

# PLC Meeting Template

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

**DATE- 10-19-**

**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>Return to Learn Plan</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, Patti Stedman

## MEETING MINUTES:

<b>Action Steps:</b>	<b>Team Leaders</b>
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<ul style="list-style-type: none"> <li>• Toy: make sure that we have interpreters for calls for return to learn plan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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<p><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p><b>Documents:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
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## Meeting Notes:

### Successes – 3 min

- Husen & Baumgartner got to teach in person today!
- Krogstad mentioned she is very happy that the teachers have been very flexible.
- A parent from the virtual program came in. Berube & Lindbo were able to help problem-solve to ensure the parents were connected to Seesaw! The parent was very thankful to have the support still at school.
- Annie Lindbo was able to sub for a virtual teacher on Friday (guided reading). Toy sat in on that to see how it goes online. There was a decent brainstorm session following that!

### Meeting norms – 1 min

#### Note Attendance – 1 min

- Noted. 😊

#### Return to Learn Plan

- Toy and Moe presented their thoughts on the plan. We are going to look at it, breathe 😊, and discuss a few things. There will also be some plans on Osgood Teams. This will all be presented to **all staff** at the staff meeting on Wednesday. This will be open for input.
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