

Ferndale Schools' PLC Agenda and Minutes

Please use this form to share your PLC agendas and minutes with your building administrators and the Curriculum and Instruction team.

Remember the Four Critical Questions to Guide your PLC time:

1. What do we want each student to learn?
2. How will we know if each student is learning?
3. How will we respond when a student is experiencing difficulty?
4. How will we respond if the student already has mastery?

* Required

PLC Meeting Information

1. Date of meeting *

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Example: December 15, 2012

2. Name of meeting facilitator *

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3. Names of members in attendance *

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4. Names of absent members *

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5. Names of late members *

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6. Your Building *

Mark only one oval.

- University High School
- Ferndale High School
- Ferndale Middle School
- Coolidge Intermediate
- Kennedy Elementary
- Roosevelt Primary
- TCEC
- Early Childhood Center

7. Content area related to this meeting

If applicable (On some PLC Mondays, you may meet with your content area, and on others you may meet with grade level teams. Please choose the meeting topic that is relevant to the current week's meeting.)

Mark only one oval.

- Math
- Science
- Social Studies
- English Language Arts
- World Language
- Physical Education
- Business/Technology
- Fine Arts

8. - OR- Grade level related to this meeting

If applicable (On some PLC Mondays, you may meet with your content area, and on others you may meet with grade level teams. Please choose the meeting topic that is relevant to the current week's meeting.)

Mark only one oval.

- Pre-K
- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- Adult Education
- Alternative Education

PLC Discussions, Activities, or Actions

9. Item 1 *

(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)

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10. **Item 2**

(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)

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11. **Item 3**

(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)

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12. **Item 4**

(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)

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Meeting Reflections

13. **What are some successes of today's meeting? ***

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14. Focus for Next Meeting *

What to bring (data, resources, etc.)

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15. Questions/Concerns *

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16. Needs from Building Administrators *

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