PLC Scheduling and Agenda Tool

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| --- | --- |
| School year |  |
| Grade level/content |  |
| PLC goals for student learning and teacher practice |  |
| Midyear progress summary |  |
| End-of-year progress summary |  |

PLC Meeting Planner

| Date/time | Meeting objective(s) | Prep and protocols needed | Roles |
| --- | --- | --- | --- |
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PLC Meeting Agenda

For each meeting, make a copy of the following information and put it at the top of your running agenda.

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| --- | --- |
| Date and topic |  |

| Agenda item | Time | Notes |
| --- | --- | --- |
| Check-in | 3 min. |  |
| Roles and norms | 2 min. | * Roles: facilitator, presenting teacher(s), timekeeper, notetaker
* Norms: pausing, paraphrasing, posing questions, putting ideas on the table, providing data, paying attention to self and others, presuming positive intentions
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| Agenda item 1 |  |  |
| Agenda item 2 |  |  |
| Next steps | 2 min. | Outline an agenda for the team’s next meeting.* What protocol will we use?
* What preparation tasks need to happen in advance?
* Who will be responsible for each preparation task?

Participants summarize their next steps as a result of this meeting. |
| Plus and delta | 3 min. | Beginning with the presenting teacher, participants share reflections about the process and share insights they gained from the conversation.* What supported your learning?
* What could we adjust next time we meet to better support your learning?
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