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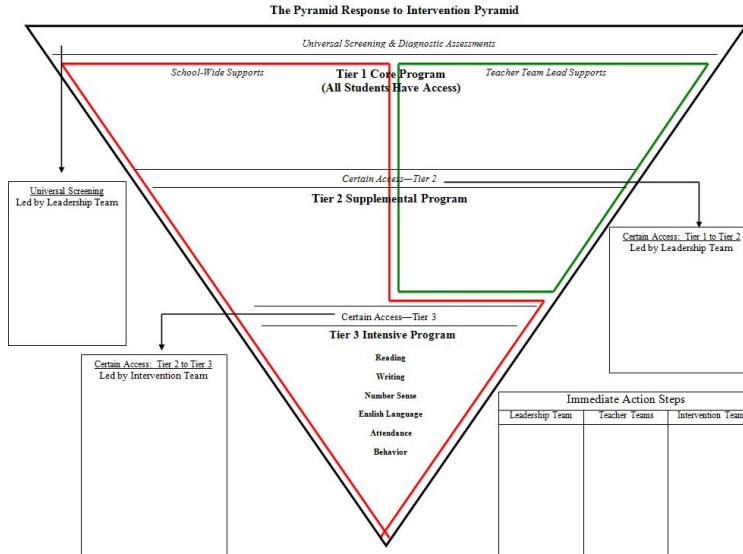
Grade Level:

Reporting Month:

Teams will meet each Thursday for 30 minutes during planning

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Keep the BIG Picture in Mind



Roles:

Ø Facilitator:

Ø Time Keeper:

Ø Recorder:

4 Critical Questions for a PLC (SST)

1. What do we expect our students to learn? (Goals/Expectations)
2. How will we know they are learning? (Assessment)
3. How will we respond when they don't learn? (Intervention)
4. How will we respond if they already know it? (Gifted, Extended Learning)
5. Did the interventions work?

TEAM NORMS:

- We will always remain focused on effective student learning.
- We will always bring student data to each meeting to aid our discussions.
- We will maintain a positive tone and not complain about a problem unless we can offer a solution.
- We will effectively use our time and stay fully engaged throughout each meeting.
- We will contribute equally to the workload.
- We will listen respectfully and consider matters from another's perspective.

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(Date)

Meeting Focus Question (s):

- What do we expect our students to learn? (Goals/Expectations) - Determined common content planning teams
- How will we know they are learning? (Assessment)

MEETING MINUTES

(To be completed by the recorder)

Team Members Present

Student Concerns

Action Plan/Person Responsible

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2

(Date)

Meeting Focus Question (s):

- How will we respond when they don't learn? (Intervention)
- How will we respond if they already know it? (Gifted, Extended Learning)

MEETING MINUTES

(To be completed by the recorder)

Team Members Present

Student Concerns

Action Plan/Person Responsible

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3

(Date)

Meeting Focus Question (s): *NOTE: This week may not require a formal meeting unless new student concerns arise*

- Monitor Week 2 Interventions

MEETING MINUTES

Team Members Present

Student Concerns

Action Plan/Person Responsible

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4

(Date)

Meeting Focus Question (s):

- Did the interventions work? (Address Individual Student Needs)

MEETING MINUTES

(To be completed by the recorder)

Team Members Present

Student Concerns

If the same students stay on this list please use the [Student Concern Referral Form](#)

Action Plan/Person Responsible