

MBES Grade Level PLC Agenda

Team:

Date:

Start time:

End Time:

Facilitator: Grade Level Leader

Materials to bring to meeting:

Recorder:

Members Present		
1.	3.	5.
2.	4.	6.

SMART Goals for the year: By the end of the year:

- Each grade team member will contribute to the Grade Level space by leading meetings and conducting training for the team members
- Grade team members will learn about, practice, and successfully integrate new teaching practices with the help of the instructional coach and each other
- Grade team members will grow in their ability to collect and interpret student performance data for data driven instruction with the help of the instructional coach
- Grade team members will collaborate cross-curriculum for their lessons

Meeting Norms:

Participate by sharing your own ideas & opinions
Be willing to experiment with ideas & techniques
Participate in group discussions (not sidebars)
Stay on topic & focus on solutions/productive comments
Listen with an open mind & respond respectfully to all

PLC Meeting Norms

Honor time limits
Be on time
No off-task behavior
Volunteer your strengths
Come prepared
Follow roles for Grade Level meeting

Action Items	Who?	Est. Time	Minutes/Notes
<u>SEL/Check-In with Team</u>	Grade Level Leader	5 min	-
<u>Announcements from Principal</u>	Ms. Davis	10 min	-
<u>Instructional Updates</u>	Ms. Tabron	10 min	-
<u>Data Drive</u> Teachers are required to bring student data each week.	Ms. Davis Ms. Tabron Ms. Andrews	30 min	

<u>Grade Level Concerns</u>	Grade Level Leader	5 min	-
<u>Updates and Announcements/Next Meeting Agenda</u> • Grade Level Meeting Times ◦ Keep Grade Level Meetings meeting times Wednesdays (1st planning period)	Team	5 min	-

PLC Guiding Questions

- ✓ C-What do we want our students to learn?
- ✓ A-How will we know they have learned it?
- ✓ R-How will we respond when a student does not meet mastery?
- ✓ E-How will we respond when a student exceeds mastery/expectation?