

PLC Training: School and District Leaders

Office of School Improvement

<https://tinyurl.com/yxozgjel>



Working Together for Student Success

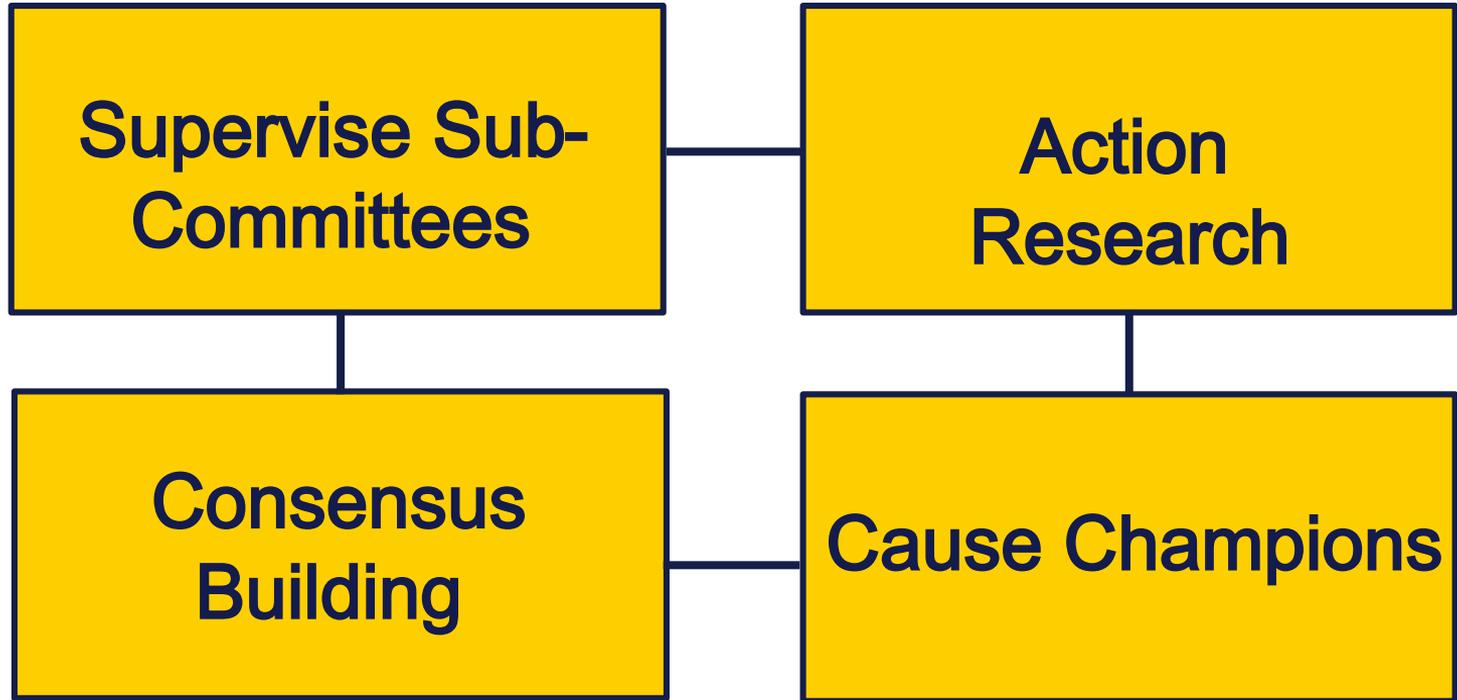
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Agenda

- Create a Guiding Coalition
- Establish a Clear and Compelling Purpose
- Develop a PLC Support System
- Schedule Professional Development
- Build Shared Knowledge of PLCs



The Leadership Team



The Leadership Team

Opinion Leaders

- Knowledgeable
- Respected
- Trustworthy
- Influential

Aspiring Leaders

- Committed
- Passionate
- Ambitious
- Loyal

Tasks:

- Reflect on your staff
- Identify Opinion and Aspiring Leaders
- Draft an invitation letter describing role and responsibility

The Leadership Team

Task:

- Schedule leadership team meeting in August/September

Purpose:

- Build shared PLC knowledge
- Train leadership team and establish year-long PLC implementation plan
- [Sample agenda](#)



PLC Foundation



TASKS:

Align school vision, mission, values and goals with PLC culture.

