



Professional Learning Community (PLC) Module



School Support
& Improvement



Module Outcomes



- Definition of a PLC
- What PLCs are NOT
- PLC Basic: 3 Big Ideas
- Characteristics of a PLC- Strategies for Successful Implementation
- PLC Team Cycle
- Agenda Components
- Sample Agenda
- A PLCs Impact on Instruction- video
- Resources



What is a Professional Learning Community?

Professional learning community (PLC)

An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve.

Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.

ALLTHINGSPLC





PLCs are NOT...

- grade level meetings
- programs
- run as committees
- book studies
- professional developments





FOCUS ON LEARNING

COLLABORATIVE CULTURE

RESULTS ORIENTATION

PROFESSIONAL LEARNING COMMUNITY BASIC: 3 BIG IDEAS



FOCUS ON LEARNING

1. What do we want students to know and be able to do?
2. How will we know if they've learned it?
3. What will we do when they don't learn it?
4. What will we do when they do learn it?



COLLABORATIVE CULTURE



Unity



Common Goals



Accountable





RESULTS ORIENTATION

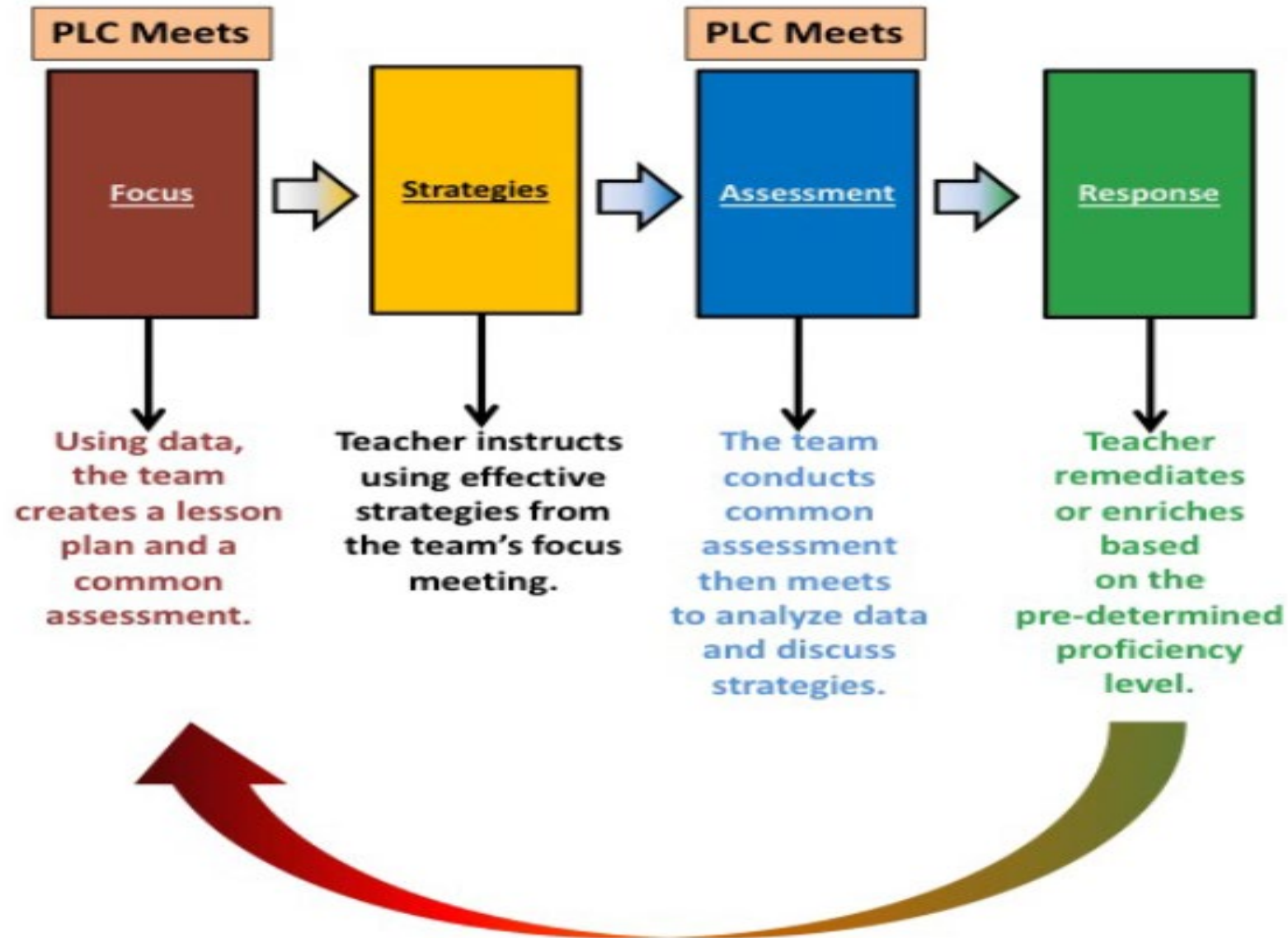


CHARACTERISTICS OF PROFESSIONAL LEARNING COMMUNITIES

- ❖ Shared Mission, Vision, Values, Goals
- ❖ Collaborative Team Focused on Learning
- ❖ Collective Inquiry
- ❖ Action Orientation and Experimentation
- ❖ Commitment to Continuous Improvement
- ❖ Results Orientation



The Team Cycle



Professional Learning Team Meeting Agenda

Date: _____
 Time (Start and Stop): _____
 Location: _____

Team Norms:
 All members of the team agree to the following norms, and all members agree to politely hold each other accountable for adhering to the following norms.

Team SMART Goal for the Quarter/Semester:

Purpose/Goal(s) for This Meeting:

In Attendance: _____ Agenda Item 1: _____
 Agenda Item 2: _____

Page 1 of 3
 Making Teamwork Meaningful © 2013 Solution Tree Press • solution-tree.com
 Visit go.solution-tree.com/plcbooks to download this page.

_____ School _____ Grade - PLC MEETING
 Date _____

Materials to bring to meeting:

PLC Members:

