

## NJH 2022-2023 PLC Guide

Deadlines for artifacts should be submitted by the end of each day along with Feedback Forms. Agendas should be submitted for your team one week prior to PLC days.

August

- **Commitments/Norms- TURN IN ARTIFACT**
- SMART Goals
- Data analysis protocol
- PLC rubric
  - Current reality
  - Roadmap/implementation plan

September

Review iReady/MAP/EOC data and essential standards

- **Commitments/Norms- TURN IN ARTIFACT**
- **Review essential standards and pacing for the year, TURN IN ARTIFACT-Question 1**
- Review data (MAP, iReady etc.)- Question 2
- **Set SMART goals- Question 2 TURN IN ARTIFACT**
  - **Stretch goals**
    - Yearly goals
- Develop CFA for first essential standard/unit- Question 2
  - Set assessment protocols
- Develop first unit - Question 2

October- All teams will have completed the entire PLC road-map of activities for their first essential standard. Each PLC leader report on team progress toward implementing the PLC process through data review, instructional best practices, reteaching, and enrichment.

- Grade CFA as a team- Question 2
- **Data analysis protocol- Question 2 TURN IN ARTIFACT**
  - Share instructional strategies that show success
  - Develop plan for instructional strategies where additional support is needed.
- Reflect and make adjustments on CFA & unit- Question 2
- Identify and make plans for RTI needs- Question 3 & 4
  - Identify students who need reteaching
  - Identify students who need enrichment
  - RTI and reassessment plan
  - Identify strategies that were successful within units
- Prepare for PT Conferences

- Teams that believe they have reached the refinement level may modify their pacing of essential standards or skills based on what they have learned of the PLC process.

November

- Review CFA Data- Question 2
  - Assess current progress of students/standards
  - Instruction plan based on data
- Develop second unit
- Set SMART Goals
  - Progress towards long term goals
  - Short term goals

November 2022

## **Considerations for all PLC Teams Prior to Thanksgiving and Winter Break**

### **Critical Point in the School Year**

The weeks prior to Thanksgiving and Christmas Break are some of the most critical of the entire school year. To this point you have focused your team, pressed forward with your collaborative teams, and created a focus on the use of data to drive instruction and learning in your buildings. As individual teachers, how would you answer this question:

### ***How do you know our kids are learning?***

And, as an additional thought.....

### ***Are they learning the essential standards at the correct rigor, complexity, and level to match the State/District assessments at the end of the year?***

The trick now is to maintain the momentum you and your team has developed through the holiday period and into the spring. This is the point of the year where many schools waste enormous amounts of time and enter the spring without direction and lose their momentum.

### **Ten Week Plan**

In the weeks prior to Thanksgiving and prior to leaving for Christmas Break, teams should develop a plan for the 10 weeks beginning the day they return from Christmas Break through the review period prior to State/District Assessments.

Their plan should be a team effort and should detail the following:

- The essential standards/skills to be learned and shown by date taught.

- The dates of their Common Formative Assessments (CFAs) for each of the essential standards.
- The re-teaching period where they will work to ensure that all students have learned the essential standards.

The plan must be written, represent the consensus and work of all team members, and be reviewed by Mr. Daugherty prior to leaving for Christmas Break.

- If your teams leave for vacation with a clear plan there are two clear benefits:
  1. You can leave and relax during the vacation with clear plan in their minds.
  2. And the most important, when you return you will be focused and ready to work from the first day...no wasted days trying to figure out what the right work of our teams should be.

#### December

- Grade CFA if unit is complete.
  - Data analysis protocol- Question 2 **TURN IN ARTIFACT**
    - Share instructional strategies that show success
    - Develop plan for instructional strategies where additional support is needed.
  - Reflect and make adjustments on CFA & unit- Question 2
  - Identify and make plans for RTI needs- Question 3 & 4
    - Identify students who need reteaching
    - Identify students who need enrichment
    - RTI and reassessment plan
- If unit is not complete, develop unit
- Review and Set SMART Goals
  - Progress towards long term goals
  - Short term goals
- **January 2nd agenda must be turned in prior to Winter Break.**

#### January

- Review iReady Data- Question 2
  - Assess current progress of students/standards
  - Instruction plan based on data
  - Data analysis protocol- Question 2 **TURN IN ARTIFACT**
- Review and Set SMART Goals
  - Progress towards long term goals
  - Short term goals
- Develop CFA for next essential standard
- Develop unit for upcoming essential standard
- Teams review pacing guides of essential standards or skills

## February

- Grade CFA.
  - Data analysis protocol- Question 2 **TURN IN ARTIFACT**
    - Share instructional strategies that show success
    - Develop a plan for instructional strategies where additional support is needed.
  - Reflect and make adjustments on CFA & unit- Question 2
  - Identify and make plans for RTI needs- Question 3 & 4
    - Identify students who need reteaching
    - Identify students who need enrichment
    - RTI and reassessment plan
- Develop unit for upcoming essential standard
- Develop CFA for next essential standard
- Review and Set SMART Goals
  - Progress towards long term goals
  - Short term goals

## March

- Grade CFA.
  - Data analysis protocol- Question 2 **TURN IN ARTIFACT**
    - Share instructional strategies that show success
    - Develop a plan for instructional strategies where additional support is needed.
  - Reflect and make adjustments on CFA & unit- Question 2
  - Identify and make plans for RTI needs- Question 3 & 4
    - Identify students who need reteaching
    - Identify students who need enrichment
    - RTI and reassessment plan
- Develop unit for upcoming essential standard
- Develop CFA for next essential standard
- Review and Set SMART Goals
  - Progress towards long term goals
  - Short term goals

## April

- Grade CFA.
  - Data analysis protocol- Question 2 **TURN IN ARTIFACT**
    - Share instructional strategies that show success
    - Develop a plan for instructional strategies where additional support is needed.
  - Reflect and make adjustments on CFA & unit- Question 2
  - Identify and make plans for RTI needs- Question 3 & 4
    - Identify students who need reteaching
    - Identify students who need enrichment
    - RTI and reassessment plan
- Develop unit for upcoming essential standard
- Develop CFA for next essential standard
- Review and Set SMART Goals

- Progress towards long term goals
- Short term goals

May