

PLC Meetings

(Typically a 3-meeting process. Your team might work through these more quickly)

Meeting 1

Standard/CFA Design

Step 1

Identify essential standard or skill (singletons) and related learning targets

Step 2

Identify what students need to know and be able to do

Step 3

Design a common formative assessment to check for understanding

Meeting 2

CFA Analysis/Student Grouping

Step 1

Analyze CFA assessment results

Step 2

Determine tier II interventions/extension student groups and activities

Step 3

Regroup students for reteach or enrichment

Meeting 2 or 3

Step 4 *(if time allows)*

Determine next Learning Target(s) from Form 1 *(no need to fill out first page of form 1 again)*

Step 5

Design your next common formative assessment to check for understanding, using Form 1

Meeting 3

CFA Design/Looking Ahead

Step 1 *(if not completed in meeting 2)*

Determine next Learning Target(s) from Form 1 *(no need to fill out first page of form 1 again)*

Step 2 *(if not completed in meeting 2)*

Design your next common formative assessment to check for understanding, using Form 1

Step 3

Look ahead to 'plan out' remainder of unit (pacing, anticipated re-teaching, etc.)

Meeting 4

Return to the steps identified in Meeting 2