

# TEAM MEETING STRUCTURE

---

“A school which operates as a PLC is composed of collaborative teams whose members work interdependently to achieve common goals for which members are mutually accountable.”

DuFour, DuFour, Eaker, & Many, *Learning by Doing*, 2010

## Types of Meetings

### Data Discussion

\*Will occur three to four times each quarter

- Discussions will include:
  - Progress Report and Report Card grades
  - BA's and CCA's
  - OER's
  - ELL Writing Samples
  - Reading and Fluency levels

### Progress Monitoring

\*Will occur every three weeks

- Leadership team will join PLC meeting to discuss students that are struggling, and through collaboration, discuss necessary interventions to help students be successful.

Come to the meeting with the folders of the students you plan to discuss. Content should be updated and include:

1. Current Intervention
2. Number of Weeks of Intervention
3. Current Report Card/Progress Report Grade
4. BA/CCA Results
5. Text Level (BOY and current level)
6. Fluency Rate (BOY and current rate)
7. Specific Skill Deficit

### Planning

\*Will occur three to four times every quarter.

- Focused discussion with essential learning targets for the quarter.
- Answering the four PLC questions.
- Writing CFA's and CCA's.

# TEAM MEETING STRUCTURE

2014-2015

Grading Period	Week	Date	Type of PLC Meeting
First Nine Weeks	Week 1	Aug. 25-29	First Week of School
	Week 2	Sept. 1-5	Data Discussion Previous years RtI Folders/Grouping students/ Establish SMART Goals
	Week 3	Sept. 8-12	Planning
	Week 4	Sept. 15-19	Planning
	Week 5	Sept. 22-26	Data Discussion ELL Writing/DRA2/ISation/ Progress Report Grades
	Week 6	Sept. 29-Oct. 3	Progress Monitoring
	Week 7	Oct. 6-Oct. 10	Data Discussion Week 6 Math CCA/Grouping students
	Week 8	Oct. 13-Oct. 17	Planning
	Week 9	Oct. 20-Oct. 24	Progress Monitoring

Grading Period	Week	Date	Type of PLC Meeting
Second Nine Weeks	Week 10	Oct 27-31	Data Discussion Math BA/Social Studies OER/
	Week 11	Nov 3-7	Planning
	Week 12	Nov 10-14	Progress Monitoring
	Week 13	Nov 17-21	Data Discussion Writing CCA/Grouping students
	Week 14	Dec 1-5	Planning
	Week 15	Dec 8-12	Progress Monitoring
	Week 16	Dec 15-19	Data Discussion Social Studies OER/Grouping students
	Week 17	Jan 5-9	Planning
	Week 18	Jan 12-15	Progress Monitoring