

(_____) **PLC Agenda**

Date: _____

Materials to bring to meeting:

PLC Members:

Goals/Outcomes:



SMART Goal:

Meeting Norms:

- 1.) Start/End on Time**
- 2.) Student/student learning centered issues**
- 3.) Meetings based on specifics**
- 4.) Wrap up the meetings' end**

Topic for Discussion	Who?	Estimated Time	Minutes

DuFour's Questions that should guide our work?

? What do we want our students to learn?

? How will we know they have learned it?

? How will we respond when a student experiences difficulty?

? How will we respond when a student already knows it?

Expectations for Agendas and Minutes:

Agendas:

- should be given to all team members **at least** a day in advance.
- should include goals or expected outcomes.
- should include specific topics for discussion with estimated times listed.
- should include meeting norms agreed upon by team.
- should use the format shown above.

Minutes:

- should be typed in the minutes column of the agenda.
- should be emailed to all PLC participants within 2 days.
- should be read by all PLC participants. When staff return, they should read minutes from all missed meetings.
- Email or hand-deliver completed meeting notes to building principal.