

## REPRODUCIBLE

J 97

Meeting Minutes (Completed by the Recorder)		
<i>Essential PLT Questions</i>	<i>Sample Activities</i>	<i>Meeting Discussion Notes Related to Questions</i>
1. What are the essential content and skills that students must acquire to be successful at this grade level and in future grades?	<ul style="list-style-type: none"> <li>Defining essential standards by quarter</li> <li>Reviewing essential standards from previous or next grades</li> <li>Creating curriculum maps</li> <li>Identifying content and standards that are most problematic for students</li> </ul>	
2. What do our assessments look like? How are we assessing students' acquisition of essential knowledge and skills? How are we ensuring consistent assessment practices throughout our PLT?	<ul style="list-style-type: none"> <li>Developing a common assessment</li> <li>Reviewing assessments across classes</li> <li>Analyzing individual assessment items from benchmark assessments</li> </ul>	
3. What does high-quality instruction look like? What types of instructional practices are most likely to help students successfully acquire essential knowledge and skills? How are we ensuring consistently high-quality instructional practices throughout our PLT?	<ul style="list-style-type: none"> <li>Sharing lesson plans</li> <li>Observing each other's classrooms</li> <li>Analyzing student assessment data</li> <li>Identifying patterns in student assessment data in common assessments</li> <li>Piloting new resources and evaluating their impact on student learning</li> </ul>	
4. How are we, as a PLT, supporting students who do not initially master essential knowledge and skills? How are we, as a team, challenging students who easily and quickly master essential knowledge and skills?	<ul style="list-style-type: none"> <li>Developing intervention lesson plans</li> <li>Creating lists of students in need of interventions</li> <li>Sharing and analyzing common assessment data</li> <li>Developing data-analysis tools</li> </ul>	

page 2 of 3

Making Teamwork Meaningful © 2013 Solution Tree Press • solution-tree.com  
 Visit [go.solution-tree.com/plcbooks](http://go.solution-tree.com/plcbooks) to download this page.