

Date: 9/23/20

Time: 10:40-11:25

Fourth Grade

<u>PLC - Members Present & Roles</u> <ul style="list-style-type: none"><input type="checkbox"/> Facilitator- Jessica Vess<input type="checkbox"/> Recorder- Lindsay Mather<input type="checkbox"/> Time Keeper- Jill Bishop<input type="checkbox"/> Data Agent- Luann Cross<input type="checkbox"/> Cherie Sims<input type="checkbox"/> Michele Cribb	<u>Our Norms</u> (Review at Each Meeting) <ol style="list-style-type: none">1. Be Ready2. Be Respectful3. Be Safe4.5.	<u>Agenda</u> <ul style="list-style-type: none"><input type="checkbox"/> Narrative Unit<input type="checkbox"/> Update activities for math ES<input type="checkbox"/> Mid-Unit Reflection<input type="checkbox"/>
--	--	--

Time	Agenda Topic	Discussion Notes	Outcomes
	Narrative Unit	Bishop and Vess reviewed the unit plan and decided we needed to rearrange some activities in order to help students understand the parts of a narrative and how to organize their writing.	Vess revised the unit and updated it in our drive. We also added resources to our Writing Binder to keep us organized for next year.
	Update activities for Math Essential Standard	New resources, activities, and ideas have become available since the math unit was created last year.	Cross went through her unit and updated it with new, more engaging activities to help student learning.
	Mid-Unit Reflection- Math	Mrs. Cross wrote out her mid-unit reflection for the math standard she is currently working on.	The information from this reflection will be used to guide further instruction through reteaching and enrichment.

Next Steps: End of Unit Reflections for L2.b and RL.1	Evidence/Resources Needed for Next Meeting: Profiles from CSA's and any new data collected.	Next PLC Meeting: 10/1/20
---	---	---------------------------

PLC TEAM ROLE DESCRIPTIONS:

Facilitator/Resources

- Polls members for agenda items via email
- Types up agenda and makes copies for meeting
- Gets the agenda to the Resource person so they can prepare materials for the meeting if necessary.
- Makes sure that everyone's ideas are heard and respected.

Recorder

- Keeps accurate notes of what everyone in the group says and agrees to.
- Returns notes to facilitator for updated record keeping.

Time/Norm Keeper

- Reminds team members when time is running out.
- Keeps track of norms and reminds group of them throughout meeting when necessary

Data Agent

- Ensures that the group members have submitted their data before the PLC meeting.
- Responsible for bringing data results from Illuminate or Rubrics.

Resources

- Ensures that the group has the resources it needs to complete the agenda.
- Determines what resources the group needs to complete long term projects or to submit to duplicating for the next unit..