



Guiding Regionally
Advancing Catholic
Education

Possible Agenda for Principal- School Teacher Leader Check-Ins

The items below are suggested topics for conversations during Principal- STL check-ins. You may only cover one item during a meeting, but ideally you will cover all topics over the course of a few meetings. Check-ins should be short, but informative. You may adapt this agenda however you see fit.

School Name: _____ **Date:** _____

Agenda Item	Notes- Take-Aways -Action Items- Decisions
Prayer	
Meeting Norms	
Meeting Purpose	
Review of the last PLC meeting (Collaborate) <ul style="list-style-type: none"> • What went well? • Do we need to continue this work in our next meeting? • What can we do better next time? • What do we need to revisit? 	
Planning our next PLC meeting (Coordinate) <ul style="list-style-type: none"> • Review objectives • Review agenda • Identify resources needed to facilitate the meeting • What work needs to be done to prepare for the next meeting? Who will be responsible for what? (Administrative needs of the school-level PLC)	
Check in on the interpersonal needs of the PLC (Collaborate) <ul style="list-style-type: none"> • Are all members participating? • Are there any challenges/conflicts that need to be resolved? • Are all members able to contribute to the discussions? Is any one person dominating? • Are we meeting all members' learning styles? • How can we provide positive feedback on what is going well? 	
Check in on STL role (Collaborate) <ul style="list-style-type: none"> • How is the STL growing in the areas identified in the "Role of the School-level PLC Leader" document (see the reverse of this page)? • What support does the STL need from the principal to continue to grow? • What support does the principal need from the STL in the PLC? In other aspects of academic life at the school? 	
Other	

The Role of the School-level PLC Leader

Questions Driving this Assessment:

- What are your leadership and facilitation areas of strength? *Record as **Strength***
- What are your leadership and facilitation areas for growth? *Record as **Growth***
- What support is needed to ensure productive school-level meetings? *Record as **Support***

<i>Assessment</i>	<i>Administrative Needs of the School-level PLC</i>
	Prepare for every meeting; prepare the agenda including activities for engagement
	Begin every meeting by stating the purpose of the meeting
	Periodically, during a meeting, summarize the comments made and verbalize consensual agreement among members
	Know that the quicker the group moves through an agenda, the more the group experiences the feeling of success
	Start and end on time
<i>Assessment</i>	<i>Task Needs of the School-level PLC</i>
	State the group's purpose
	Outline steps that will lead the group to its goal
	Predict problems that will arise
	Diagnose problems when they do arise
	Stimulate action
	Create sub-goals so the group can experience early and frequent successes
	Provide clear directions
	Provide positive feedback for goal-oriented behaviors
<i>Assessment</i>	<i>Interpersonal Needs of the School-level PLC</i>
	Ensure each member's participation
	Make sure members are aware of their obligation to participate (from compliance to commitment)
	Resolve conflicts
	Regulate discussions; don't let anyone dominate
	Be fair, but know your members; there are always differences among people and people are motivated in different ways
	Provide positive feedback whenever it is appropriate

Source: Egolf, D.B. and Chester, S.L. (2013). *Forming, Storming, Norming, Performing: Successful Communication in Groups and Teams* (3rd Ed). Bloomington, IN: iUniverse, Inc.