

*Sample School
PLC LOG*

Date:

Length of meeting: 30 45 60 90 120 Other _____(minutes)

Team: GRADE P/K 1 2 3 4 5 6 7/8 Other _____

Members present

Members not present

Facilitator

Norms

- Be on time
- Assume good intent
- Make decisions using fist to five
- Bring food

Guiding Question of Concern

Present Reality

What data did you use to define the question of concern?

Discussion

Action and Timeline

Responsibility for Action

How will we know our action/strategy is working?

Reflection

Our meeting focused on Teaching and Learning.
We used data to inform our meeting.
Everyone on the team contributed.
We have a clear plan for action.
We have SMART goals in place related to our discussion.

SD	D	N	A	SA
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Date of next meeting

General Topic

Recorder