

**Tupelo Public School District
PLC Observation Template**

I. Smart Goals

A. Has the team identified or referenced SMART goals?

- What are the SMART goals for the upcoming unit?
- What are the SMART goals for specific standards?

II. Norms

A. Are there established norms or expectations?

- There are established norms and expectations for PLC meetings.

B. Are there identifiable roles and responsibilities?

- There are specific responsibilities and roles in the “Do It” section of the PLC agenda. There is an equitable workload for all team members.
- During the PLC, are there defined roles? Facilitator/Leader, Recorder, Timekeeper, etc.

III. Agenda

A. Is there an agenda?

- The agenda has been uploaded to Google Drive prior to the meeting and all members of the PLC team have reviewed the agenda.
- What do we plan to accomplish today?
- Where are we in the PDSA cycle?
- When we walk away, what will we have reached or created (for example, decisions, plan of actions, products)?
- Are the agendas collaboratively established?

B. Does the agenda follow the EXCEL model?

- We will follow the agreed upon PLC agenda in Google Drive.

IV. Data

A. Is there data to examine this week?

- What did our CFUs or assessments tell us about specific standards? Are there needs to review specific standards or concepts?
- Do we have any discipline or attendance trends to discuss with the administration?

V. Essential Information Covered

A. What do we want students to know and be able to do?

- What is it that we want all students to know and be able to do as a result of this unit? (look at scaffolding)
- What materials do we need to ensure student success?
- How are we using the curriculum to address the standards?
- Have we agreed on what a proficient student looks like for this standard?

B. How will we know if they can?

- How will we monitor student learning of each standard?
- What does proficiency look like for the specific standard?
- What CFUs are planned to help us know if students are making progress prior to the summative assessment?
- What does the assessment data tell us about instruction? What needs to be revisited? What needs to be extended?

C. What will we do if they already can?

- How can we offer extensions for students that have already mastered the standard?

D. What will we do if they can't?

- How will we address student needs?
- How will we identify students that need additional support?

VI. Standards Overview

A. Did the team.....

- Review current standards, pacing, lesson plans, resources, etc?
- Review assessment data?
- Discuss individual students for remediation, accommodation, and enrichment?
- Discuss things that are going well?
- Discuss things that can be improved instructionally?
- Discuss small group instruction?
- Develop higher order thinking questions?
- Use the scaffolding document?
- Create common formative assessments?
- Finalize lesson plans?

VII. Discipline Overview

A. Did the team....

- Review office referrals or discipline concerns for the week (should be student centered with solutions)?
- Discuss parental contacts?
- Discuss PBIS?
- Discuss steps or solutions to address concerns?