



# PROFESSIONAL LEARNING COMMUNITY (PLC) MODULE



# 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



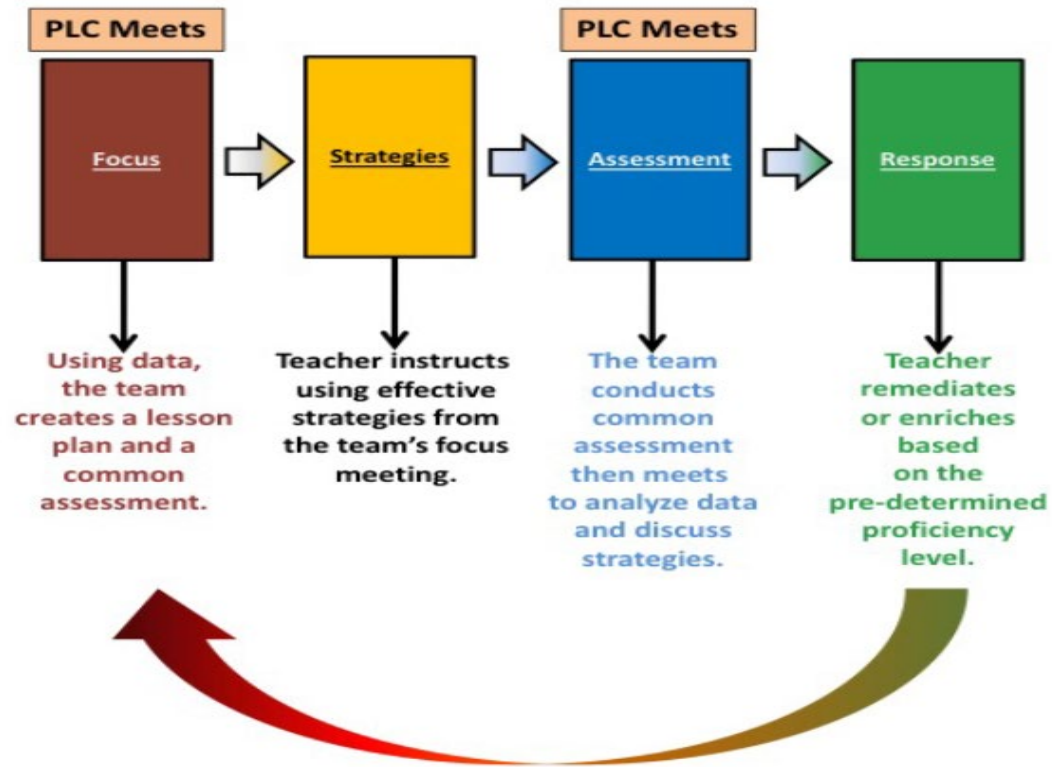


# CHARACTERISTICS OF PROFESSIONAL LEARNING COMMUNITIES

- ❖ 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) for This Meeting:

In Attendance: \_\_\_\_\_ Agenda Item 1: \_\_\_\_\_  
 Agenda Item 2: \_\_\_\_\_

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 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.

# 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:

Meeting Norms:

- 1.
- 2.
- 3.
- 4.

PLC Members:

Goals/Outcomes:

- 
- 
- 

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 NORMS (To be reviewed at each meeting)

TEAM NAME:

Date:

Roles (should alternate throughout the year!):

- ◊ Facilitator:
- ◊ Time Keeper:
- ◊ Recorder:

Purpose(Goal) for this meeting:

Meeting Topics:

- 1.
- 2.
- 3.

Desired Outcomes:

- 1.
- 2.
- 3.

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.

Agenda items for next meeting:

- 1.
- 2.
- 3.

Artifacts attached from this meeting:

- 1.
- 2.
- 3.

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):

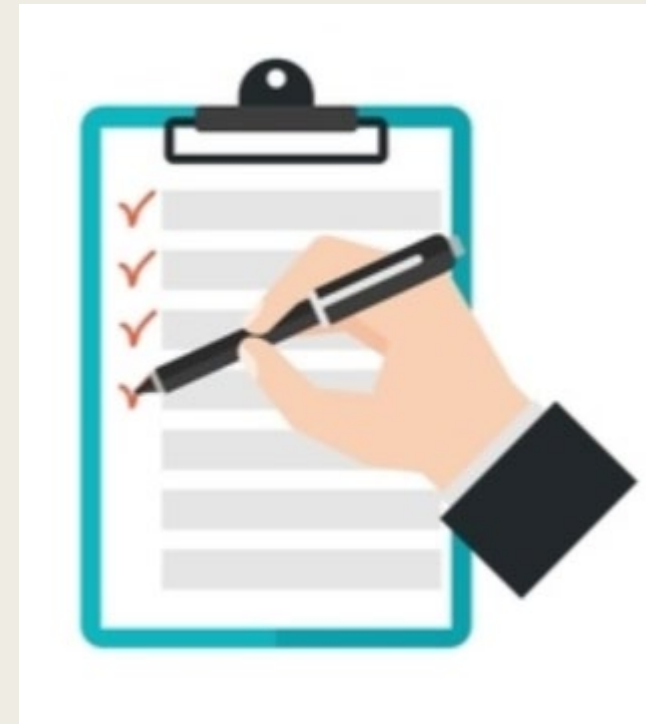
Reading achievement for all students will increase by 35% moving from 3% proficient or highly proficient on 2019 AzMERIT to 38% proficient or highly proficient on 2020 AzM2.

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



[https://www.youtube.com/watch?v=5WLcm0pe\\_bg&feature=emb\\_logo](https://www.youtube.com/watch?v=5WLcm0pe_bg&feature=emb_logo)



**Professional Learning Community (PLC) - Debrief Meeting**



# 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

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