

Required Components of PCSD Collaboration Agendas

The collaborative work of a high-functioning professional learning community drives student progress forward in a meaningful and significant way. By focusing our collaborative work on the four critical questions and keeping the three big ideas of a PLC at the forefront, we can ensure that we are collectively holding ourselves and our teammates accountable for supporting high levels of learning for all of our students. **In order to maintain team focus on “doing the right work” all of our teams within the district will be required to keep an up-to-date agenda containing specific elements that will reinforce the ideas at the core of high-functioning PLCs.** These are consistent components of all team agendas across the district. Those specific elements are noted below:

- 1. The Four Critical Questions** Which question(s) is a focus for our agenda? How is it being addressed during our collaboration meeting?
 - a. What do we want students to know?**
 - b. How will we know they know it?**
 - c. How will we support students who don't know it?**
 - d. How will we support students who already know it?**
- 2. Evidence of Impact on Student Learning**
 - a. In what way is the work of our team impacting student learning? How is this reflected within the agenda? What is the evidence that our work has impacted student learning?
- 3. Evidence of Norms**
 - a. What are our team's norms?
 - b. How are we re-addressing and ensuring these norms are enforced at each of our meetings?
 - c. How do we address another team member(s) if a norm isn't being followed?
- 4. Time for Celebrations**
 - a. What have we accomplished through our work as a team? How can we acknowledge the work we've done or how we/our students have grown?
- 5. Team SMART Goal/s**
 - a. What is our team's goal for this unit/quarter/semester/year?
 - b. Have we linked our goal to our school's improvement goal?
- 6. Action Steps and Accountability**
 - a. What are the actions that need to occur in preparation for our next meeting?
 - b. Who is responsible for carrying out that work?

In an effort to make the use of the agenda simple for you, there are several potential templates your team could use this year to maintain a record of your work that includes these required components. However, if your team would prefer to create their own agenda, or adjust/alter one

of these templates, that is up to your team's discretion--**as long as the required elements noted above are included.**

PCSD AGENDA TEMPLATES INCLUDING THE SIX REQUIRED ELEMENTS:

Template Option 1	Template Option 2	Template Option 3	Template Option 4
-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------

In addition, a google folder of helpful resources and district-created items has also been created for your team's reference.

[PCSD PLC Teamwork Resources Folder](#)

These items may be helpful in providing support and direction for your work throughout the year:

1. Unwrapping the Power Standards
2. The Work of Collaborative Teams
3. Stages of Team Development
4. PCSD Power Standards
5. PCSD Common Assessment Protocol
6. Examples and Nonexamples of Addressing the Critical Questions for Student Learning

We highly encourage you to explore these items as a team to determine how they may be of use for your work.