teacher Orientation (if applicable)         | 16                 |             |
|  | New Teacher Follow-Up (October, if applicable)  | 1                  |             |
|  | New Teacher Follow-Up (February, if applicable) | 1                  |             |
|  | New Teacher Follow-Up (April, if applicable)    | 1                  |             |
|  |   |                    |             |
|  |   |                    |             |
|  |   |                    |             |
|  |   |                    |             |
| <b>District Teacher PD</b>                             |   |                    |             |
|  |   |                    |             |
|  |   |                    |             |
|  |   |                    |             |
|  |   |                    |             |

**District Level Professional Development**

**Building Level Professional Development**

| Date(s) Attended   | Professional Development Activity    | Max Hours Eligible | Clock Hours |
|--|--------------------------------------|--------------------|-------------|
|  | September ½ day In-Service           | 3                  |             |
|  | October ½ day In-Service             | 3                  |             |
|  | November In-Service                  | 8                  |             |
|  | January In-Service (Teacher Workday) | 8                  |             |
|  | February ½ day In-Service            | 3                  |             |
|  | March ½ day In-Service               | 3                  |             |
|  | April ½ day In-Service               | 3                  |             |
|  |                                      |                    |             |
|  |                                      |                    |             |
|  |                                      |                    |             |
|  |                                      |                    |             |
|  |                                      |                    |             |
|  |                                      |                    |             |
| <b>Total District Level Professional Development Hours</b> |                                      |                    |             |

Remember to sign and date the front of this certificate, **insert the total of your PD hours** and at the bottom of this page and turn in to your Building PDC Chair at the end of the year.

.....FYI.....  
One (1) Appropriate Graduate Level Credit  
= 15 PD Contact Hours

| Date(s) Attended   | Professional Development Activity | Max Hours Eligible | Clock Hours |
|--|-----------------------------------|--------------------|-------------|
|  |                                   |                    |             |
|  |                                   |                    |             |
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|  |                                   |                    |             |
|  |                                   |                    |             |
| <b>Total Building Level Professional Development Hours</b> |                                   |                    |             |

|  |  |                        |  |  |  |
|--|--|------------------------|--|--|--|
|  |  | <b>Total PD Hours:</b> |  |  |  |
|--|--|------------------------|--|--|--|



**Tuition Reimbursement Information and Form, PD Evaluation Form,**  
**PD Request Forms**

District forms are included on the following pages.

**SIKESTON R-6  
TUITION REIMBURSEMENT PROGRAM  
APPLICATION PROCEDURES**

The purpose of this program is to refund some or all of the tuition costs of our professional staff.

**ELIGIBILITY REQUIREMENTS**

To be eligible for PDC tuition reimbursement, a staff member **must** meet the following conditions:

- i. Enroll in graduate level courses only related to your area of current certification, or courses for additional certification, or to be admitted to a graduate program in administration or guidance.
  - ii. Earn a grade of “A” or “B” in the course and provide a grade card.
  - iii. Be employed full time at the time the course was completed. (For employees beginning employment in the 18-19 school year, only Fall 2018 are eligible for reimbursement. Spring 2019 courses are eligible for reimbursement in February 2019.)
  - iv. Provide transcript or grade card and evidence of expenditures.
1. Submission of an application for tuition reimbursement is an agreement that the employee will remain as an employee of Sikeston R-6 for the next five (5) years. Termination of employment by the employee will result in a pro-rated amount being withheld from said employee’s final paycheck.
  2. The courseware shall be taken at an accredited college or university.
  3. The amount reimbursed should be for money paid to the university by the employee. This amount would include loans for which the employee will be responsible. Tuition paid through a scholarship or other funds which do not require repayment is not acceptable for tuition reimbursement. Any tuition reimbursement monies received by an employee for funds from a loan which is later waived for repayment, must be repaid to the district.
  4. Before reimbursement can take place, the applicant must have paid the college/university the amount owed.

