

PLC Collaborative Team Evaluation

	Exemplary	Satisfactory	Not Yet
Attending	All members attend all meetings	Most members are present at most meetings	Many members frequently miss and do not inform the team
Norms	Norms are established, posted, reviewed and followed at each meeting	Norms are established but not reviewed or followed	Norms are not established
Purpose	There is a clear purpose for each meeting and all meetings work to fulfill the purpose for the meeting.	The purpose is informally defined but may not be understood by all.	The purpose for the meeting is not defined.
Team Member Support	All team members are treated with respect. All members listen to and acknowledge other members.	There is a general atmosphere of respect, but some members are not listened to or acknowledged by other members.	The team atmosphere is individualistic rather than cooperative and members do not treat others with respect.
Instructional Focus	The focus of the meetings is always on curriculum, student achievement and assessment results.	The focus of the meetings is sometimes on curriculum, student achievement and assessment results.	The focus of the meetings is rarely, if ever, on curriculum, student achievement and assessment results.
Keeping Minutes	Written minutes summarize discussions and actions and are distributed to <u>all</u> members, in a timely manner.	Minutes are written, but are not consistently distributed. Some minutes are more complete than others.	Minutes are either non-existent or sketchy, containing little information.
Next Meeting	At each meeting, members discuss the agenda for the next meeting.	The agenda for the next meeting is sometimes discussed.	The agenda for the next meeting is rarely, if ever, discussed.

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