**English PLC: Team Agenda & Minutes**

Meeting Date:

Team:

Time:

Team Members Present:

Team Norms

|  |  |
| --- | --- |
| Interpersonal | Operational |
| * Come prepared and ready to work * Ask questions, clarify expectations, own your own learning * Value different perspectives and listen respectfully before responding with opinions * Engage in conversations so that all opinions are shared and so we hear from everyone * Seek solutions with students in mind | * Begin/end on time * Be respectful of everyone’s time when developing agenda * Agenda should reflect whether an item is for discussion, action, or information * Provide team at least 48 hours to review any pre-work necessary for the meeting to run efficiently * Meeting minutes should summarize action needed, the person(s) responsible and deadlines (if appropriate) * Determine future meeting date prior to the end of the meeting |

**Team SMART Goal(s):**   
Short-term Goal: Analyze vocabulary data (L4) from Galileo to address areas of learning improvement and instructional alignment.

Year-long Goal: Develop common rubrics and language for all ELA-specific processes and practices.

**PLC Work to Ensure Learning**

1. What do we want students to know and be able to do?
2. How will we know if they know it?
3. What will we do when students don’t learn?
4. What will we do when students do learn?

*Note: Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.*

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| --- | --- | --- |
| **Type (Information, Discussion or Action)** | **Topic** | **Minutes** |
|  | We will share our practices for introducing vocabulary for the first time, including graphic organizers that we use. |  |
|  | Discuss extension exercises used after words are initially introduced. |  |
|  | Discuss ways to align the practices (if they aren’t already) |  |
|  | Discuss ways to bring these to other content areas. |  |
|  |  |  |

|  |  |
| --- | --- |
| **Date and Focus for Next Meeting & Items to Bring:** | **Other:**  *(Celebrations, parking lot items, future plans, etc.)* |
| **General Questions/Concerns Related to PLC:** | **Specific Needs from Building Administrators or Ildi:** |

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