



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 _____ Date _____ Time _____

Name	Time in	Time Out

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.)*

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.*

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?)*

Agenda Items

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

1. _____

2. _____

3. _____

4. _____

5. _____

Need to Bring: _____

Action Items

(filled out during meeting by leader or member)

Responsibilities

Person (Initial)

Date due/Completion Date

1. _____

2. _____

3. _____

4. _____

5. _____

Comments, issues, help needed:

Crowley ISD

Ensuring Students Learn

Collaborating Culture

Focusing on Results