

Date:

ROLES:

Facilitator:

Topic Checker:

Time Keeper:

Recorder:

Present:

PLC Focus: Norms/Mission/Purpose
The Cycle of Instruction and Assessment

PLC Big Rocks

Norms:

- > Create/follow an agenda, start and end on time.
- > Be prepared for meetings and follow up on actions and responsibilities from the meeting.
- > Respectfully, thoughtfully and positively make & listen to all contributions.
- > Maintain professionalism regarding participation, attendance, disagreements, and sharing of information.
- > Be kind to yourself and others.

- Mission, Vision, Values, Goals
- Guaranteed and Viable Curriculum
- Development of Common Assessments
- Administration of Assessment in a Tight Window
- *Data Review of Common Assessment
- Identification of Students Who Need Extra Time/Support by Name and by Need
- Extension/Acceleration
- Review and Study of Best Practice- embedded PD
- Rinse, Repeat



Topic	Task
Ice Breaker 3min	•
40min	•

Next Steps
2min

-

TODAY'S NOTES:

#1 General:

#2 Actions/assignments/dates:

-

#3 Today's successes:

-

#4 Questions/comments/concerns:

#5 Notes for administration/coaches

ITEMS TABLED

Topic	Task
Ice Breaker 3min	<ul style="list-style-type: none"> •
40min	<ul style="list-style-type: none"> •
Wrap Up/Next Steps 2 min	
TODAY'S NOTES:	
<p><u>#1 General:</u></p> <ul style="list-style-type: none"> • 	
<p><u>#2 Actions/assignments/dates:</u></p> <ul style="list-style-type: none"> • 	
<p><u>#3 Today's successes:</u></p>	
<p><u>#4 Questions/comments/concerns:</u></p>	

#5 Notes for administration/coaches

Items tabled