Establish **long term district goals**.

Create a continuous, coherent, year-long professional development plan.

Values, attitudes, and beliefs necessary to implement PLCs with fidelity.

Collaboration Time

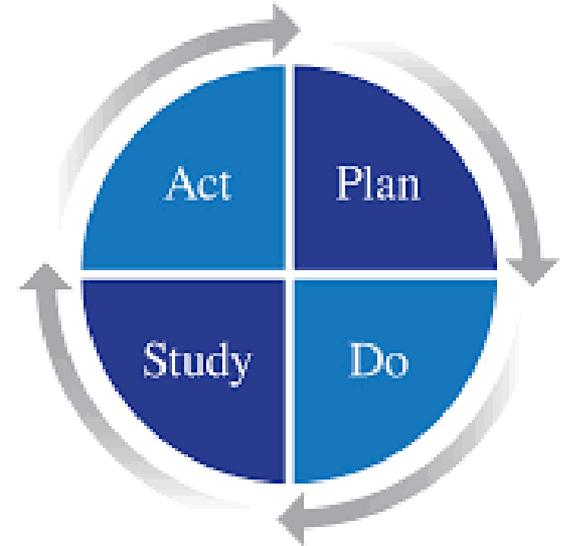
School leaders must provide time during contractual day for collaboration

Collaboration Times:

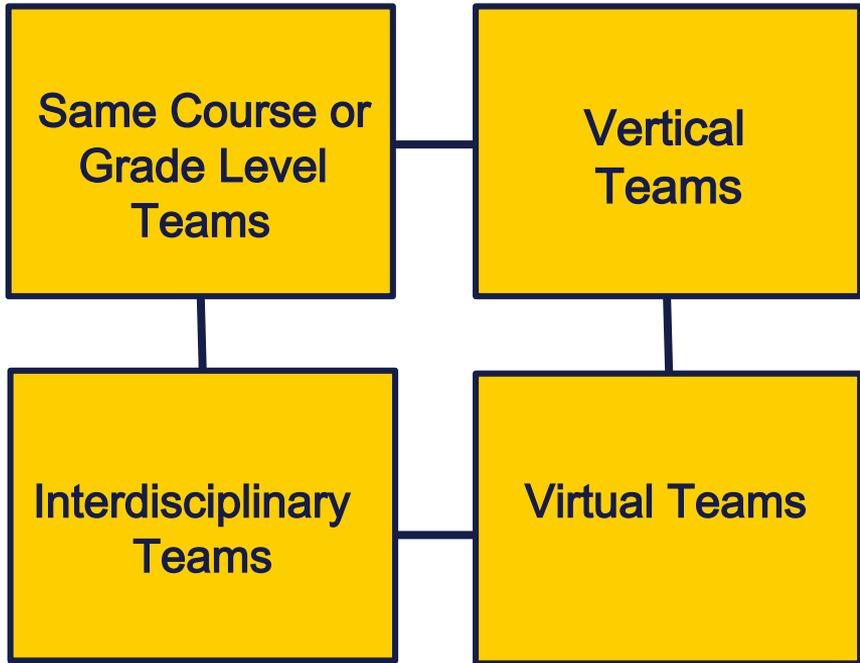
- Common preparation
- Parallel scheduling
- Adjust start and end time
- Faculty meeting time

Task:

