

Brookvale PLC Planning Session Agenda/Minutes Template

Date: _____ Time: _____ Location: _____

List of Participants

Roles/Responsibilities

- | | | |
|----|-------|-------------------|
| 1. | _____ | Team Leader/_____ |
| 2. | _____ | Recorder/_____ |
| 3. | _____ | Timekeeper/_____ |
| 4. | _____ | _____ |

Purpose of Meeting:

Ideas: SPPA plan alignment, CCSS school wide goals, CCSS Review/discussion, Review student data, Lesson plan development, Instructional strategies discussion, Best practices sharing

Session Management/Team Functions

I. Administrative Tasks

- Review team norms
- Identify and discuss all Materials needed for Planning Session
- Identify timekeeper and note taker

II. Student Instructional Needs

- Identify and review team goals to be discussed at meeting
- Identify discussion topics for meeting
- Identify current strengths and weaknesses of students to date
- Review the 4 critical questions regarding student data

III. Collaboration

- Discuss and engage in current meeting topics

Topic 1:

Topic 2:

Topic 3:

Topic 4:

- Identify Necessary Resources

Resources needed:

- Determine and review upcoming formative or summative assessments

Formative assessments: _____

Summative assessments: _____

IV. Professional Development

- Discuss Professional responsibilities needed prior to next meeting and next steps prior to next meeting

- Next GRL meeting time, date and location

- Discuss progress with norms and rate group performance

Team Lead Signature