

Agenda Item	Notes - Take-Aways - Action items - Decisions
Welcome & Prayer (TIME)	
Meeting Norms (TIME)	
Meeting Purpose (TIME)	
Systemness Focus Work	
Communication: Announcements <ul style="list-style-type: none"> Report card deadlines and expectations (5 min) 	Drafts due to principal by Thursday, Nov. 20. Published for parents Mon, Nov. 24. Conferences week of Nov. 24. Comments should focus on student achievement and be specific.
Coordination: Interconnectedness of our Work <ul style="list-style-type: none"> Coordinate MAP testing time windows in computer lab (15 min) 	My homeroom class will test Mon, Nov. 24 8-9:30 AM (Math) Friday, Nov. 28 8-9:30 AM (Language) Mon, Dec. 1 8-9:30 AM (Reading)
Collective Capacity Building: PD <ul style="list-style-type: none"> Vocabulary in writing presentation by grade 4 teacher (15 min) 	Try to implement 3 of the strategies grade 4 teacher shared for vocabulary instruction during the revision phase of writing before next PLC meeting.
Collaboration: Plan – Do – Study – Act <ul style="list-style-type: none"> Writing rubric alignment (60 min) 	All writing assignments should be assessed with grade 3-5 writing rubric. Be prepared to review results of the rubric (focus on word usage/ vocabulary) for next meeting. Come prepared with graded student work samples.
Reflection (5) <i>What does this mean for my school, region, and Archdiocese?</i>	Great new strategies to continue to enhance student word choice in writing. Importance of common focus on this in all subject areas to build academic vocab.
School-Regional PLCs Communication Loop (15) <ul style="list-style-type: none"> What support is needed to ensure the School's progress toward meeting the vision? What else do we want to communicate back to the Region/OCS? 	Practice new vocab strategies. Want to observe grade 4 teacher in action. Nothing to OCS at this time.
Recap & Action Items Discussion (10) <i>Minutes-taker gives recap</i> <i>STL facilitates Action Items Discussion.</i> <ul style="list-style-type: none"> School-based 	Report card dates (see above) Vocab instruction strategies (see above) Student work samples for next meeting (see above)
Exit Ticket (5)	
Prayer (5)	

Communicate= FYI

Coordinate= My work may impact yours- let's work together.

Collaborate= Problem solving together as thought partners ◊

Collective Capacity Building= We are working together to improve our teaching practice.

School-level PLC Annual Calendar

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PLC Topics for 2017-2018SY

Week of...	Academic Excellence <i>PLC Activities Related to Student Learning</i>	Information Type(s) <i>Communicate-Collaborate-Coordinate- Collective Capacity Building</i>
8/21/17	PLC Norms and Root Beliefs- faculty engaged in activities to define meeting norms and share root beliefs as educators	Collaborate/ collective capacity building
9/18/17	School learning goals. We reviewed last year's testing data and current accreditation goals to set school-wide learning goals for our students. Review of logistics for MAP testing/ coordination of testing schedule	Collaborate/ collective capacity building Communicate/ coordinate
10/16/17	Post- MAP data dive. We created a data wall and identified trends in our classes and across grade bands.	Collaborate
11/13/17	Common assessment criteria- writing rubrics. We created a common rubric for all content area writing.	Collaborate
12/11/17	Common assessment criteria. Reviewed student writing samples using common rubric. Focus on student vocab use in writing and highlighting best practices of teachers whose students performed well.	Collaborate/ collective capacity building.
1/15/18	Creating grade level SMART goals. We reviewed MAP data and writing results to create writing SMART goals for students in each grade level. Teachers across all content area responsible for writing SMART goals.	Collaborate