

2023-2024 Team and Unit Commitments

School: Canyon Hills JHS

Schoolwide PLC Commitments (by the end of...)

Purpose: (1) Establish reciprocal accountability for improving student learning and (2) guide school wide improvement process

By the end of Trimester 1

1. The 3 week of school, we will share our norms and courtesies and data analysis protocols **with the Leadership Team.**
2. The 1 week of school, we will share our team SMART goals for the next unit **with the Leadership Team.**
3. The 1 week of school, we will have/review our list of "I can" statements for our essential standards for at least one upcoming unit.
4. The 6 week of school, we will administer our first common formative assessment (CFA) and share the sample CFA **with the Leadership Team.**
5. The 7 week of school, we will share our analysis of the results from the CFA and our team's response to the data (action plan) **with the Leadership Team.**
6. The 12 week and the 24 week we will formally evaluate our norms and protocols (team needs to revise meeting norms and courtesies and data analysis protocols if they are not effective).

Unit by Unit [Repeat Process]

Purpose: Improve student learning, student by student, skill by skill

- Set SMART goal
- Identify essential standard(s) within unit
 - Write/review learning targets for the essential standard(s)
 - Determine the success criteria (what must students know/demonstrate in order to show proficiency) for the learning target(s)/essential standard
- Create common formative assessments (2 versions) on learning targets that are hard to teach, hard to learn and worth the intervention
- Design instruction
 - Plan for student engagement
 - Design checks for understanding aligned to the learning targets and provide feedback to students
- Build in additional time and support aligned to the learning target(s) with checks for understanding and feedback to students
- Administer common formative assessment (CFA)
 - Come to the team meeting prepared to discuss what the students have learned based on the checks for understanding and/or data/student work
- Examine data and/or student work using a data analysis protocol
 - Team written reflection (to remember for later)
- Apply interventions around the learning targets and extensions beyond the essential standards
 - Administer 2nd version of the CFA to students who required interventions
 - The team may intentionally choose not to apply interventions immediately as this could be spiraled back in an upcoming unit; this needs to be an intentional choice
- Administer summative assessment, if needed
- Score and analyze the summative assessment using a data analysis protocol

- Team written reflection (to remember for later)
- Review SMART goal
- Repeat

Next Steps

Please access our PPT for the November 7th Staff Meeting [HERE](#).

1. Who/When/How will we share Team Commitments (from front page)?

Who: PLC Leadership team (everyone who is here)

When: Next Staff Meeting initially

How: Todd will put together a slideshow with ideas and will share with team for feedback.

- Todd will do the opening piece (intro)
- PLC team will split off into groups to conduct small group presentations

2. What from today's learning will your team share at the next Leadership Team meeting (this can't be the administrator)?

- Aha's from today
 - Decide what is the most important starting point for Tier 1
 - Need for identifying what our baseline is
 - Emailing or calling home once a week - celebrations/student praise
 - Importance of "writing it down" during the PLC process
 - CFA's can be 1-2 questions
 - Redirecting PLC time - refocusing on the students
 - Having first 30 seconds of PLC to talk about challenges or struggles
 - Would they hire me again?
 - Weekly evidence can be any work the students have done
 - Standards are the guaranteed and viable curriculum