

8th ELAR PLC Norms (2022-2023)

PLC Meeting Norms

Meet as a team at least twice a week to collaboratively plan. (Tuesday with coach/admin) Friday.

Be on time and ready to plan. Communicate to the team if you will not be able to attend.

Complete prep work prior to attending the meeting.

Bring necessary materials: tablet, resources, prep work, etc.

PLC Planning Norms

Use the 4 PLC Questions to guide PLC planning.

Complete the planning steps in the Backwards Planning Project Internalization document.

Complete the planning steps in the Unpacking the PFAs document.

Review all materials prior to assigning to students.

Team Roles

- **Moderator**- T. Hernandez
 - Create/add to agenda items
 - Lead team through agenda items
 - Keep team discussions agenda-item focused
- **Timekeeper** - Mayer
 - Keep team on pace to complete agenda items
 - Schedule additional meetings, as needed.
- **Note taker** - Ainsworth
 - Take notes about meeting actions and decisions on the shared agenda
 - Create and manage additional shared documents as needed during meetings.
- **Norms Manager** - McBride
 - Ensure norms are followed in PLCs

Process if norms are violated

Process if norms are violated:

1. Reminder: (identify the problem/reason)

Ex: If work is not prepared we address the work that is prepared. Late work is sent out ASAP.

2. Reminder #2

3. Conversation with Ashley

7th ELAR Norms (2022-2023)

PLC Meeting Norms

Meet as a team at least twice a week to collaboratively plan. (*Thursday with coach/admin*)

Be on time and ready to plan. Communicate to the team if you will not be able to attend.

Complete prep work prior to attending the meeting.

Bring necessary materials: tablet, resources, prep work, etc.

PLC Planning Norms

Use the 4 PLC Questions to guide PLC planning.

Complete the planning steps in the Backwards Planning Project Interlization document.

Complete the planning steps in the Unpacking the PFAs document.

Review all materials prior to assigning to students.

Team Roles

- **Moderator**- Moore
 - Create/add to agenda items
 - Lead team through agenda items
- **Timekeeper** - Segree
 - Keep team on pace to complete agenda items
 - Schedule additional meetings, as needed.
- **Note taker** - Weston
 - Take notes about meeting actions and decisions on the shared agenda
 - Create and manage additional shared documents as needed during meetings.
- **Norms Manager** - Beard
 - Ensure norms are followed in PLCs

Process if norms are violated

Process if norms are violated:

1. Team Discussion
2. Discussion with Ashley
3. Discussion with Moody