

**PLC Meeting Agenda/ Action Record**

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

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

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

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

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