	Prior to the meeting please complete the items below	
Admin	Collaborate with your specialist to update the teacher information for all of your teachers	
	Place notes in the cell for all teachers that need support or on a coaching cycle	
	Collaborate with your specialist to update the PLC information	
	Meet with your Specialist to ensure that your tiers are updated, notes are added, and data is updated 24 hours before our ILM	
	Ensure that all Get Better Faster coaching cycles have been documented in the KHS GBF google form.	
Specialist	Check that the backward design document is updated for the quarter and on the right track for next quarter	
	Place any data that we need to talk about since our last ILM on the PLC tab.	
	Meet with your your administrator to ensure that your tiers are updated, notes are added, and data is updated 24 hours before our ILM	
	Ensure that all GBF coaching cycles have been documented in the KHS GBF google form.	
Resources	KHS Instructional Resources	
	KHS PLC Resources	

		Al	gebr	a PLC	TEAN	1NF	ORMA	TION			
PLC Team	August	September	October	November	December	January	February	March	April	May	June
Algebra 1											
Members:								Backwar	d Design Link	Updated	Yes / No
Algebra 1 KP											
Members:						•		Backwar	d Design Link	Updated	Yes / No
				Inforr	nation for t	he month (of:				
PLC Team Name				No	otes					Data linked	
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Algebra 1: Oct.											
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Algebra 1 Dec/Jan											
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Click to Jump t	o PLC Notes I	For That Month:	Aug/Sept	<u>Oct</u>	Nov/Dec	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	May	
			In		for the mon	th of: Augu	ist/Septem		1		
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Biology: Oct			
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Biology KP: Oct			
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Biology: November			
PLC Team Name		Notes	Data
Bio KP November			
		Antina Harra	
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Completed By	Due Date	Item	
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		Action Items	
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KP Bio			
		Action Items	
Completed By	Due Date	Item	

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		Action Items	
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