**ELIGIBLE COURSES**

Sikeston R-6 Schools will provide reimbursement of \$100/credit hour for a maximum reimbursement of \$600 per year. The amount received by each participant may be less, and will be pro-rated, if the requests for tuition reimbursement exceed the budgeted amount. Other fees and incidental costs are not eligible for reimbursement.

**Return this form to your PDC Executive Committee member by the first Monday in February.**



Sikeston R-6

Tuition Reimbursement Form

Staple Here

To determine if you qualify for tuition reimbursement, please complete this form and send it to the PDC member on your campus by Monday, February 4, 2019.

Print Name \_\_\_\_\_ Employee's Signature \_\_\_\_\_

SPS Building Location \_\_\_\_\_ Name of University(ies) \_\_\_\_\_

List below the information from courses taken during the semesters of Spring 2018, Summer 2018, and Fall 2018\*\*:

| Semester & Year   | Course Number | Course Name | Grade       | Cost per Credit Hour | Credit Hour Earned | Amount Paid |
|---|---------------|-------------|-------------|----------------------|--------------------|-------------|
|   |               |             |             |                      |                    |             |
|   |               |             |             |                      |                    |             |
|   |               |             |             |                      |                    |             |
|   |               |             |             |                      |                    |             |
|   |               |             |             |                      |                    |             |
|   |               |             |             |                      |                    |             |
| <b>TOTAL DUE TO EMPLOYEE (Central Office Will Complete)</b> |               |             |             |                      |                    |             |
| Approved By: _____  |               |             | Date: _____ |                      |                    |             |

\*\*Courses completed during the Spring 2019 semester will be eligible in the next year's tuition reimbursement program. Teachers must be employed by Sikeston R-6 at the time the course was completed. Teachers beginning employment in the 2018-2019 school year may only receive reimbursement for Fall 2018 courses.

**REMINDER: ONLY GRADUATE LEVEL CLASSES QUALIFY FOR REIMBURSEMENT.**

**You must attach a highlighted copy of transcript or grade card, detailed course expenditures, and proof of payment. The Form 1098-T that you receive for tax purposes should show proof of payment which may be helpful to some of you.**

Tuition reimbursement will be for no more than 6 hours at the rate of \$100/credit hour. The amount received by each participant may be less, and will be pro-rated, if the requests for tuition reimbursement exceed the budgeted amount.

# SIKESTON R-6 SCHOOLS

## Professional Development Evaluation

\_\_\_\_\_  
Building

\_\_\_\_\_  
(Name of activity)

Date: \_\_\_\_\_ 20 \_\_\_\_\_

Professional Development addressed the following: (check all that apply)

ELA  Science  Math  Social Studies  Fine Arts  Foreign Language  Other \_\_\_\_\_

Professional Development included the following: (check all that apply)

Collaborative Teaching  Alternative Learning Styles  Improving Student Behavior  
 Early Intervention Strategies  Parent Involvement Strategies  
 Use of Data to Improve Instruction  Technology Integration  
 Team-Teaching Strategies  Addressing the needs of Students with Disabilities  
 Students with Learning Needs  Students with Limited English Proficiency   
 Educational Leadership Skills  Other \_\_\_\_\_

The professional development opportunity *was beneficial*:

(Circle one)            Excellent    4       3       2       1       Poor

This professional development opportunity *provided information and techniques that I will use*:

(Circle one)            Immediately 4       3       2       1       Rarely

**If federal funds are used for this trip and related expenses, explain below why participation in this trip is necessary to achieve the goals of the federal award. This may usually be accomplished by explaining how the PD activity will benefit your students or achieve one or more the items you checked above. (You may attach additional paper, if necessary for the explanation.)**

Signature of Attendee/Presenter: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form immediately following the professional development activity, **and attach a signed agenda from the meeting** (a document, email etc. stating what was addressed at the PD event may be submitted when the agenda is unavailable.) Send the original to the building professional development chair. The building professional development chair will make copies for the building principal and the district professional development office.

