Meeting/PLC Agenda

Grade Level/Subject:	8th Grade HPMS	Group Norms: (Edit as needed)
Date:	4/20/2023	1. Be open to others' ideas 2. Be positive 3. Be calm 4. Be flexible 5. Stay focused on topic 6. Be respectful of time
Time:	9:00-9:45	

Attendance

Name	Role	Present	Absent	Not Expected
Michelle Terry	**Facilitator**	☑	☐	☐
Anna Trotter	**Teacher**	☑	☐	☐
Ashley Powell	**Teacher**	☑	☐	☐
Josie Tharp	**Teacher**	☑	☐	☐
Ann Taylor	Teacher	☑	☐	☐
Clay Shirley	Teacher	☑	☐	☐
John Hall	Principal	☐	☐	☑
Jan Mundy	Assistant Principal	☑	☐	☑
Tara Miller	Guidance	☑	☐	☐

Critical Team Questions:

1. What is it we want our students to learn?
   We want students to show that they can support their answers with evidence. We want students to show mastery of standards.
2. How will we know if each student has learned it?
   We will continue looking through their data from all teachers to see who is still struggling. Update failure list. Look at I-Ready lessons.
3. How will we respond when some students do not learn it?
   We will continue pulling students for additional interventions.

4. How will we extend and enrich the learning for those who mastered it?
   They will continue to receive recess incentives. They will also have a chance to be actively involved in the learning process by making choices in the instruction. We will also increase the level in i-Ready to suit their needs. Started trying an iReady incentive.
5. Do we have any students with mental health concerns that we need to make counselors/administration aware of?
   Braylin Phillips, Joshua Sanders, Miranda Smith, Jonah Crawford 232341

Agenda

| Item/Topic	Purpose/Guided Questions	Tasks Complete	Decision/Outcome
Review of last agenda	Items to bring back?	☑	Reviewing list of failing students and concerned students. Update list, send F1 for Monday.
☐ **Focus** Unit Plan Template	**Focus**: Use data to create common instructional **plans** and **common formative assessments**.	☑	We reviewed where we are in the unit plans and what to do about meeting the goals. We are headed in the right direction.
☐ **Teach**	**Teach**: Teachers use Tier I **strategies**, check for understanding and use common formative assessments.	☑	Reviewed strategies that are helping the students are focused; interactive games for review
☐ **Assess** Data Analysis Form	**Assess**: Team **analyzes data** from common formative assessments and **determines next steps**.	☑	Analyzing quizzes and tests to see where students are not. Work with the closets grade level kids.
☐ **Respond**	**Respond**: **Reteaches** and/or **enriches** based on students' assessed needs.	☑	A plan is assigned for the future to continue monitoring the groups.

Team's Weekly To-Do List

Task	Person(s) Responsible	Task Due Date	Date Completed
Review intervention group data.	Powell, Trotter	1/12	ongoing

Work on the failing list and speak with them about bringing their grades up.	All 8th Grade Team	2/2	Ongoing
Review weekly data in I-Ready and student concerns; "Bubble List Kids"	Powell, Trotter, Tara	2/9	ongoing
Send F1 for failures out on Monday.	All 8th Grade	4/20	4/24

Questions for Administration:

n/a.

Items for the next agenda:

Review failures for F1 and send out letters to home.

Fill out this FORM to submit you PLC minutes so admin can view comments & concerns.

Submit
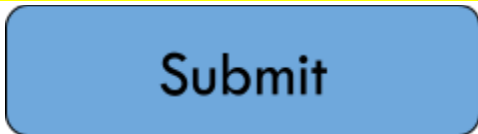
Directions for use:
1. **In this Doc, File →Make a Copy (you'll have to be logged into your preferred Google account.**

2. **Edit as you need for your school * Change the header to have your school logo and Vision/Mission statement and remove these directions.**
3. **Create a copy of this [FORM](#).**
4. **Click on the Response tab, then the** **symbol and "Create a new Spreadsheet"**
5. **Once you are in the Spreadsheet, follow these steps:**
   https://drive.google.com/file/d/18BvpQoN4hvZ0FZv39cv-os3m_rVoo_3N/view
   - Add checkboxes to a new column (so you don't edit columns automatically created by the Form).
   - Add a column for Admin. Notes.
   - Click on Tools →Notification rules →choose preferences →Save
   - Share the spreadsheet with other admin/teachers as needed (they will each have to follow these steps (Click on Tools →Notification rules →choose preferences →Save) to recieve their own notifications.
6. **Copy the URL to the View version (**by clicking **) of the new Form**
7. **Right click on the Submit "button" on the bottom of your template, then "change" so you can paste your new link, then "apply" to save changes.**
   - Test it out by clicking the submit URL, paste the URL from your new template, then check your Google Sheet to see the information.

To use this template for multiple groups, File →Make a Copy once you have edited your copy and added the new Form link to the Submit button. Rename as you copy it to keep up with your original.