

## Professional Learning Team Meeting Agenda

**Date:** December 3, 2019

**Time (Start and Stop):** 10:15-10:45

**Location:** Sally's room

**Team Norms:** *As a team we have agreed to abide by the following norms:*

Start and end on time	Listen respectfully and to understand	Stay focused on our agenda
Stay fully engaged	Be willing to ask tough questions	Maintain a positive attitude

**Team SMART Goal:**

The percent of students who demonstrate proficiency in solving math problems involving the four operations given novel situations will increase from 64% (last year) to 85% as measured by end-of-grade level assessment to be administered in June.

**Purpose/Focus for This Meeting:**

PLC Question #2 – To review our the results the problem-solving common formative assessment (addition and subtraction only) given on November 20

**All team members should come prepared with:**

1. Student results from CFA uploaded into team shared spreadsheet in 365. (Please remember to bring your laptop!!)
2. Student work for students in your class who did not meet proficiency.

**Facilitator:** Sally

**Timekeeper:** Jonas

**Agenda Item 1:** Review of our Norms (2 minutes)

**Agenda Item 2:** Review results of CFA as displayed in shared spreadsheet to identify students who did not meet proficiency (8 minutes)

**Notes:**

**Agenda Item 3:** Discuss instructional interventions for students who need additional support, based on the CFA results (15 minutes)

**Notes:**

**Agenda Item 4:** Determine focus for next meeting (5 minutes)

**Items for next Agenda:**