

Meeting/PLC Agenda

Grade Level:		Group Norms: 1. Be mindful of what a PLC is and is not. Stay on task and be prepared. 2. Everyone has a role and will hold each other accountable. 3. Everyone willingly contributes for the good of the students. 4. Making important decisions are done collaboratively, hearing everyone's voice even when disagreements arise.
Date:		
Location:		
Time:		

Attendance

Name	Role	Present	Absent	Not Expected
		•	•	•
		•	•	•
		•	•	•
		•	•	•
		•	•	•
		•	•	•
		•	•	•
		•	•	•

Critical Team Questions:

1. What is it we want our students to learn?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How will we extend and enrich the learning for those who mastered it?
5. Do we have any students with mental health concerns that we need to make counselors/administration aware of?

Agenda

Item/Topic	Purpose/Guided Questions	Tasks Complete	Decision/Outcome
Review of last agenda	Items to bring back?	●	
● Focus Unit Plan Template	Focus: Use data to create common instructional plans and common formative assessments .	●	
● Teach	Teach: Teachers use Tier I strategies , check for understanding and use common formative assessments.	●	
● Assess Data Analysis Form	Assess: Team analyzes data from common formative assessments and determines next steps .	●	
● Respond	Respond: Reteaches and/or enriches based on students' assessed needs.	●	

Team's Weekly To-Do List

Task	Person(s) Responsible	Task Due Date	Date Completed



Questions for Administration:

Items for the next agenda:

Fill out this FORM to submit you PLC minutes so admin can view comments & concerns.

Submit

Directions for use:

1. In this Doc, File →Make a Copy (you'll have to be logged into your preferred Google account).
2. Edit as you need for your school * Change the header to have your school logo and Vision/Mission statement and remove these directions.
3. Create a copy of this [FORM](#).
4. Click on the Response tab, then the  symbol and "Create a new Spreadsheet"
5. Once you are in the Spreadsheet, follow these steps:
https://drive.google.com/file/d/18BvpQoN4hvZ0FZv39cv-os3m_rVoo_3N/view
 - Add checkboxes to a new column (so you don't edit columns automatically created by the Form).
 - Add a column for Admin. Notes.
 - Click on Tools →Notification rules →choose preferences →Save
 - Share the spreadsheet with other admin/teachers as needed (they will each have to follow these steps (Click on Tools →Notification rules →choose preferences →Save) to receive their own notifications.
6. Copy the URL to the View version (by clicking ) of the new Form
7. Right click on the Submit "button" on the bottom of your template, then "change" so you can paste your new link, then "apply" to save changes.
 - Test it out by clicking the submit URL, paste the URL from your new template, then check your Google Sheet to see the information.

To use this template for multiple groups, File →Make a Copy once you have edited your copy and added the new Form link to the Submit button. Rename as you copy it to keep up with your original.

