

PLC Meeting Template

TEAM: LEADERSHIP TEAM
20

DATE- 9-14-

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 • E-Hall Pass • Clever • PLCs • Seesaw • Distance Learning • Telework Policy • MTSS 	
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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 with your team: make a list of students who need check-ins at their homes from Moe and/or Officer Roll (attendance). Send this list to Moe.• Discuss letter from Moe/Allison about missed work.• Discuss: Clever, iPads, etc.• Make sure you have determined/set up your weekly planning time.• Determine if you have anything for paras to do this Wednesday.
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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 – 3 min

- Our reading team is doing a great job getting FastBridge assessments completed!
- We are down to only two unaccounted for iPads!
- Brittany Smith has been super kind and flexible! 😊 (from Buttino)

Meeting norms – 1 min

Note Attendance – 1 min

- All in attendance. 😊

E-Hall Pass

- Note from Toy: This may feel cumbersome to begin with. Hang in there, it is going to be awesome!
- We know that we need to figure out the e-hall pass for a variety of reasons: contact tracing, people entering the office, why are we sending students down, etc. Moe, Rachel, & Toy went to a training and feel that it is SO amazing. It will require a little bit of work, but once we get going with it they are certain we will be excited about it. 😊
- It can be done on an iPad or a computer (no need to write nurse passes anymore, woohoo!)
- This system may help with bathroom issues, bullying issues, etc.

- Toy is hoping next Monday we can have a virtual training.
- There is an e-hall pass app. All the students are already put in there for you. You will type in where they need to go (ex. Nurse's office) and what symptoms are, etc. It will actually ding in the nurse's office and she can send a message back.
- This will also provide great communication between the office and the teacher and all will stay updated.
- You can set up time limits for how long they can be gone. For example, if you need to send a kid to the restroom you can log it and set a timer and it will ding. You can also set up daily schedules for reminders.

Clever

- We have all received emails from Heather Sand about Clever.
- Students will use the Clever app to utilize all of their online needs. Teachers can share pages to Clever so that students are able to access what they need.
- *Note from Betsy:* Doublecheck the contacts that you have in Clever. 4th grade found that their emergency contacts are downloaded. Luckily, Annie Lindbo says parents won't have a lot to do through Clever.
- Question: can you add Teams to Clever?
- It will be really cool once we get it going, but it definitely may feel overwhelming. In a perfect world, they will only need to log into Clever and they will have access to what they need! We just need to start slow! 😊 Stay positive, think through what your purpose with Clever is, how your team plans to use it, etc. before you jump in.

PLCs

- **Agenda items** for your PLC's: Clever, iPads, __
- PLC's are going to be starting this Wednesday. We have our Wednesday schedule, we will meet in teams. Right now we do not have all of our data. 😊 It will be hard for us to determine a goal for the entire year, so wait on that. However, you can look at the data you have already collected with your team.

Seesaw

- During distance learning days, the things that they upload, can we get some consistency across the building on how much we need to comment/like our students work on Seesaw?
- Make sure to review their work and work with them if they need to redo things. However, as long as we are here, there is not a huge need (in respect to our time) to comment/like on each student's post. FEEL FREE to react and make comments as needed, but just know that Toy isn't requiring that we interact with each post.
- Note: If they ask you a question you need to respond. 😊

MTSS

- There will be regression this year. We do not have all of our testing complete. However, our groups are smaller, please make sure to get your small groups in.
- District is providing PTR training for some schools.

Distance Learning

- Distance Learning Core Grade Level Teachers Tight & Loose:
(refer to document)

Telework Policy

- If you are required to quarantine and/or we go distance, we have a telework policy. During regular work hours (Current Wednesday's included! 7:45-3:35), we are required to keep Teams up on our computer (a green dot to show we are available). We need to be available in case we need to be contacted by Moe, Toy, etc.

Misc.

- Moe would like a list from each team: students that are having a hard time with attendance (in-school). Please talk with your team and let him know who needs to be checked in with (in person).
 - Look at Toy's "How to take care of an iPad" (Annie may share an updated version).
 - Toy is looking for some bags for the kids to use to transport iPads. **iPad size: 7" x 9.5"**
 - **PLC agendas:** Toy will make sure there is a folder under the Osgood teams. Please make sure they are up by Tuesday!
 - To each PLC invite: Toy, Moe, & Lindbo (to start, we may be inviting more later on)
 - If you have any copies or anything for paras to do this Wednesday, let Moe know before we leave this week! TEAM LEADS: as a team once you decide what needs prepping, IF NEEDED, you can email things to Amy Johnson, Denyse, Moe, or Toy for printing/copying. Make sure to use specifics for copying.
 - For the mental health's sake of our students, let's take it easy on current events in our classrooms.
 - If students are not in school and miss their "paper/pencil" work (example: a student misses Tuesday and doesn't get their home packet), make sure it is in the office where office administration can find it for when parents come to pick it up.
- **See note from James/Allison to share with families regarding above! Maybe discuss with team and talk it through.