Meeting/PLC Agenda

Grade Level/Subject:	7th	Group Norms: (Edit as needed)
Date:	9/15/22	1. Be open to others' ideas 2. Be positive 3. Be calm 4. Be flexible
Time:	9:55 a.m. - 10:40 a.m.	5. Stay focused on topic 6. Be respectful of time

Attendance

Name	Role	Present	Absent	Not Expected
Meredith Hitch	**Facilitator**	☑	☐	☐
Sherry McCullough		☑	☐	☐
Marty Shirley		☑	☐	☐
Juli Tate		☑	☐	☐
Teah Bailes		☑	☐	☐
Kim Yarbrough		☑	☐	☐
		☐	☐	☐
		☐	☐	☐

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**.	☐	n/a
☐ **Teach**	**Teach**: Teachers use Tier I **strategies**, check for understanding and use common formative assessments.	☐	n/a
☐ **Assess** **Data Analysis Form**	**Assess**: Team **analyzes data** from common formative assessments and **determines next steps**.	☐	n/a
☐ **Respond**	**Respond**: **Reteaches** and/or **enriches** based on students' assessed needs.	☐	n/a

Team's Weekly To-Do List

Task	Person(s) Responsible	Task Due Date	Date Completed
Student Concerns: **-J. Comeau**-we are being told by other students that he is doing things that are socially inappropriate. Hitch will email Mrs. Murdock to see if she can begin meeting with him.	7th grade team	n/a	n/a
WIN: -Math/SC are priority teachers next week for the draft. -We have a new PLC data room. Mrs. King filled us in on information about the data boards, security, etc.	7th grade team	n/a	n/a

Daily News/Concerns: -New vape sensors for all bathrooms are here. Do not tell the kids. These also pick up fights, etc. -Lunch detention will still be held in room #427.	n/a	n/a	n/a
i-Ready Store -The store will be open during lunch weekly on Thursdays and Fridays. -The store is moved to room #427.	n/a	n/a	n/a
SLO -Complete this in SCLead by Monday. -SLO meetings with admin will be held next week.	Each teacher	9/19/22	

Questions for Administration:

Can Encore teachers put work on the Missing Work List? **Yes any teacher can add work to the list. - King**

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 recieve 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.