

# PLC Meeting Template

**TEAM: LEADERSHIP TEAM**  
**20**

**DATE- 12-7-**

**Facilitator: Kristi Toy**  
**Time & Process Observer: James Moe**  
**Recorder: Sarah Klemetson**  
**Gatekeeper: Annie Lindbo**  
**Norms:**

1. Keep student and student learning (focused on results) as first priority.
2. Speak with the possibility of being heard. Listen with the possibility of being changed.
3. Be present, be your best self, and respect time of others. Computers to be for notetaking or to follow agenda.
4. Everyone has something to learn. No one person is good at everything or has all the skills to complete a group worthy task.
5. We need each and every person in this group.
6. Be willing to experience discomfort and support consensus of final group decision.

## Objective for this meeting:

Question 1 What do we want all students to learn?	Question 2 – How will we know that they have learned it?		Question 1 – What do we want all students to learn?	Question 2 – How will we know that they have learned it?		Questions 3 & 4 What do we do when they have or don't?	Question 2 – How will we know that they have learned it?	
1. Set a SMART goal.	2. Create/Use summative and pre-assessment.	3. Review pre-assessment.	4. Plan instruction.	5. Determine formative assessment.	6. Review formative assessment.	7. Create plans to implement differentiation	8. Review Summative Assessment.	9. Review SMART goal.

<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Successes – 3 min</b></li> <li>• <b>Meeting norms – 1 min</b></li> <li>• <b>Note Attendance – 1 min</b></li> <li>• <b>TEAMS</b></li> <li>• <b>CHAMPS</b></li> <li>• <b>PLCs/Team Planning</b></li> <li>• <b>BAS scores</b></li> <li>• <b>Goals</b></li> <li>• <b>MTSS</b></li> <li>• <b>PTO – turn in receipts to Tammy Rutherford</b></li> <li>• <b>PODS</b></li> <li>• <b>MISC.</b></li> </ul>	
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Heidi Andeen, Emily Ojanen, Sarah Klemetson, Betsy Husen, Lee Ann Buttino, Annie Condley, Marcy Jorda, Jess Van Veen, Allison Stuart, Kristi Toy, James Moe, Annie Lindbo, Julie Bailey, Marit Krogstad

## MEETING MINUTES:

<b>Action Steps:</b> <ul style="list-style-type: none"><li>•</li></ul>	<b>Team Leaders</b> <ul style="list-style-type: none"><li>• At next team planning please go through the TEAMS and just see everything that has been updated.</li></ul>
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<b>Next Meeting:</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<b>Documents:</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>
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## Meeting Notes:

### Successes:

- 41 kids matched up for the giving tree and gifts are already coming in!
- It's been gorgeous weather out.
- Kindergarten has been feeling like teaching students in quarantine is going ok!

### Read norms and noted attendance.

#### TEAMS

- Toy wants us to review all that is on TEAMS. There are lots of resources that have been added.
- Leadership notes: team leaders should go over these with their team, but it is everyone's responsibility to read and check notes. 😊

#### CHAMPS

- We have discussed CHAMPS quite a bit this month.
- CHAMPS should be clear for expectations out at recess. Moe will go over this with paras. If we could talk to our class about CHAMPS expectations that would be fabulous.
- We will be discussing CHAMPS further with PBIS this year and it is going to be great!

#### PLC's/Team Planning

- PLC question from Heidi: we talked at the beginning of the year of having specialists attending grade level PLC's to provide input/data. Data dig days are coming.
- Please make sure to do the intervention log and calendar (under MTSS tab on TEAMS).  
This will be great resources for kid talk time.

- Remember 4 questions for PLC's when you are planning.

### **BAS Scores**

- Please get your team's BAS scores to Toy.

### **Goals**

- As a team, we have reading, math, and behavior SMART goals.
  - Cognia goals: adjust to be realistic for this year. This year we are going to focus heavily on growth (BAS and SGP in math). 70% proficiency goal for math and reading goals.
- 87% of students will receive 1 or less behavior write-ups.

### **PTO**

- Turn in your receipts to Moe and he will give them to Tammy Rutherford (for reimbursement for parent holiday gifts).

### **MTSS**

- Toy met with Leah and Liz on Friday. They were discussing R2L—this week they discussed a pathways for Osgood. It will be more laid out (woohoo!)
- During our PLC's or team planning you should be working on going through and working on the grade intervention calendar log, looking through the MTSS problems solving process/guiding questions, cliff notes, etc. Utilize all of these resources when you are doing kid talk/problem solving!
- Leah and Liz are going to come out and we are going to talk with our literacy team, special ed, and leadership team. Before we go to break we will have a staff meeting to go over our pathways as a big group (Dec. 21<sup>st</sup> or 22<sup>nd</sup>). When we get back in January we will discuss further, so that after testing in January we will be ready to rock and roll!
- In January we will be doing SAEBRS again: it is likely going to look quite a bit different than it did in the fall. We are going to want to have that new data.
- Next Wednesday (16<sup>th</sup>) the leadership team will be meeting on the pathways.

### **Pods**

- We need to keep our pods until January 26<sup>th</sup> unless there is a super necessity. It takes a ton of time to be able to notify everyone and update all the lists. Contract tracing will REALLY be affected if we started moving kids around, so please be extra cautious of that.

### **Misc.**

- Guided reading class will be up and running (finishing from last spring).
- LoAnn Nelson is our subbing position through the month of December. Starting next week Emily Knutson will be in, she will be subbing and then eventually moving into being our 3<sup>rd</sup> reading teacher. Jacob will be here throughout the end of the school year. Jordan will be here a couple days a week as a floating sub to fill in for who needs it. Madison Moen and Travis Anderson are new paras at our school.
- Make sure to take pictures of the kids on dress-up days for the yearbook (whoop whoop!)