



Whitesboro Teacher Resource Center & Whitesboro Central School District



Master Attendance List

Professional Learning Community Title: _____

Facilitator: _____

Below indicate every group member in alphabetical order (last name first). Input meeting dates, and mark a 'P' if they were present or an 'A' if they were absent.

Facilitator/Participant Name	Meeting Dates (month/day)									Total Hours



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- Meeting Log Sheet -

To be completed by the Professional Learning Community Facilitator after each session.

Meeting Date: _____

Time: _____

Participant Sign-in:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Brief Summary of Session:



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Professional Learning Communities - Facilitator's Checklist

The following is a checklist of items required in your final report.

- ☐ Meeting logs - one completed for each meeting
- ☐ Brief summary of topics and shared ideas found on the Meeting Log
- ☐ Master attendance chart
- ☐ A personal evaluation from each participant on these topics:
 - What have you learned?
 - What impact might this project have on teacher/student performance?

Once all items are completed, send them to the Whitesboro Teacher Resource Center for review by the Teacher Resource Center Director. The final review will be completed by the Assistant Superintendent for Learning & Accountability. After the final review, each group member will receive ten clock hours. As the facilitator, you will also receive a \$140 stipend. An attendance of 100% is expected.