

PLC Meeting Template

**TEAM: LEADERSHIP TEAM
20**

DATE- 11-16-

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>Agenda:</p> <ul style="list-style-type: none"> • Successes – 3 min • Meeting norms – 1 min • Note Attendance – 1 min • New Schedule • Distance Learning Feedback • Return to Learn Plan • PTO needs • MISC. 	
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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:

Action Steps: <ul style="list-style-type: none"> • 	Team Leaders <ul style="list-style-type: none"> • Talk to your team and determine if there are any other chunks outside of your I/E block that you feel kids could be pulled for reading.
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Next Meeting: <ul style="list-style-type: none"> • • 	Documents: <ul style="list-style-type: none"> • •
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Meeting Notes:

Successes:

Successes – 3 min

- Toy has hired quite a few people to help out with shortages!
- Stuart got a good chunk of assessing done today. Great because we know report cards are even sooner than expected.
- \$2,000 raised for the 5th grade family. Giving tree is up and running!

Meeting norms – 1 min

Note Attendance – 1 min

New Schedule

- Get feedback from team on schedule (?)

Distance Learning Feedback

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Return to Learn Plan

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PTO needs

- Get team needs (for Christmas gifts for parents) by Nov. 30th.

MISC.

- 6-day rotation starts Nov. 30th.
- Toy is proposing 2 options about PLC: they aren't as strong as they used to be, It's hard to PLC over TEAMS.
 1. Do it on a 6 day rotation for 45 minutes.
 2. On a Wednesday, but we'd each have a different time. She would like people in the building.