**Sierra Vista Middle School**

*Professional Learning Community*

Meeting

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_ Content Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Keeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Principles for Collaborative Meeting**  *Are our behavior and practices consistent with these principles?*   * The rigor of the CA standards are reflected in our instructional practice. * We analyze assessment data and use research on best practices to drive our instruction. * We reflect on our instructional practice and revise it to improve student performance. * We intervene when students are not achieving at a proficient level and challenge those students who are. |

1. **Review Norms: (2 min)**
2. **Reflections from Previous Meeting’s Notes/Minutes (10 min)**
   1. *How did our actions since the last meeting improve instruction?*
   2. *Share ideas and strategies that worked.*
   3. *What evidence supports improvement of student achievement?*
3. **Today’s Meeting Focus (5 min)**
4. **Share data brought by all members of grade level.**
   1. *What data is being analyzed?*
   2. *Which standards did the students meet or exceed?*
   3. *Which standards should be areas of focus?*
5. **Brainstorm, List, and Discuss Possible Strategies and Actions**

**(30 min)**

* 1. *What strategies did teachers use whose students met or exceeded weak standards?*
  2. *Identify what you will put into place before the next meeting*

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| **Action** | **Resources Needed and People Responsible** | **Evaluation-How will we evaluate if this is successful?** | **What do we need to complete and bring to the next meeting?** |
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6. **Parking Lot- Any off-topic questions that need to be addressed**

**(5 min)**