



PLC LEADER'S MUST HAVES AND UP TO YOU'S

<u>PLC Leader Must Haves</u>		<u>PLC Leader "Up to You's"</u>
PLC Leaders need to create Smart Goals for promise standards	S M A R T	PLC Leaders will be able to discuss what the Smart Goal will say and decide an appropriate timeline
The work of every PLC will contribute to the school-wide goal		G O A L S
PLC Leaders will use protocols to discuss student data and issues that arise in PLC's	P R O T O C O L S	PLC Leaders will have the opportunity to choose which protocols are used and how they will be structured after hearing suggestions from IC's and during PD
PLC Leaders need to collect finals from every person in his/her PLC during the 1 st week of the trimester and give to IC's/Admin	F I N A L S	After receiving feedback from IC's/Admin, PLC Leaders will have the chance to collaborate with their PLC's regarding how final exams could be improved

List of Topics to Discuss at PLC Leader Meeting 8-17-16

- What are expectations of PLC Leader before/during/after weekly PLC meetings
- Show data template and go through expectations for PLC members and PLC leader
 - Assessments need to be common and shared. Ideally, they will be linked in the data template, but it is important all PLC members have access to them
 - Make sure to discuss and show how to link pre-assessments, CFU's, CFA's
 - Discuss what info teachers need to add prior to PLC meetings
 - PLC leaders will have freedom to choose how they want to communicate with at-risk staff for re-teaching.
- PLC Leader document (Pass out and discuss)
- Questions? Suggestions moving into the beginning of the trimester.

