



Meeting/PLC Agenda

Grade Level/Subject:	MS Band	Group Norms: (Edit as needed) 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
Date:	9/29/2022	
Time:	8:00am	

Attendance

Name	Role	Present	Absent	Not Expected
John Fulmer	Facilitator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CiGi Curry	Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Critical Team Questions:

1. What is it we want our students to learn?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How will we extend and enrich the learning for those who mastered it?
5. Do we have any students with mental health concerns that we need to make counselors/administration aware of?

For Joint Middle School Collaborative Meetings the focus will be:

1. Unit Plan Pacing (Where we are in the unit, were adjustments needed and why?) Note any adjustments for next year
2. Analysis of Common Assessment Data
 - a. Be prepared to discuss what strategies worked best as a result of your data. Everyone should share and learn together.
- 3. Using the data, share out how you taught the content, what you feel are your most impactful strategies. The ultimate goal in these meetings are for you to share and grow together. You should come away from these meetings with new ideas or ways to teach the content or provide intervention in a way you may not have thought of. Remember that this is about student learning and improving our craft through collective teacher efficacy. We all contribute, learn together, and improve together for the betterment of our students.**

Agenda

Item/Topic	Purpose/Guided Questions	Tasks Complete	Decision/Outcome (Minutes should be typed in the corresponding box below)
Review of last agenda	Items to bring back?	<input checked="" type="checkbox"/>	Christmas music discussed
<input checked="" type="checkbox"/> Focus Unit Plan Template	Focus: Use data to create common instructional plans and common formative assessments .	<input checked="" type="checkbox"/>	Revisited vertical planning document and looked at performance to ensure we meet expectations
<input checked="" type="checkbox"/> Teach	Teach: Teachers use Tier I strategies , check for understanding and use common formative assessments.	<input checked="" type="checkbox"/>	Evaluated which pieces we are using to teach the necessary skills.
<input checked="" type="checkbox"/> Assess Data Analysis Form	Assess: Team analyzes data from common formative assessments and determines next steps .	<input checked="" type="checkbox"/>	Talk about weak points and possible solutions
<input checked="" type="checkbox"/> Respond	Respond: Reteaches and/or enriches based on students' assessed needs.	<input checked="" type="checkbox"/>	Share possible solutions and things that have/haven't worked in the past

Team's To-Do List

Task	Person(s) Responsible	Task Due Date	Date Completed
Teach the agreed upon Unit Plan and Pacing.	All Teachers	Ongoing	

Administer the agreed upon CFA & CSAs. (Common Formative and Summative Assessments)	All Teachers	Dependent on the Unit Plan	
Analyze the data from each of the CFAs and CSAs and be prepared to discuss.	All Teachers	Prior to next Meeting	

Questions for Administration:

Items for the next agenda: (Any additional items the team agrees would be beneficial)
Christmas Planning
Mouthpiece Testing Schedule and Logistics Planning
Recruiting Planning

Fill out this FORM to submit your PLC minutes so admin can view comments & concerns. Please make the agenda viewable by Anderson School District Two.

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