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**PLC Agenda and Notes**

**PLC and Accountability Norms**

***P****=Punctual and Prepared* ***L****=Listen to each other/silence phones* ***C****=Contribute and Collaborate*

*Accountability: to self, to peers, to students*

PLC Group \_English III\_ Date 9-16-14 Time 2:30-3:30 \_\_\_\_

Name Time in Time Out

|  |  |  |
| --- | --- | --- |
| Billy Ray | 2:30 | 3:30 |
| Sally Smith | 2:30 | 3:30 |
| Georgia Jones | 2:30 | 3:30 |
| Sam Williams | 2:30 | 3:30 |
|  |  |  |
|  |  |  |

**Leading Questions**

*(These must be decided before any planning can begin and should drive the PLC meeting.)*

1. What do we want our students to learn? *(Backwards design- This should also form the learning target and be TEK based.)*

**E.3.5B Analyze the internal and external development of characters through a range of literary devices. See IFD for Knowledge and Skills statement and specificity** .

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2. How will we know if they’ve learned it? *(Consider what assessment(s) you will use and how you will assess the data.) Explain the data used-attach the data if necessary.*

**Design learning activities and performance assessments aligned with verb, context, and content of the standard.­­­­­­ Discuss how you will know what mastery looks like-create rubrics**.

**Create questions at level of standard. Design common assessments** **aligned with standard.**

3. What will we do if they don’t? *(What re-teaching is necessary? How will you do this differently than the initial teaching of the skill/concept? How will you re-assess?)*

**Plan for student misconceptions, lack of background knowledge, needed scaffolding** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Agenda Items**

*(filled out before meeting by Team Leader and sent to members for input)*

1. Formative/summative assessment data

1. Levels of questions
2. Samples of student work to discuss
3. Example of an intervention strategy

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Need to Bring: IFD, one to two resources to contribute to planning,

**Action Items**

*(filled out during meeting by leader or member)*

Responsibilities Person (Initial) Date due/Completion Date

1. Create 5 level one questions BR\_\_\_\_\_\_\_\_\_\_\_ 9-18-14
2. Create 5 level two questions SS 9-18-14
3. Create 5 level three questions GJ 9-18-14
4. Create writing prompt and rubric SW 9-18-14

Comments, issues, help needed:

Discuss levels of questions for revision or editing and ensure alignment to specificity of TEKS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Crowley ISD**

**Ensuring Students Learn**

**Collaborating Culture**

**Focusing on Results**