The 50-Minute PLC Meeting

Teams collaborate to review results and improve practice to meet measurable achievement goals.

Lewis Middle School
The 12 Norms of a Healthy School Culture

1. Collegiality
2. Experimentation
3. High Expectations
4. Trust and Confidence
5. Tangible Support
6. Reaching Out to Knowledge Base
7. Appreciation and Recognition
8. Caring, Celebration and Humor
9. Involvement in Decision-Making
10. Protection of What’s Important
11. Traditions
12. Honest, Open Communication
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EDUCATIONAL PREMISE

The TEACHER is the key to student success.

The PRINCIPAL is the key to the school’s success.
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The Benefits of Goal-oriented Collaboration, 
*Judith Warren Little:*

- Remarkable gains in achievement
- Higher-quality solutions to problems
- Increased confidence among all school community members
- Teachers’ ability to support one another’s’ strengths and to accommodate weaknesses
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- *Warren Little* continued:
- The ability to examine and test new ideas, methods and materials
- More systemic assistance to beginning teachers
- An expanded pool of ideas, materials and methods
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Purpose for the Fifty-minute team meetings:

- To identify major concerns regarding student progress and then identify strategies or solutions to promote better results for an agreed-upon goal.
- Provide a regular format for collaboration designed to review student work results, common assessments and improve practice to meet measurable achievement goals.
The Fifty-Minute PLC Meeting

Fifty-Minute Meeting Format Focuses on:

- Establishing goals for student achievement
- Deciding on a strategy or solutions to reach the goal
- Analyzing actual student work and co-created common assessments to check results
- Looking at challenges
- Determining the next strategy to reach the goal
- Reporting meeting results
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First Meeting Agenda:

- Brainstorm solutions to student problems identified from data.
- Generate possible strategies or solutions.
- Decide upon strategy or solution to address between now and next meeting.
- Develop Action Plan.
- Identify Chief Challenges.
- Commit as a team to use the strategy or implement the solution.
- Report results based on student work at the next meeting.
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Group Brainstorms Solutions to Student Needs
Choose an area of emphasis
Such as…
Writing,
Fractions, Problem Solving,
Comprehension,
Vocabulary, Grammar,
Academic Language.
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With your small group brainstorm specific student challenges or needs within your chosen area of emphasis.

List on the chart paper or Google Docs…
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Based on these needs, choose the essential standard(s) that your group would like to focus on and then discuss and write a short term goal for this focus.

Write the agreed upon goal in your initial meeting on your Agenda Form.
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On the Agenda Form:

- Discuss and list possible Solutions and teaching strategies
- Agree upon Solutions and write the Action Plan
- Discuss and list Chief Challenges
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Groups share:
- Achievement Goal
- Proposed Solutions
- Chief Challenges
- Action Plan
- Student work/data, common formative assessment to bring to next meeting
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Regular Meeting Agenda

- Meeting purpose: Write in your group’s goal—what standard(s) are you working on?
- Action - Fill in strategy you agreed to use
- Results-Impact on learning and achievement based on student data
- Challenges – What challenges did the team notice?
- Solutions/Action Plan – What we will do between now and next meeting?
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What student results, work samples, common assessments will we bring to our next meeting to document the results of our strategy or solution?
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Facilitator:
- Establishes or recommits group to group norms
- Schedule
- Meeting Place
- Reminders
- Materials
- Ensures report is shared with administration and staff
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Recorder:
- Takes notes/types
- Records basic ideas
- Uses participants language
- Asks group for corrections
- Asks group when unsure what to record
- Supports facilitator
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Timekeeper:

- Ensures group is apprised of time allotments
- Provides periodic time updates without interrupting the flow of the meeting
- Assists facilitator by offering number of minutes remaining and number of items remaining
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Group members:
- Help support the ground rules/norms
- Seek information/opinion
- Give information/opinions
- Initiate
- Encourage others
- Clarify, compromise, summarize
- Maintain focus
The role of individuals on Learning Improvement Teams is to:

- Assume the mantle of responsibility
- Take responsibility for the success of all students
- Facilitate collaborative learning within the team and among teams from different departments
- Participate as a full partner in all team meetings
- Complete agreed upon assignments between team meetings
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Establish a schedule, meeting location, administrative support, and agreement to:

- Facilitate meetings
- Write and submit report
- Try at least 10 meetings,
- Stick to 50 minutes
- Evaluate the process and
- Decide to continue or adjust format.
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When a short-term goal is reached the team celebrates and establishes a new goal.
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“A rapidly growing number of schools have made a momentous discovery: When teachers regularly and collaboratively review assessment data for the purpose of improving practice to reach measurable achievement goals, something magical happens.”

Michael J. Schmoker
The Fifty-Minute PLC Meeting

Professional Support Text:

Formative Assessment and Standards Based Grading. ~ Robert J. Marzano