# CSIP Goals

1. Academic achievement will improve in a majority of grade level and subject areas.
2. Professional Development will be constructed for teachers to address needs of students with special needs.
3. Facility needs will be identified and addressed.
4. Student academic opportunities will be revised to include offering more non-core course offerings, increased differentiation, more focus on career and technical education, and specific instructional offerings for students who are above and below grade-level.
5. Teachers will increase use of student-centered instructional strategies.
6. Student Respect for others and use of manners will demonstrate improvement.

**SIKESTON R-6 SCHOOLS  
PROFESSIONAL DEVELOPMENT REQUEST TO ATTEND**

**PARTICIPANT:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_  
**OTHERS PLANNING TO ATTEND:** \_\_\_\_\_

|  |  |  |  |
|--|--|--|--|
| <p align="center"><b>TARGETED AREA(S) FOR<br/>PROFESSIONAL DEVELOPMENT</b></p> <p>Conf. Name: _____</p> <p>Sponsor: _____</p> <p>Date of activity: _____</p> <p>Locale: _____</p> <p>Workshop Overnight _____ nights needed _____</p> <p>Workshop w/o substitute _____</p> <p>Workshop with substitute only on _____ (Dates)</p> <p><b>Employee</b> _____ <b>Date</b> _____</p> <p><b>Principal</b> _____ <b>Date</b> _____</p> <p><b>Asst. Superintendent</b> _____ <b>Date</b> _____</p> <p><b>PDC</b> _____ <b>Date</b> _____</p> <p>The above request is:<br/>         ___ approved ___ denied ___ pending (see principal)</p> <p align="center"><b>MEAL REIMBURSEMENT</b></p> <p>1. Are meals included in the workshop ___yes ___no</p> <p>a. If yes, which are included:</p> <p>    ___ Date: ___breakfast ___lunch ___dinner</p> <p>    ___ Date: ___breakfast ___lunch ___dinner</p> <p>    ___ Date: ___breakfast ___lunch ___dinner</p> <p>b. If meals are not included in the workshop, you may be reimbursed up to \$40 a day for meals with itemized receipts. This amount will be reduced by the following amounts when the meal is provided or travel does not occur during the time for the meal.</p> <p>    \$7.50 –Breakfast; \$12.50-Lunch; \$20-Dinner</p> <p>Code To: _____</p> | <p align="center"><b><u>PD Priorities</u></b></p> <p>Below are specific PD Priorities chosen by the District PD Committee and the Federal Programs Committee. Please select the type of PD that you are requesting to attend. The number in parentheses indicates the alignment to the District Professional Development Goal.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top; padding: 5px;"> <p><b>District PD</b></p> <p>___ Poverty Training (1)</p> <p>___ Trauma Informed Schools (1)</p> <p>___ Technology Training (2)</p> <p>___ Positive Behavior Support (PBS) (3)</p> <p>___ Research Based Instructional Strategies (1)</p> <p><b>Federal Programs PD</b></p> <p>___ Student-Teacher Relationships/Creative Ways to reach students (1)</p> <p>___ Professional Learning Committees (PLC) (3)</p> <p>___ Student Writing (1)</p> <p>___ Missouri Alternative Education Network (1) training</p> <p>___ AP Institutes (1)</p> <p>___ STEM/STEAM PD (2)</p> <p><b>Other PD</b></p> <p>___ Other PD not included in priorities above</p> </td> <td style="width:50%; vertical-align: top; padding: 5px;"> <p align="center"><b><u>PROFESSIONAL DEVELOPMENT<br/>GOALS<br/>2018-2019</u></b></p> <p>With the Comprehensive School Improvement Plan goals as the guide, the Professional Development Committee (PDC) met on June 1, 2017 at the annual PDC Workshop to examine program evaluations and discuss various Building School Improvement Plans with their administrators to construct the 2017-2022 Professional Development focus. Listed below are 3 specific goals the district will focus instruction/in-service programs for this school year:</p> <ol style="list-style-type: none"> <li>1. Implement a variety of research-based instructional strategies that differentiate instruction to increase academic achievement.</li> <li>2. Implement a variety of technology tools to increase student engagement and academic achievement in all core content areas.</li> <li>3. 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