To: CJHS PLT (also referred to as PLC) Teams

From: Chad Uphoff

Re: 2022 PLC Beginning of the Year “To-Do’s”

**PLT Information:**

Our PLT times are 2:45 p.m. until 3:25 p.m. each Wednesday that ends at the normal time. Athletes will wait in the MPR until their teacher-coach comes to get them. Teacher-coaches do attend PLT’s for the full duration, as we have in the past. The exception is when we have away games and your bus leaves well before PLT’s end.

[Attached is the PLC Plan Spreadsheet for 2022-2023 which will be referenced below.](https://docs.google.com/spreadsheets/d/1LB7SK7PSG8Cv3f_IJH468wXXozSfBeFNk5b7ua7BQZo/edit?usp=sharing)

**PLT To-Do List (by October 1st):**

1. Establish the location of your PLT weekly meetings (Column B on spreadsheet).
2. **Establish your PLT rules and norms at your first meeting (column C). Establish who creates the weekly agenda** (suggested in the last five minutes of each meeting you stop your work and establish the basic agenda for the following week). Your PLT shared drive, and/or the weekly agenda, is shared with the principal at the start of the year.
3. **List three team curricular improvements/decisions** made by your PLT (by grade level OR by school level) last school year (2021-22). **These should be *linked* to column D on the attached PLC spreadsheet.**  Please list the decisions you feel have been the best in terms of improving student learning OR driving your curriculum toward being a “guaranteed viable curriculum”. I share many of these with the school board throughout the school year.
4. **Set two SMART Goals that will guide your work over this school year** (maybe beyond). These goals should have high expectations, but grounded in reality. **Link your goals to column E.**
5. As has been done in the past, **the principal will visit your teams twice this school year (fall and spring)**. **See column F** for those proposed dates. If one person on a two-person team is absent, we should change the date. Looking forward to those visits to see your hard work first hand!