1st Grade PLC Agenda
Annabel C. Perry K-7

Date: __January 19th, 2016_____

Materials to bring to meeting: LAFS standards, DOK question stem guide

PLC Members: L. Lowery, L. Osorio, R. Adler, Z. Young

Meeting Norms:

Goals/Outcomes:
- Essential Outcomes set for each team meeting.

SMART Goal: The percentage of first grade students scoring proficient or higher is citing the next evidence from 40% proficiency to 70% by the end of May 2016 as measured by Rigby assessment.

Topic for Discussion	Who?	Estimated Time	Minutes / Notes
Opening: Review norms; Assign recorder to take and submit minutes in My Learning Plan, assign time keeper, etc.		5 minutes	Team- review norms, Young- Recorder, Lowery- time keeper, Foster-rubric
Reviewed Standards /CARE Plan o Curriculum o Assessment o Remediation o Enrichment **Guiding Questions :** 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?	Entire Group	25 minutes	1. Data Dashboard- make sure you give a courtesy call to parents when students have been absent 2 or more days a week. 2. C.A.R.E. is due to administration on January 29th, due to team leader Wed. 27th. 3. Writing test was postpone due to no test given to the team. 4. Report cards due to team leader Friday, January 22nd.
RTI	Entire Group	10 minutes	Talked about children going on a PMP
Discussed / create goals for next PLC	Entire Group	5 minutes	We will talk our new writing block, procedures and our weekly writing prompts.

Expectations for Agendas and Minutes:
Agendas:
- Should be projected during each team meeting.
- Should be given to all team members and support staff **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 uploaded into My Learning Plan within 2 days.

- Should be read by all PLC participants. If a team member is absent, it is their responsibility review the minutes in My Learning Plan.