

## Kent School District PLC Team Meeting Feedback Form

**Team Name:**

**Meeting Date:**

**Team Members Present:**

**Follow-up with:**

**Please identify the guiding question(s) the team focused on today. There are 1-4 considerations associated with each question. The considerations may be useful in helping to facilitate your team's discussion. The PLC team members should collectively decide what information is needed to appropriately capture the team's discussion.**

**What do we expect students to learn?**

- *Define the student need based on Common Core State Standards (CCSS), WA State Content Standards, curriculum pacing guides, formative/summative assessment results, benchmark tests, student work samples, etc.*
- *What will you look for as evidence of success? What criteria might be used for evaluating student work over time? What data points will be used to measure student growth/progress?*

**How will we know if they learn?**

- *Describe the instructional approach used, and explain the rationale for selection of this instructional approach.*
  - *Explain how/why the instructional approach helps meet the objective.*
- *Plan the details for preparing and teaching this well.*
- *Clarify/determine the required collection of evidence (e.g. what will be collected, when, how will it be assessed, and in how will the data be compiled).*

**How do we respond when students do not learn?**

- *List the strengths evident in the student work. Consider all student groups when analyzing data. Student groups are defined by the federal/state identified Annual Measurable Objective (AMO) groups (i.e., race and participation in ELL and inclusive services).*
- *Describe how instruction might have contributed to the strengths. Consider all student groups when analyzing data.*
- *List the continuing needs and misconceptions evident in the student work. Consider all student groups when analyzing data.*
- *Describe what needs to happen in subsequent instruction to address the continuing needs. Consider all student groups when analyzing needs.*

**How do we respond when students are learning?**

- *What worked well? What evidence shows these were effective lesson elements?*

**Team Goals / Agenda:**

*(e.g. Analyze assessment results from Chapter 3 math test to identify strengths, deficits and students of concern; then plan next steps.)*

**Today's Successes:**

*(e.g. We wrote the learning targets and success criteria for the upcoming unit on \_\_\_\_; We discussed a new instructional approach to improve reading comprehension skills.)*

**Questions or concerns as a result of today's work:**

**Plan for next meeting and/or addressing the above concerns:**

**Assistance from Administrator (if needed):**