



## PLC Meeting Agenda / Action Record

<b>TEAMS</b>		
<input type="checkbox"/> (K -2) Primary	<input type="checkbox"/> (3-5) Elementary	<input type="checkbox"/> (6-8) Middle
<b>TEAM NORMS</b> <ol style="list-style-type: none"> <li>1. Be on time! End on time!</li> <li>2. Stick to the topic.</li> <li>3. Equal talking /sharing time /participation.</li> <li>4. Professional listening.</li> <li>5. Treat one another with respect and dignity.</li> </ol>	<b>DUFOUR'S GUIDING QUESTIONS</b> <ol style="list-style-type: none"> <li>1. What do we want our students to learn?</li> <li>2. How will we know they have learned it?</li> <li>3. How will we respond when a student experiences difficulty?</li> <li>4. How will we respond when a student already knows it?</li> </ol>	
<b>Breach of Norms</b> <ol style="list-style-type: none"> <li>1. Warn &amp; remind others</li> <li>2. Give responsibility in running meeting</li> <li>3. 3<sup>rd</sup> breach will be a write-up &amp; reported to the principal</li> <li>4. If we are not able to attend, notify a team member &amp; review notes</li> </ol>		
<b>Team Members Present</b> <ol style="list-style-type: none"> <li>1. Irene Yazzie - Present</li> <li>2. Martha Long - Absent</li> <li>3. Owen Holmes - Present</li> </ol>	<b>Team Member Roles</b> <ol style="list-style-type: none"> <li>1. Irene Yazzie - Recorder</li> <li>2. Martha Long - Timekeeper</li> <li>3. Owen Holmes - Facilitator</li> </ol>	
<b>PURPOSE / GOAL(S) FOR THIS MEETING:</b> <ol style="list-style-type: none"> <li>1. The Elementary Team (3-5) will reflect on learning goals for <b>week 36</b> using Dufour's guiding Q's.</li> </ol>		
<b>MEETING TOPICS:</b> <ol style="list-style-type: none"> <li>1. Review Norms</li> <li>2. Use Google Drive to update Guiding Q's.</li> <li>3. Share out using Dufours Guiding Q's</li> <li>4. Include Data / Assessment Report</li> <li>5. Lesson Plan</li> <li>6. Intervention</li> </ol>	<b>DESIRED OUTCOMES:</b> <ol style="list-style-type: none"> <li>1. Guiding Q's will be answered by each teacher and documented using google.</li> <li>2. Data Results from Formal assessments (Student work)</li> <li>3. Formal Assessment for ELA &amp; Math</li> <li>4. Printed Lesson Plans for <b>Week 36</b></li> <li>5. Completed PLC Meeting Minutes, Signed, scanned &amp; sent to Mr. Ortiz.</li> </ol>	

**Notes:**



**MEETING MINUTES (To be completed by recorder):**

Discussion / Decision Summary	
<p>3rd Grade Math</p> <p>What do we want our students to learn?</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it?</p>	<p>3rd Grade ELA</p> <p>What do we want our students to learn?</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it</p>
<p>4th Grade Math</p> <p>What do we want our students to learn?</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it?</p>	<p>4th Grade ELA</p> <p>What do we want our students to learn?</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it?</p>
<p>5th Grade Math</p> <p>What do we want our students to learn?</p> <p>I can.....</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it?</p>	<p>5th Grade ELA</p> <p>What do we want our students to learn?</p> <p>I can.....</p> <p>How will we know they have learned it?</p> <p>How will we respond when a student experiences difficulty?</p> <p>How will we respond when a student already knows it?</p>

Action Steps for Week 36:	Person Responsible:
1. Print, Sign, & Scan PLC Meeting Notes & Send to Mr. Ortiz	Recorder
2. Attach Lesson Plans / Formative Assessment	All Teachers

Agenda Items for next meeting: Week 37	Person Responsible:
1. Set up a Google Doc for PLC	<i>Holmes</i>
2. Printed Assessment Results from the prior week to plan intervention.	<i>All Teachers</i>
3. Printed Lesson Plans	<i>All Teachers</i>