

PLC Team Meeting AGENDA/MINUTES

Meeting date:

Team members present:

Team members absent:

Assigned roles:

- Facilitator:
- Recorder:
- Timekeeper:
- Reporter:
- Other:
- Other:

Team SMART goal(s):

The Critical Questions of Learning that we focused on today:

- 1. What knowledge and skills do we expect our students to learn?
 - *Create a list of the common power standards for the unit or grading period.*
 - *Create a common pacing schedule for teaching the content for the unit or grading period.*
- 2. How will we know if our students have learned expected outcomes?
 - *Create frequent common formative assessments to monitor each student's progress toward learning the power standards for the unit or grading period.*
 - *Clarify the common standards of proficiency that each student must demonstrate in order to be deemed proficient.*
 - *Analyze the results of formative assessments to identify strengths and weaknesses.*
- 3. How will we respond, individually and collectively, when our students have difficulty learning expected outcomes?
 - *Develop and implement a plan to adapt instruction to address areas of concern.*
 - *Give students multiple opportunities to learn and demonstrate knowledge.*
 - *Provide extra time and support for struggling students through a building-wide systematic intervention plan.*
- 4. How will we respond, individually and collectively, when our students have already learned expected outcomes?
 - *Develop and implement a plan to adapt instruction to enrich and extend the learning of students who have already mastered expected outcomes.*
 - *Provide enrichment for students who have mastered expected outcomes through a building-wide systematic intervention plan.*
- 5. How can we use the evidence of student learning to inform and improve our practice?
 - *Share evidence of student learning with each other, identify areas of need, identify effective instructional strategies, and adapt instruction to better meet students' needs.*
 - *Seek out other staff members, staff development opportunities, professional reading and site visits to learn about best practice and develop strategies to improve instruction.*
 - *Test new strategies in the classroom and evaluate the impact on student achievement.*

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The data that we focused on today (if applicable):

- Results of common formative assessments (used to inform instruction as students are learning)
- Results of common summative assessments (used to measure learning at the end of instruction)
- Results of standardized assessments (e.g. MAP, MCA)
- Other:

Agenda Items	Time

Summary of today's activities and discussion:

Action to be taken before next meeting:

Proposed agenda items for next meeting: