

Baxter Elementary Collaborative Team Agenda and Minutes

PLC Team Name:

Date(s):

Facilitator:

Time(s):

Cycle/Week:

<u>NORMS</u>	<u>Agenda</u> (fill in prior to meeting):
<ul style="list-style-type: none"> • • • • • 	<ul style="list-style-type: none"> • • • • •

SMART Goal:

PLC Focus	Evidence/Comments/Notes
Reflection <i>What's Working?</i> <i>What are instructional challenges?</i>	<ul style="list-style-type: none"> • Working: • Challenge:
PLAN	
What do students need to know and be able to do? <i>What is the task or instructional focus?</i> <i>What is the standard or learning target?</i> <i>What are instructional strategies?</i>	<ul style="list-style-type: none"> • Focus: • Standard: • Strategies: • I Can Statements:
How will we know that they learned it? <i>How is the task support learning outcome?</i> <i>What student samples/data are we reviewing?</i> <i>What is our CFA?</i> <i>Changes or updates to CFA?</i>	
What will we do when they haven't learned it? <i>Which changes in instructional practices do we consider?</i>	

<p><i>What Tier 1 academic or behavioral supports shall we consider?</i></p>	
<p>What will we do when they already know it? <i>What instructional practices or extensions should we consider?</i></p>	
DO	
<p>Examine CFA <i>Which LTs are addressed?</i> <i>What will determine proficiency?</i> <i>Are questions written with SRG in mind?</i> 2.0- Prerequisite skills 3.0- Skills/Knowledge for Mastery 4.0- Beyond Mastery competency Accommodations?</p>	
<p>Examine Benchmark Assessment <i>Which LTs are addressed?</i> <i>What will determine proficiency?</i> <i>Are questions written with SRG in mind?</i> 2.0- Prerequisite skills 3.0- Skills/knowledge for Mastery 4.0- Beyond Mastery competency Accommodations?</p>	
STUDY	
<p>Examine results from CFA <i>On which parts did students do well?</i> <i>In which parts did students struggle?</i> <i>Does the assessment need revising?</i> <i>Which students need special attention?</i> Action steps in result to data</p>	
<p>Examine result from Benchmark Assessment <i>On which parts did students do well?</i> <i>In which parts did students struggle?</i> <i>Does the assessment need revising?</i> <i>Which students need special attention?</i> Action steps in the result of data</p>	
ACT	
<p>Conclusions from CFA's <i>Did we meet our goal?</i> <i>What recommendations for continuous improvement in this area?</i> <i>How can we maintain gains?</i> <i>How did we work together?</i></p>	
<p>Conclusions from Benchmark</p>	

Assessments <i>Did we meet our goal?</i> <i>What recommendations for continuous improvement in this area?</i> <i>How can we maintain gains?</i> <i>How did we work together?</i>	
Assigned tasks for next meeting	Who and When
Materials needed for next meeting	Who and When
Support Needed (Principal, Instructional Coach, Curriculum Coordinator, Secretary)	
Agenda Items for Next Meeting	

How did we improve student learning/achievement?

Additional Comments:

***Please submit notes to the principal and instructional coach by Friday of each week.
Thank you.***