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| **SAMPLE PLANNING AGENDA- This is what a teacher leader’s planning agenda might look like. The notes on the right help the teacher leader think through the flow of the meeting. The teacher leader can then simplify this agenda for meeting participants.**  |
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## School: St. Catholic School

## Date: 8/20/19

| **Agenda Item** | **Planning Notes** |
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| **Welcome & Prayer (5 min)** |  Mr. Chen  |
| **Meeting Norms (2 min)** | Review norms at the beginning of the meeting. Invite all to ID one they will focus on for this meeting. 1. Collaborate to resolve issues that are slowing down student learning. 2. Follow a well prepared agenda and timeline for each meeting. 3. Keep God as a center for all our conversations. 4. Actively participate in meetings, using technology only to assist meeting productivity.  |
| **Meeting Purpose (1 min)** | The purpose of our meeting is to review our accreditation goals and progress report so that we can identify content area(s) on which to focus our PLC work this year. We will use this information and last year’s MAP data to begin to set a SMART goal for our team’s work this year.  |
| **Team SMART Goal** | TBD (Working on setting this currently) |
| **4 Critical Questions** | 1. What is it we want our students to know and be able to do? 2. How will we know if each student has learned it? 3. How will we respond when some students do not learn it? 4. How will we extend the learning for students who have demonstrated proficiency? |
| **Meeting Roles** | Note Taker: Ms. SmithTime Keeper: Mr. DiazFacilitator: Mrs. Bocci  |
| ***Systemness Focus Work*** |
| **Communication: Announcements** * Back to school night (5 min)
 | Back to school night is September 16th. Have your one-pager to the principal by September 9th for review. Address any questions teachers haveReview the one-pager template  |
| **Coordination: Interconnectedness of our Work*** Set team meeting times for the first trimester (10 min)
 | Team meetings are scheduled for Wednesday this year. Review our calendars to make sure there are not conflicts.  |
| **Collective Capacity Building: PD** * Defining what a SMART goal is (10 min)
 | Review SMART goal criteria- read Learning by Doing pages 89-91 together  |
| **Collaboration: Plan – Do – Study – Act** * + Setting a team SMART goal from our accreditation goals (35 min)
 | [Use this protocol to guide our work.](https://docs.google.com/document/d/11wqZbA4Ej3gm0eWJM5OWIO9xY8A7Csl_-DKQtitrFW4/edit?usp=sharing) * All teachers review school accreditation goals and progress report. Provide silent time to read and annotate. Discussion:
	+ Which accreditation goal(s) are our collaborative teams currently addressing? How?
	+ Are there any accreditation goal(s) our collaborative teams are NOT addressing, but COULD be? Which? How could teams help our school meet those goals?
	+ Does the progress report reveal certain content area(s) that should be prioritized by collaborative teams? Which? Why?
* Together identify the content area focus for our team this year
* Each teacher reviews NWEA Student Growth Summary Report for his/her incoming class. ID # of students that met projected fall to spring RIT growth next year.
* ID total number of students from our team that met projected RIT growth.
* Set team SMART goal for now until January using number of students who met projected RIT growth.
 |
| **Reflection (TIME)***What does this mean for my school, region, and Archdiocese?* |  |
| **Recap & Action Items Discussion** **(2 min)*** Note-taker provides recap
* Action items for school, for collaborative team
 |  |
| **Exit Ticket / Reflection (5 min)** | Have each team member react to SMART goal. Provide sentence stems:I am excited about our SMART goal because . . To help achieve our SMART goal I will need to . . Our SMART goal will help our students because . .  |
| **Prayer (5 min)** | Ms. Lewis |



| **SAMPLE PARTICIPANT AGENDA- This is the simplified agenda that would be distributed to team members.**  |
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## School: St. Catholic School

