

PLC Meeting Agenda/ Action Record

Grade Level PK K 1 2 3 4 5 Sp. Ed Whole Staff Date:

Team Members Present:	Norms: <ul style="list-style-type: none"> Be responsible- share the load, follow through Be a respectful participant- take an active role in discussions and listen actively Be flexible and reflective- be open minded Be focused- stick with task and stay on topic Be prepared- be on time and accountable for ourselves and others Equity of voice
Roles: Facilitator (be sure to review norms): Kay Time Keeper:	Recorder: Susan Other:

Possible Purposes for Meeting <ul style="list-style-type: none"> Identify Specific SLE to target Design Explicit Lesson Develop Formative Assessment Scaffold Skills Analyze Student Work Differentiate Instruction/determine strategies or interventions 	Purpose/goal for this meeting: <ul style="list-style-type: none">
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Discussion/ Decision Summary:

What follow-up is needed based on the information shared at this meeting?

Action Steps:	Person Responsible:
Agenda for Next Meeting:	Data to collect and bring to next meeting:
Reflection of norms:	Date of next meeting: