

**Velasco Elementary**  
**PLC Collaborative Team Meeting Agenda**

|  |   |
|--|---|
| <b>Grade Level:</b>  | Second Grade  |
| <b>Date and time:</b>  | 12-3-2019   |
| <b>Agenda:</b>   | Celebrations, Improved RTI process and schedule - Macomber, begin 15 day plan for January.  |
| <b>Members present:</b>  | Tesia Hoffman, Lissette Hawkins, Frances Macomber, Melissa Ortiz, Nate Turner, Becky Washington, Amelia Villarreal  |
| <b>Members absent:</b>   |   |
| <b>Roles:</b>  | <ul style="list-style-type: none"> <li>● Facilitator - Tesia Hoffman</li> <li>● Recorder - Vanna Cavallo</li> <li>● Data and Assessment - Frances Macomber</li> <li>● Time Keeper - Villarreal</li> </ul>   |
| <b>Our norms:</b>  | <p><b><u>Team Norms</u></b><br/>         In order to make our PLC meetings positive and productive, we make the following commitments to each other:</p> <ul style="list-style-type: none"> <li>● Honor our time by being fully present</li> <li>● Respect one another</li> <li>● Positive Mind Set</li> <li>● Collaborate</li> <li>● Bring your common formative assessment data on time</li> </ul> <p><b><u>Responses to Violation of Norms</u></b><br/>         When one of us violates a norm, we will respond in the following way:</p> <ul style="list-style-type: none"> <li>● Remind Group of the Norms</li> <li>● Address issues with individuals</li> </ul> |
| <b>Today's main goal:</b>                                      | Discuss new strategies implementation and visualization assessment  |
| <b>Question 1:<br/>What are our students learning?</b>         | <ul style="list-style-type: none"> <li>● Review Unit</li> <li>● Sequencing, inferencing, 5w's, context clues</li> <li>● Decoding and phonics review</li> <li>● Istation testing, DRA, and CBA reviews</li> </ul>  |
| <b>Question 2:<br/>How do we know they got it?</b>             | <ul style="list-style-type: none"> <li>● Verbal telling/informal assessment/teacher observation</li> <li>● Participation</li> <li>● Common Assessments</li> </ul>   |
| <b>Question 3:<br/>What are we doing if they don't get it?</b> | <ul style="list-style-type: none"> <li>● Small groups</li> <li>● Reteach</li> <li>● Spiral Review</li> </ul>  |

**Velasco Elementary**  
**PLC Collaborative Team Meeting Agenda**

|  |  |
|--|--|
| <b>Question 4:</b><br>What are we doing if they already know it? | <ul style="list-style-type: none"><li>● Physical representation of the given text</li><li>● Inferencing Passage</li></ul>  |
| <b>To do list:</b>   | <ul style="list-style-type: none"><li>● Collective Commitments #1 - We are committed to administering common formative assessments with fidelity each week and sharing data during PLC.</li><li>● Collective Commitments #2- We are committed to sharing our students because they are ALL our students to ensure success. ALL MEANS ALL. WE CAN AND WE WILL.</li><li>● <b>CLARIFICATION of Vocabulary Terms for Teachers</b><ul style="list-style-type: none"><li>○ Tier 3 - actually means they have learning gaps and not just based on their scores, they can also be Tier 2 in some areas and Tier 1 in other areas.</li><li>○ Tier 2 and Tier 1 instruction are vital and if there are a ton of Tier 3 kids it is a Tier 1 and 2 problem per Mike Mattos. We have to fix those gaps.</li><li>○ WING time should be for Tier 2 groups per Mike Mattos</li><li>○</li></ul></li></ul> |
| <b>Celebrations:</b>   | <p>Macomber's father-in-law medical issues are doing well! Very Thankful!</p> <p>Becky Washington got a new house with a fancy pool!!</p> <p>Vanna's kiddo is AMAZING and qualified for GT!</p>  |