

# FREEPORT INTERMEDIATE SCHOOL

## PRIDE and TRADITION

What Commitments Are You Ready To Make?

### 2018-2019 Professional Learning Agenda

Team:

Facilitator:

Start Time: Stop time:

Date:

(Before) Action Items:	(Before) Examples of what to consider to answer the questions.	(After) Review Data:	(After) Review Strategies that Worked
Question 1: 1. What do we want our students to learn this week, 2 weeks, unit...? -How many times was this TEKS tested Spring 2018 2. What does the data tell us?			
Question 2: 1. How will we know if they have learned it?			
Question 3: How will we respond when students do not learn it?			
Question 4: -What will we do if the students already know it?			

Next Meeting Date: Unfinished Instructional Business: New Instructional Business: Open Agenda (if time allows)	Notes:	Notes:	Notes:

**\*REMINDER: MAKE A PERSONAL COPY BEFORE TAKING NOTES ON THIS AGENDA.**

Team Members Present Signature:


Professional Learning Norms:

1. **Be on time**
2. **Come prepared**
3. **Actively engaged**

### PLC Meeting Agenda Preparation:

- To prepare an agenda for each PLC Meeting, the PLC team will develop new focus questions or finish any incomplete questions from the previous meeting.
- To document/record the discussion and plans made during the PLC meeting, the PLC recorder uses the discussion and plans section of the agenda.
- If a question arises during the PLC meeting that cannot be answered, the PLC team should place it in the “unanswered questions” location and determine who will find the answer to that question to report back at the next PLC meeting.
- At the end of the PLC meeting, the PLC team should determine what will be on the agenda for the next meeting and remind the team when and where the next meeting is.
- The facilitator will type the agenda and send it to the team prior to the next PLC meeting. The recorder will type the minutes and send them to the team shortly after the PLC meeting.