

2nd Grade's PLC Processes

Date: 09/20/2022

Roles for Our PLC Meeting

- Facilitator- Cassie Lynch
- Time Keeper- Hannah Stone
- Note Taker/Recorder- Laura Still

Process for Sharing the Workload

- When we have “to-do’s” from our PLC meeting(s), we will record these “to-do” items by logging them in our notes section of the agenda.
- Once in the note section, we will assign them to people to complete. This will ensure a shared workload.

Conflict

- When disagreements arise, we will immediately discuss the issue and not let it fester. We will use these parameters:
 - We will take time to process and think before confrontation.
 - We will table a conversation if no resolution is coming and more time is needed to come up with possible solutions.
 - We will talk directly to those that are involved with the issue in a professional and kind manner.
 - We will use fist to 5 to determine consensus.
 - If resolution can still not be reached, an outside mediator may need to be brought in.
 - We will agree to stand by the philosophy of what is best for the kids and not what is what we think is right in our own opinion.

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- Common language we will use(elevator speeches):
 - Our language will not be accusatory. (stay away from YOU)
 - We will have to talk about this later.
 - I will agree to disagree with you and move on.

Holding People Accountable for Contributions

- Use the note section on the agenda to make sure everyone understands their task for the week.
- We will norm a member who has had continual issues with completing tasks.
- Help come up with an action plan to help the team member who is struggling to complete their tasks.