- Discuss weekly collaboration times for each PLC



PLC Teams

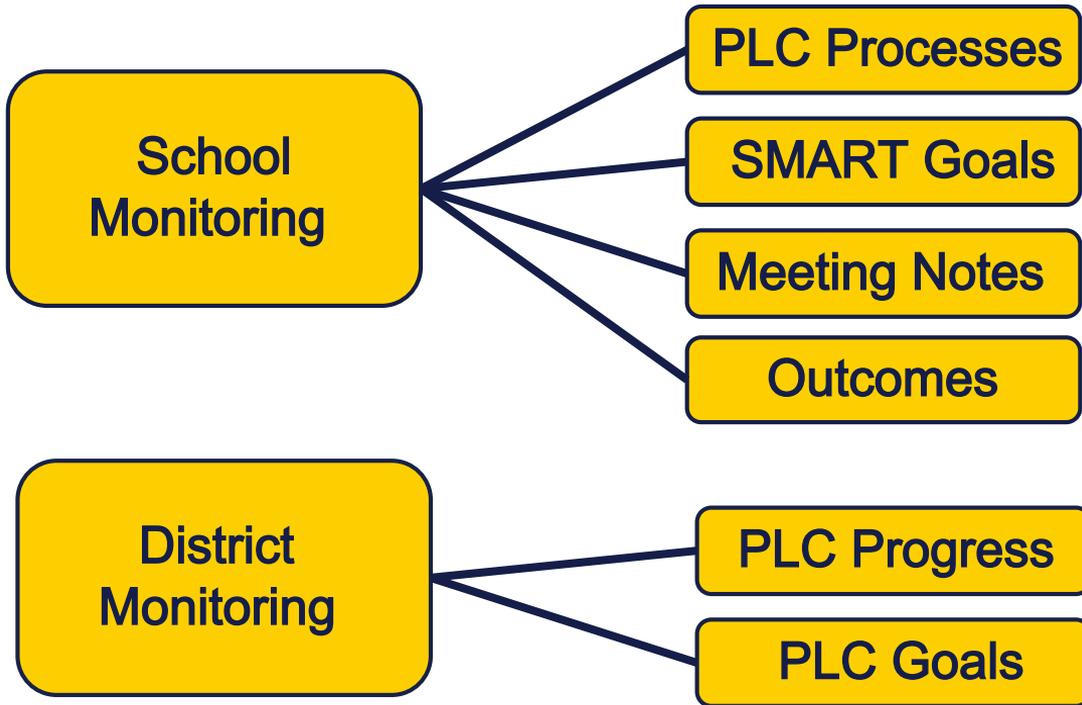


Task:

- Create PLC teams within your school/district

*Each staff member should be assigned to a team

PLC Monitoring



School Task:

- Identify how you will monitor PLCs within the school

District Task:

- Identify how you will monitor PLC progress/goals within the district

Professional Development

Unpacking Standards

- Unpack Indiana Academic Standards
- Create Measurable Learning Targets (I Can Statements)

HP Standards and Calendars

- Identify High Priority Standards
- Order and Pacing High Priority Standards

CFAs

- Define, Create, and Score Common Formative Assessments to Make Data Driven Decisions

Data Analysis

- Create a System for Analyzing Data
- Read Data to Make Decisions to Improve Instruction

Interventions

Coming Soon!