Goal/Outcomes:

Topic for Discussion	Who?	Estimated Time	Minutes

PLC Key Questions:

What do we want students to know and be able to do?

How will we know if they've learned it?

What will we do when they don't learn it?

What will we do when they do learn it?

Meeting Norms:

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____

PLC MEETING AGENDAS

Key Components

- Meeting Norms
- Members
- Roles
- Outcomes
- SMART Goal(s)
- Four Critical Questions
- Topics of Discussion
- Who and Estimated Time
- Minutes

_____ Grade PLC Agenda _____ Date _____

Materials to bring to meeting: _____

PLC Members: _____

Goals/Outcomes:
 >
 >
 >

Meeting Norms:

1. _____
2. _____
3. _____
4. _____

Questions that should guide our work:

1. What do we want students to know and be able to do?
2. How will we know if they've learned it?
3. What will we do when they don't learn it?
4. What will we do when they do learn it?

SMART Goal(s): _____

Topic for Discussion	Who?	Estimated Time	Minutes

Topics for next meeting: _____

Materials to bring to the next meeting: _____

PLC Meeting Agenda / Action Record

TEAM NAME: _____

Date: _____

Roles (should alternate throughout the year):
 ☐ Facilitator
 ☐ Time Keeper
 ☐ Recorder

Purpose/Goal(s) for this meeting: _____

Meeting Topics: 1. _____ 2. _____ 3. _____	Desired Outcomes: 1. _____ 2. _____ 3. _____
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MEETING MINUTES (TO BE COMPLETED BY THE RECORDER):

Team Members Present: _____ Team Members Absent: _____

Discussion / Decision Summary: _____

Action Steps: 1. _____ 2. _____ 3. _____	Person Responsible: 1. _____ 2. _____ 3. _____
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Agenda Items for next meeting: 1. _____ 2. _____ 3. _____	Artifacts attached from this meeting: 1. _____ 2. _____ 3. _____
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Date of Next Meeting: _____ Date Feedback Submitted: _____



Second Grade PLC Agenda

Date April 8, 2020

Materials to bring to meeting:

Data binder, and lesson plans

PLC Members:

John B., Sally J., Kim H.

