



## Red Clay PLC Expectations and Commitments

### Tight (District)

- Guiding Document-Cultural Shifts in a Professional Learning Community (Learning by Doing, Solution Tree Press)
- Establish Norms (set by end of September)
- Annual SMART goals (set by end of September)
- Essential Outcomes/short term SMART goals (*each PLC should set marking period EOs to focus their work for that marking period*)
- Agenda with written meeting minutes in a shared Google document (rolling)
- RtI cycle review, plan for students with failing grades each marking period
- Data analysis
  - Potential sources: prior year standardized tests (PSAT, SAT, AP, Smarter (use Smarter Analytics at the target level) DeSSA Science and Social Studies) ; current year district assessments (DIBELS, Reading Inventory, Math Inventory, District Benchmark assessments), Smarter IAB (Interim Assessment Blocks), team-developed/selected Common Formative Assessments (CFA)
- Mid-year and end-of-year reflection

### Tight (School), *Suggested Options* to consider standardizing expectations across school

- Guiding Documents
- Artifacts required each marking period
- PLC collaborative reflection/rating scales
- SMART goal/ marking period EO reflection
- Common Formative Assessment related to SMART goal, including development of scoring rubrics and/or grading scales
- Prescribed school-adopted data analysis form
- Monitoring and feedback (BLT/SLT, building administrators, lead teachers, department/grade chairs)

### Loose

- What the norms are, what the SMART goals are
- Format of agenda/written meeting minutes
- Type of CFAs, common rubrics/scoring for CFAs
- Differentiated lesson plans related to SMART goal
- Team PD related to SMART goal
- Lesson studies
- Book studies
- Action research



## PLC Lead Admins

- Participate in @ 6 district meetings per year
- Develop and maintain a culture of shared purpose, continuous improvement and collaboration within the school.
- Work with PLC teams to develop group norms, essential outcomes, SMART goals, common assessments, meeting agendas and meeting minutes.
- Monitor the progress of each PLC team and provide leadership to ensure the effective implementation of a PLC.
- Assist with acquiring resources for PLC teams (space, time, educational research, etc.)
- Provide ongoing feedback to PLC teams regarding their implementation of PLC concepts and practices.

<b>PLC Lead Admin Monthly Desk Audit</b>	
Links provided for all PLC minutes	September
Smart Goals identified, compliance with weekly meetings	October
Evidence of instructional planning and planning for struggling students, marking period 1 survey	November
Evidence of data analysis of district benchmark and/or common assessments	December/January
Review of mid-year reflections, Compliance with weekly meetings	February
Evidence of use of IABs or Khan Academy, marking period 3 survey	March
Evidence of completion of cycle(s) of inquiry	April/May
Review of end-of-year reflections	June