Meeting Date: Team: Time:

Team Members Present:

Team Members Absent:

Facilitator: (name) Note taker\*: (name)

**\*After meeting: upload minutes to appropriate PLC agenda folder in SharePoint.**

**PLC SMART Goal:** By (when), we will (what will the PLC accomplish or focus its efforts on), so that (why does it matter/what impact are you trying to make) as measured by (how will you measure your success, implementation or results).

|  |  |
| --- | --- |
| **PLC work to ensure learning:** | **Meeting Norms:** |
| 1. What do we want our students to learn? (standards, student friendly objectives, checklists, etc.) 2. How will we effectively teach the skills/concepts for this learning to occur? (instructional strategies, supports, etc.) 3. How will we know they have learned it? (data analysis, performance scales, analysis of student work) 4. How will we respond when a student experiences difficulty? (RTI, reteach, etc.) 5. How will we respond when a student already knows it? (enrichment) | 1. PLC meeting norms here |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic for Discussion** | **Time** | **Who** | **Minutes** |
| **Celebrations** | 5 min. | All |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Reflection** | 5 min. | All |  |
| **Schedule next meeting** | 2 min. | All |  |

**Activities Completed During Meeting (place a check by each):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Norms |  | Article Review |  | Learning Plan |
|  | Performance Scales & Exemplars |  | Instruction |  | Assessments |
|  | Student Interventions |  | Curriculum |  | Best Practices |
|  | Data Analysis |  | SMART Goals |  | Other (please describe) |

|  |  |
| --- | --- |
| **Success from today’s meeting:**  1. | **Agenda items for next meeting:** |
| **Commitments from today’s meeting:** | **Support needed from administrators, coaches, etc.:** |