

## Attachment #6: PLT Facilitator Meeting Agenda Example

The HHS Instructional Coach (IC) oversees PLC work in the building. Below is the meeting agenda from her first PLT facilitator meeting of the 2018-19 school year. It explains the roles and responsibilities of PLTs and the common agreements PLTs have created in order to keep their work focused and aligned to HHS's overall school goal. This is entirely teacher led.



## PLC Facilitator Meeting - August 15, 2018 - 1:30-3:30

### Business

- My role
- Your role
- Teams - Please update this list of your teams and team members by **Friday**.

### Suggestions and requirements for the 3 Late Starts before our next meeting

- Team Building
  - Review and refresh norms, [Purposeful Community](#) Example- **Required**, Share with IC by **Friday, August 24th** ([Blank Purposeful Community](#) document here - make a copy and save in your files)
  - Take a look at the [PLC Implementation Rubric](#) in your teams to determine where you are as a team.
  - Discuss [Individual Attribution Rubric](#) as part of the team agreement, and use it as a way to hold ourselves and one another accountable - **Required**, Save for future reference
  - Consider the [6 PLC Evaluation Questions](#) that will drive your work this year.
- Consider starting by viewing student achievement data from [ASSESS TRACK](#) and the [Graduation Competency](#) menu
  - Who can you "flag and tag" right away?
  - Discuss how the team can use data to help drive our work for the initial steps in PLCs
  - What does the data reveal about student deficiencies in specific areas?
  - How can we use PLC time to help our students grow in specific areas?
- Write SMART Goal- Due date: **September 15, Required**, Share with IC and Write in RANDA
  - Specific, Measurable, Actionable, Attainable, Relevant, Timely
  - Driven by the needs of the students
  - Based on student achievement data
  - Steered by curriculum and standards
  - Tied to department goal, school goal, and district goal
  - See example [here](#)
- Team members to complete their Self-Assessments- **Required**, Due Date: **September 15** in RANDA
- Changes in Evaluation process - Standards, Elements and Language

	<b>Current Teacher Rubric</b>	<b>Revised Teacher Rubric</b>
Number of Standards	5	4
Number of Elements	27	17

<b>Current Teacher Rubric</b>	<b>Revised Teacher Rubric</b>
Basic	Level 1 Practices
Partially Proficient	Level 2 Practices
Proficient	Level 3 Practices
Accomplished	Level 4 Practices
Exemplary	Level 5 Practices

- If time allows in your PLCs
  - Start discussing purpose and management of Common Assessments- Maintaining meaningful work every week
  - **The goal this year**, according to the [LPS Theory of Action](#) that you have seen for the last few years, **is 8 common assessments** - or one every 3-4 weeks
    - Common assessments can be formal or informal, teacher created or standardized, large or small
    - One common assessment can measure multiple skills
  - Consider timeline suggestions- Late Starts every week- How will Common Assessments change? Why? How will those changes help teachers and students?
  - What data will we collect? How will we use that data?

### **Common Assessment**

- [17-18 Common Assessment Chart](#) - I will collect common assessment information from departments at the end of each semester, and I will email you with the blank chart.

### **Other information / Next time:**

- Consider how we can acquire information to understand WHY some kids are still not succeeding at Heritage.
- **Enrichment begins September 6** (Tues - English / Science and Thurs - Math/SS)
- If you are interested in earning a full LPS credit this year, you will need to work an additional 6 hours on PLC work, and you must record that work on a chart, like the one I created [here](#).

### **2018-19 Upcoming Meeting Dates:**

Sept. 6, Oct. 4, Nov. 8, Dec. 6, Jan. 10, Feb.21, April 18

