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**Sample Agenda: PLC Question #1  
Unpacking an Essential Standard**

- I. Welcome
- II. Review Team Norms & Roles
- III. Select an Essential Standard that will be taught in the upcoming unit
- IV. Identify the “concepts” and “skills” from the standard
- V. Determine academic vocabulary
- VI. Write learning target(s)/ “I can...” statement(s)
- VII. Determine Proficiency Levels
- VIII. Identify which learning targets require CFA during the unit

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**Sample Agenda: PLC Question #2  
Common Formative Assessments**

- I. Welcome
- II. Review Team Norms & Roles
- III. Review learning target(s)/ "I can..." statement(s) for the development of the CFA
- IV. Write 2 versions of the CFA
- V. Determine common scoring agreements and assessment conditions before administering the assessment
- VI. Plan when to administer CFA version 1 and CFA version 2

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**Sample Agenda: PLC Question #3  
Data Analysis**

*Prior to the meeting, all team members will have graded their common assessment and will be ready to discuss PLC Question #3*

- I. Welcome
- II. Review Team Norms & Roles
- III. Review data (student by student, skill by skill) using a data analysis protocol
- IV. Discuss/share instructional strategies
- V. Develop a plan of action to respond to data (re-engagement)

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**Sample Agenda: PLC Question #4  
Data Analysis**

*Prior to the meeting, all team members will have graded their common assessment and will be ready to discuss PLC Question #4*

- I. Welcome
- II. Review Team Norms & Roles
- III. Review data (student by student, skill by skill) using a data analysis protocol
- IV. Discuss/share instructional strategies
- V. Develop a plan of action to respond to data (extension)