

Gridley Middle School Grade Level PLC Meeting Record

Team Name _____

Date _____

Name	Role
	Facilitator: Review norms; lead group discussion and coordinate work of group.
	Recorder: Fill out "Meeting Record" accurately and thoroughly; distribute to team/admin.
	Time Keeper: Maintain adequate pace of meeting; ensure timely movement through items.

PLC Norms

- We will maintain a **positive tone**.
- We will not complain about a problem unless we can **offer a solution**.
- We will begin and end **on time** and stay **fully engaged**.
- We will **contribute equally** to the workload of this team.
- We will **listen respectfully** and consider matters from other's perspectives.

Agenda

1. Review norms
- 2.
- 3.
- 4.

Data Set(s) Analyzed

____ Tardies
____ Referrals
____ Positive recognitions
____ Parent communications
____ Other: _____

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What Does the Student Data Indicate?

Positive Trends:

Why?

Negative Trends:

Why?

Next Steps to Target Students/Address Data?

1.

2.

3.

PBIS/Intervention Actions

1.

2.

3.

Date for Next PLC Meeting _____

Materials/Reports Needed for Next Meeting
