PLC Planning Meeting Script

1. Review norms/Assign Roles
   1. Ensure that the team has a digital/shared agenda that they are updating.
2. Goal: Review next week’s curriculum to ensure that it is guaranteed and viable.
3. What do we want our students to know?
   1. What are the essential TEKS and outcomes for the upcoming week?
      1. Ensure that TEK numbers and language are used.
   2. Why did we choose those standards?
      1. Are these frequently tested, foundational skills for the overall goal, etc.
   3. What are our We Will/I will statements?
      1. Identify the nouns and verbs in the standard, Then craft the we will and I will statements.
      2. Those statements should be centered around the action of the standard, not completion of work.
      3. If the objectives are already planned, help to see if they are aligned.
   4. What instructional strategies will help our students understand these standards? (How are we going to teach this?)
4. How will we know our students have learned?
   1. What exit tickets will be used to measure student understanding of each objective?
   2. Do the exit tickets match the rigor of the end goal assessment?
   3. What does our common formative assessment look like?
5. How will we respond when students are not learning? (Reteach Plan)
   1. Which re-teaching method would best apply, modeling or guided discourse?
      1. Modeling - showing students what to do with depth, unpacking a complex skill and making it simple.
      2. Guided discourse - Using excellent questioning to guide student learning.
6. How will we respond to students that already know this material?

