**Professional Learning Communities**

**Team Activity Report/Meeting Minutes**

Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teachers present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Always find something to celebrate! What went well? What has made teaching great this week?

Basic Menu of PLC elements Minutes from meeting – you are not expected to do every activity every week

|  |  |
| --- | --- |
| Identifying power standards |  |
| Revisiting SMART goals and self-assessing results |  |
| Designing common formative assessments |  |
| Designing common grading rubrics |  |
| Evaluating assessments and discussing data |  |
| Planning interventions for struggling students |  |
| Developing a common pacing guide |  |

Discussions in your PLC meetings should focus the following questions:

* What do our students need to know and be able to do?
* How will we know when they have learned it?
* What do we do when they haven’t learned it?
* What do we do when they have learned it?

Team reflection:

What did we do well?

What do we need help with?

What are our action steps before the next meeting? Who is responsible?

What do we want to focus on for our next meeting?