Lisa K- absent

Meeting Norms:

1. Begin and end on time
2. Stay fully engaged throughout the meeting
3. Listen respectfully
4. Maintain student focus in all work

Goals/Outcomes:

- Identified next standards to be taught
- Develop a common assessment

Roles:

Facilitator John Recorder Kim
Timekeeper Sally Norms/On Task Lisa

Questions that should guide our work:

1. What do we want students to know and be able to do?
2. How will we know if they've learned it?
3. What will we do when they don't learn it?
4. What will we do when they do learn it?

SMART Goal(s):

Reading achievement for all students will increase by 35% moving from 3% proficient or highly proficient on 2019 AzMERIT to 38% proficient or highly proficient on 2020 AzM2.

Math achievement for all students will increase by 30% moving from 6% proficient or highly proficient on 2019 AzMERIT to 36% proficient or highly proficient on 2020 AzM2.

Topic for Discussion	Who?	Estimated Time	Minutes
Identify/Discuss Essential Standards for math and reading	Whole Team	10 minutes	ELA -2.RI.9 Compare and contrast the most important points presented by two texts on the same topic. Math -2.NBT.B Add up to three two-digit numbers using strategies based on place value and properties of operations. Looked at both standards unwrapped documents to discuss the "I can..." statements, and outcomes.
Develop Common Assessments for both identified standards	Whole Team	15 minutes each	Discussions about what a HP, P, MP and PP were had for both standards. Rubric was created for both standards based on the discussions (place in grade level Google folder).

