# PLC Meeting Agenda/ Action Record

**Grade Level:** PK K 1 2 3 4 5 Sp. Ed Whole Staff  
**Date:**

**Team Members Present:**

**Norms:**
- Be responsible - share the load, follow through
- Be a respectful participant - take an active role in discussions and listen actively
- Be flexible and reflective - be open minded
- Be focused - stick with task and stay on topic
- Be prepared - be on time and accountable for ourselves and others
- Equity of voice

**Roles:** Facilitator (be sure to review norms): Kay  
**Recorder:** Susan

**Time Keeper:**

**Possible Purposes for Meeting**
- Identify Specific SLE to target
- Design Explicit Lesson
- Develop Formative Assessment
- Scaffold Skills
- Analyze Student Work
- Differentiate Instruction/determine strategies or interventions

**Purpose/goal for this meeting:**

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**Discussion/Decision Summary:**

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**What follow-up is needed based on the information shared at this meeting?**

**Action Steps:**

**Person Responsible:**

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**Agenda for Next Meeting:**

**Data to collect and bring to next meeting:**

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**Reflection of norms:**

**Date of next meeting:**