

Honea Path Elementary - Grade - Meeting/PLC Agenda

Grade Level:		Group Norms: 1.
Date:		
Location:		
Time:		

Attendance

Name	Role	Present	Absent	Not Expected
	Facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	
<input type="checkbox"/> Focus Unit Plan Template	Focus: Use data to create common instructional plans and common formative assessments .	<input type="checkbox"/>	
<input type="checkbox"/> Teach	Teach: Teachers use Tier I strategies , check for understanding and use common formative assessments.	<input type="checkbox"/>	
<input type="checkbox"/> Assess Data Analysis Form	Assess: Team analyzes data from common formative assessments and determines next steps .	<input type="checkbox"/>	
<input type="checkbox"/> Respond	Respond: Reteaches and/or enriches based on students' assessed needs.	<input type="checkbox"/>	

Team's Weekly To-Do List



Task	Person(s) Responsible	Task Due Date	Date Completed

Questions for Administration:

Items for the next agenda:

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.