

PLCs at Sonia Sotomayor Elementary

Tight/Loose Expectations

	Tight	Loose
Meetings	PLCs: Every Wednesday	Team-time: self-determined
Agendas	Completed by Monday at 4:00	
Roles	Established and utilized to aid in efficiency and productivity of PLC	Roles that are used
Location	PLC - in data room	Team-time: team choice
Agenda Content	<p>-Monitor team progress on Instructional Framework timeline (math, BAW, MM)</p> <p>-Develop a system for grouping students in WIN to provide specific and targeted support.</p> <p>-Establish language goals across content areas in support of IPA goals</p>	<p>-Which content areas are discussed each week</p> <p>-Which data the team looks at</p> <p>-Amount of time allotted for each agenda item</p>
Professionalism	<p>-Come prepared</p> <p>-Come on time</p> <p>-Be engaged in the conversation</p> <p>-Stick to agenda items and time-frames</p> <p>-Be solution focused in discussions</p> <p>-Be authentic in your thoughts and conversations</p>	

Best Practices:

- Review Agendas on Monday afternoons, provide feedback/ask clarifying questions
- Always ask in advance to add a topic to their agenda
- Participate in collaboration (stay on topic)
- Provide feedback on each collaboration at the end of the day- record your notes for future reference