## Date: 8/20/19

| **Agenda Item** | **Planning Notes** |
| --- | --- |
| **Welcome & Prayer (5 min)** |  Mr. Chen  |
| **Meeting Norms (2 min)** | 1. Collaborate to resolve issues that are slowing down student learning. 2. Follow a well prepared agenda and timeline for each meeting. 3. Keep God as a center for all our conversations. 4. Actively participate in meetings, using technology only to assist meeting productivity.  |
| **Meeting Purpose (1 min)** | The purpose of our meeting is to review our accreditation goals and progress report so that we can identify content area(s) on which to focus our PLC work this year. We will use this information and last year’s MAP data to begin to set a SMART goal for our team’s work this year.  |
| **Team SMART Goal** | TBD (Working on setting this currently) |
| **4 Critical Questions** | 1. What is it we want our students to know and be able to do? 2. How will we know if each student has learned it? 3. How will we respond when some students do not learn it? 4. How will we extend the learning for students who have demonstrated proficiency? |
| **Meeting Roles** | Note Taker: Ms. SmithTime Keeper: Mr. DiazFacilitator: Mrs. Bocci  |
| ***Systemness Focus Work*** |
| **Communication: Announcements** * Back to school night (5 min)
 |  |
| **Coordination: Interconnectedness of our Work*** Set team meeting times for the first trimester (10 min)
 |  |
| **Collective Capacity Building: PD** * Defining what a SMART goal is (10 min)
 | Learning by Doing pages 89-91  |
| **Collaboration: Plan – Do – Study – Act** * + Setting a team SMART goal from our accreditation goals (35 min)
 | [Use this protocol to guide our work.](https://docs.google.com/document/d/11wqZbA4Ej3gm0eWJM5OWIO9xY8A7Csl_-DKQtitrFW4/edit?usp=sharing)  |
| **Reflection (TIME)***What does this mean for my school, region, and Archdiocese?* |  |
| **Recap & Action Items Discussion** **(2 min)*** Note-taker provides recap
* Action items for school, for collaborative team
 |  |
| **Exit Ticket / Reflection (5 min)** | I am excited about our SMART goal because . . To help achieve our SMART goal I will need to . . Our SMART goal will help our students because . .  |
| **Prayer (5 min)** | Ms. Lewis |

| **SAMPLE PARTICIPANT AGENDA WITH NOTES- This is what the agenda might look like AFTER the meeting, with the notes taken by the note taker.**  |
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## School: St. Catholic School

## Date: 8/20/19

| **Agenda Item** | **Planning Notes** |
| --- | --- |
| **Welcome & Prayer (5 min)** |  Mr. Chen  |
| **Meeting Norms (2 min)** | 1. Collaborate to resolve issues that are slowing down student learning. 2. Follow a well prepared agenda and timeline for each meeting. 3. Keep God as a center for all our conversations. 4. Actively participate in meetings, using technology only to assist meeting productivity.  |
| **Meeting Purpose (1 min)** | The purpose of our meeting is to review our accreditation goals and progress report so that we can identify content area(s) on which to focus our PLC work this year. We will use this information and last year’s MAP data to begin to set a SMART goal for our team’s work this year.  |
| **Team SMART Goal** | By January 2020, 90% of students in grades 3-5 will meet or exceed their projected RIT growth on the MAP Math assessment, compared to 80% of students last year.  |
| **4 Critical Questions** | 1. What is it we want our students to know and be able to do? 2. How will we know if each student has learned it? 3. How will we respond when some students do not learn it? 4. How will we extend the learning for students who have demonstrated proficiency? |
| **Meeting Roles** | Note Taker: Ms. SmithTime Keeper: Mr. DiazFacilitator: Mrs. Bocci  |
| ***Systemness Focus Work*** |
| **Communication: Announcements** * Back to school night (5 min)
 | Back to school night is September 16th. Have your one-pager to the principal by September 9th for review. One pager is posted in the staff drive.  |
| **Coordination: Interconnectedness of our Work*** Set team meeting times for the first trimester (10 min)
 | All teams set meeting schedules. Meeting schedules should be emailed to the principal by team leaders.  |
| **Collective Capacity Building: PD** * Defining what a SMART goal is (10 min)
 | We reviewed Learning by Doing pages 89-91 to create a common definition of SMART goals.  |
| **Collaboration: Plan – Do – Study – Act** * + Setting a team SMART goal from our accreditation goals (35 min)
 | [Use this protocol to guide our work.](https://docs.google.com/document/d/11wqZbA4Ej3gm0eWJM5OWIO9xY8A7Csl_-DKQtitrFW4/edit?usp=sharing) We reviewed our accreditation goals and action plan to identify focus area work for this year’s PLC teams. Each team reviewed grade level MAP growth data to ID present levels of student achievement. Each team then set a SMART goal based on MAP growth data. SMART goals are through January. We will re-visit in January. Team leaders should send SMART goals to the principal.  |
| **Reflection (TIME)***What does this mean for my school, region, and Archdiocese?* |  |
| **Recap & Action Items Discussion** **(2 min)*** Note-taker provides recap
* Action items for school, for collaborative team
 | Send team schedule and SMART goal to principal.  |
| **Exit Ticket / Reflection (5 min)** | I am excited about our SMART goal because . . To help achieve our SMART goal I will need to . . Our SMART goal will help our students because . .  |
| **Prayer (5 min)** | Ms. Lewis |