

# PLC Agenda & Mtg. Notes

## What do we want all students to know and be able to do?

- Essential Standard: \_\_\_\_\_
- Kid-friendly learning targets created. Place a copy in shared Google Folder.
- CFA/CSA created. Place a copy in a shared Google Folder. Enter dates to be administered. \_\_\_\_\_

## AGENDA

### How will we know when students have learned it?

#### Prior to Meeting

- Assessment (CFA or CSA) given by agreed upon date.
- Data enter into below meeting notes. % of proficient and by student name and proficiency level scores
- Be prepared to share analysis of assessment by proficiency levels.

#### During the Meeting

- Revisit mission, Vision, Collective Commitments, and Goal(s) **2 mins.**
- Big picture facts. (Summarize overall data percentages: MP%, PP%, P%, HP%) **3 mins.**
- Celebrate! (Look for indicators of success in the overall data.) **2 mins.**
- Data trends. (Each member reflects and writes in below meeting notes, on overall trends within each proficiency level. **5 mins.**
  - Was there a specific question or skill that the students struggled with?
  - What were the common error(s) that students made with that question?
  - Was there a specific question or skill that the students showed a strength in?
  - Did you notice a specific strategy or process that students who showed mastery used (or was effective)?

# PLC Agenda & Mtg. Notes

Discuss findings as a group. (Facilitator - leads discussion, Recorder - includes findings in below meeting notes, Time keeper - ensures all have equal time to share out) **10 mins.**

What effective Tier 1 Instructional Strategies/Best Practices was used. (Facilitator - leads discussion, Recorder - includes findings in below meeting notes, Time keeper - ensures all have equal time to share out) **10 mins.**

## **How will we respond when some students do not learn? How will we extend the learning for students who are already proficient?**

### **During the Meeting cont. 10 mins.**

Determine a collective plan to target learning for each proficiency level.

What skills will be taught?

Which instructional strategies will your team commit to using?

How and when will you re-evaluate minimally and partially proficient students?

### **During or After the Meeting.**

Document any MTSS issues in below meeting notes.

Document Big Rocks in below meeting notes.

## **Meeting Notes:**

List HP Students	List P Students	List PP Students	List MP Students

**Meeting Notes**

# PLC Agenda & Mtg. Notes

Tier II/III Students	Targeted Need (Skill/Standard)	Strategy	How will students' progress be assessed?	Date to be implemented/Date to be Completed.

**MTSS Issues:**

## BIG ROCKS

Task	Who's Responsible	Date
		Date to be completed
		Date to be completed
		Date to be completed
		Date to be completed