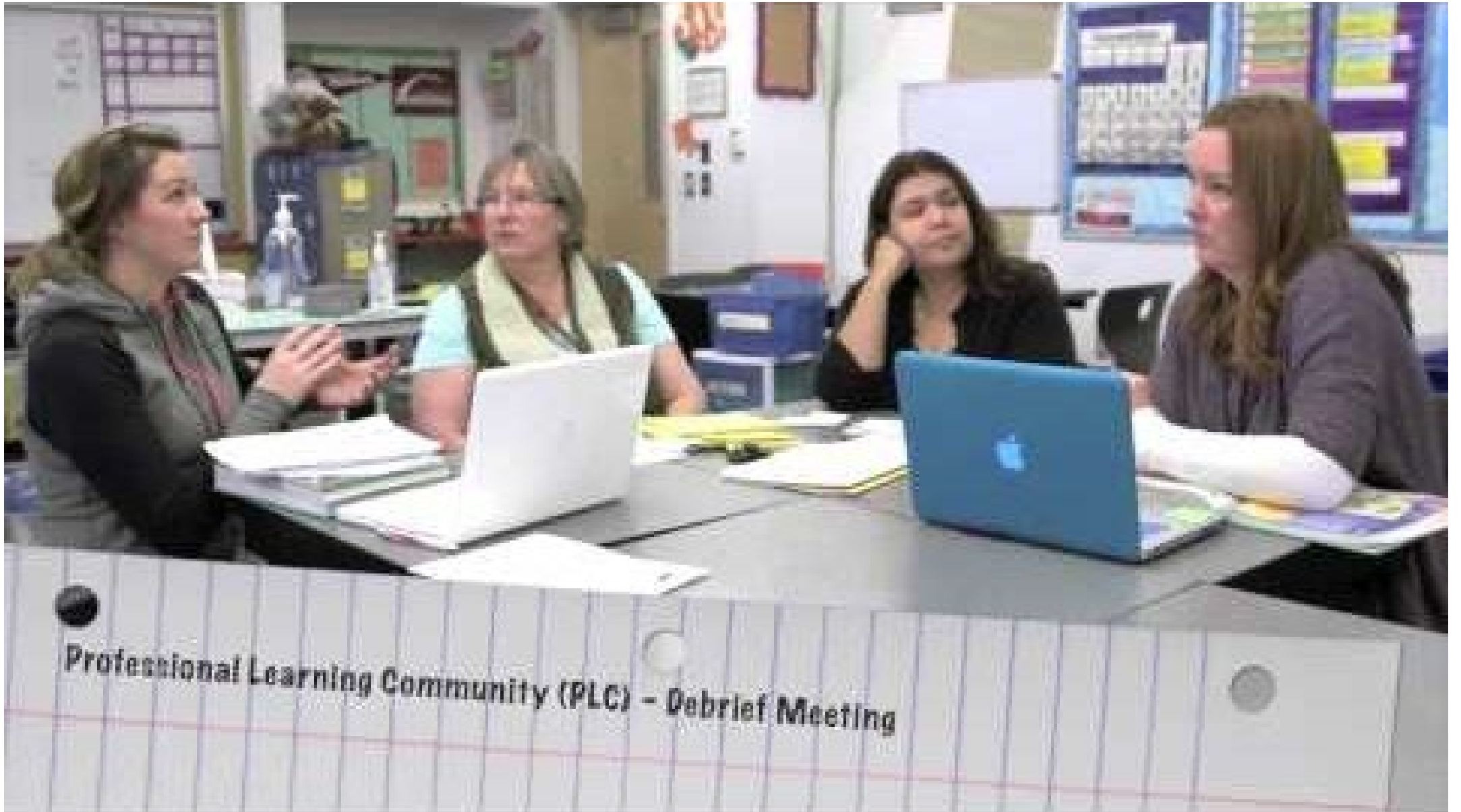
Topics for next meeting: Discuss outcomes and what do we do for the students who did not learn it and/or did learn it. If time allows, identify the next standards for ELA and Math.

Materials to bring to the next meeting: Bring student work scored and rubric filled in for both standards.



SAMPLE AGENDA





Professional Learning Community (PLC) - Debrief Meeting

https://www.youtube.com/watch?v=5WLcm0pe_bg&feature=emb_logo



FOR MORE INFORMATION

SOULTION TREE

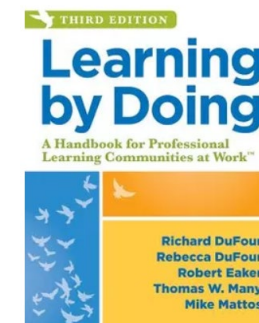
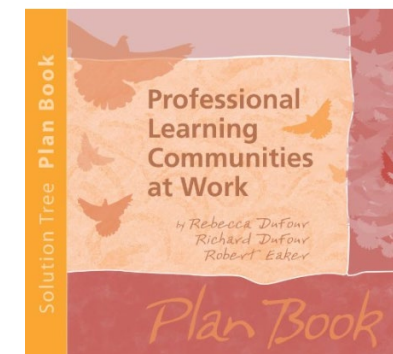
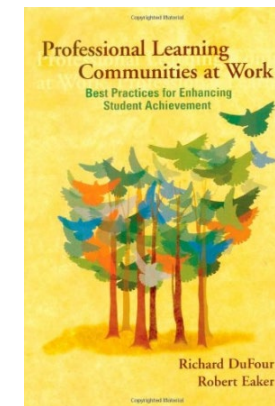
What is a Professional Learning Community?

What makes an effective PLC?

Creating a Professional Learning Community at Work: Foundational Concepts and Practices

6 Essential Characteristics of a PLC

BOOKS





Visit www.azed.gov/improvement for all grant resources, guidance documents, webinars, and training modules.

If you have any questions, feel free to message SchoolImprovementInbox@azed.gov or contact your assigned program specialist for support.

Thank you

