

ELL PLC TEAM AGENDA AND MINUTES FORM

Meeting Date: 9-17-14 Start time: 2:50 End time: 3:30
 Team Members Present Aerial, Becky, Taam, Kimberly, Carola, Marina
 Team Members Absent: none

PLC work to ensure learning:
 1) What do we expect students to learn?
 2) How will we know if they learn it?
 3) How do we respond when students don't learn?
 4) How do we respond when students do learn?

Facilitator: Aerial Mosley Notetaker: Carola Krebs Timekeeper: Becky Ketner
 Data: Kimberly Swift

Agenda Items:

1. Review Norms – Send out updated Norms to the team	
2. Reviewing schedules to ensure that students are receiving the adequate amount of instruction mandated by the state guidelines. Also, we will need to see where our educational assistances can be used most effectively.	TO DO: (who/by when) Change Marina's schedule by Monday
3. Creating/revamping lesson plan template that can be used by the entire team. Lesson plans have been approved	TO DO: (who/by when) Today Aerial needs to send as a DOC to everyone, instead of DOCX
4. Discussing the ELL data wall. Begin to add names to the wall by grade level. (Beginning with Kindergarten) Kindergarten: Orange Using Aims Web Data or Benchmark 1st Grade: Pink 2nd Grade: Green Taam & Marina Cut and laminate 3rd Grade: Blue 4th Grade: Yellow 5th Grade: Purple	TO DO: (who/by when) Finished by Monday. Make sure to <u>save as PDF</u>

(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)

<u>Successes from Today:</u>	<u>Focus for Next Meeting:</u> What to Bring: (data, resources, etc.): A. IMSWEB Data for K-2 (ELA) Benchmark results for 3-5 (ELA) Bring Aims Data, or Benchmark scores
<u>Questions/Concerns:</u> Which test is more important Aims or Benchmark for 3-5?	<u>Needs from Mrs. Haley:</u> Needs all lesson plans the same format

Copies to: Aerial Mosley and Mrs. Haley