Next Steps

Leadership Team

- Invite Opinion and Aspiring Leaders
- Schedule Regular Meetings

PLC Goals

- Establish Long Term Goals
- Align Vision, Mission, Values, and Goals

PLC Teams and Times

- Build Appropriate PLC Teams
- Provide Opportunities for Weekly Collaboration

Monitoring PLCs

- Create a System for Monitoring PLCs at both a School and District Level

Professional Development

- Select Supports to Build Share Knowledge of PLCs

Three Big Ideas

1. Collaborative Culture
2. Focus on Learning
3. Results Oriented

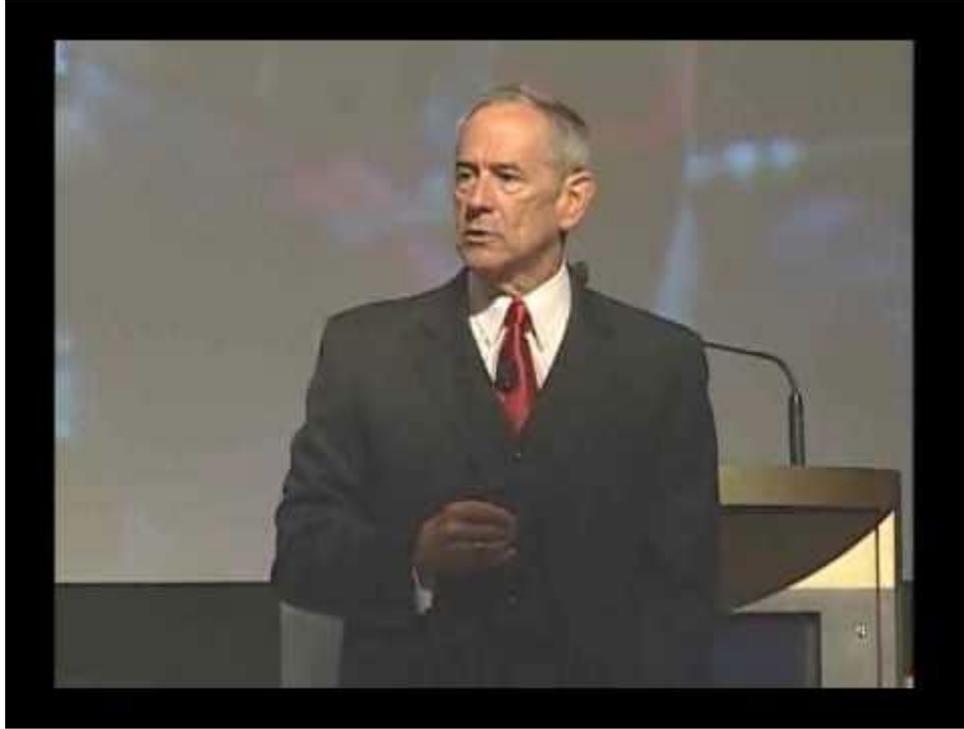


Collaborative Culture

Collaboration \neq Improvement

- Meaningful Teams, not Groups
- Focus on the “Right Work”
- School-wide Collective Commitments
- PLC Norms and Roles

Team vs. Group



Keys to a Team

1. Interdependence
2. Common Goal
3. Mutually Accountable

The "Right Work"

Example PLC Notes

- [Blank Template](#) - model for focusing PLC discussions
- [Math Example](#) - what a Math PLC discussion looks like
- [ELA Example](#) - what an ELA PLC discussion looks like

Collective Commitments

Ineffective Teams

- Fear of Failure
- Avoid Productive Struggle
- Break Collective Commitments
- Lack of Accountability
- Disregard Results

Necessary Supports

- Model Vulnerability
- Promote Positive Deviance
- Reinforce Collective Commitments
- Hold Each Other Accountable
- Results Oriented

PLC: Norms

PLC Built and Owned	Reflect the experiences, hopes, and expectations of the team	<ul style="list-style-type: none">• Each PLC builds their norms• Norms are personalized• Support team's goals
Commitment to Behaviors	Specific actions rather than generic belief statements.	<ul style="list-style-type: none">• Each norm addresses specific actions that detract from PLCs• Support building positive habits
Reiterate Weekly	Constant repetition of norms supports internalization	<ul style="list-style-type: none">• Read norms aloud weekly• Emphasize one norm each week• "The way we do things"

PLC: Norms

Evaluate Twice Each Year	Norms should have effectiveness evaluated semi -annually	<ul style="list-style-type: none">• Norms need time to be learned• Evaluate norms relevance and effectiveness
Focus on Essentials	Less is more. What behaviors must be followed for an effective PLC	<ul style="list-style-type: none">• What matters most to our PLC• Consider obvious pitfalls• Keep it simple
Accountability	Appropriately address violations of team norms respectfully, but clearly	<ul style="list-style-type: none">• Clarify expectations• Find a mutual purpose• Explain natural consequences

PLC: Roles

Team Role	Responsibilities
Facilitator	<ul style="list-style-type: none">- Develop and share agenda 24 hours prior to collaboration.- Facilitate discussions and participation.- Keep team focused on the school mission, team's student achievement goals, and the 4 questions of a PLC.
Recorder	<ul style="list-style-type: none">- Record the minutes in the notes.- Share minutes with PLC and school leadership team.- Maintain PLC Shared Folder (minutes, student data, resources).
Timekeeper	<ul style="list-style-type: none">- Monitor agenda times and topics- Support team focus and pacing.- Call for tabling a subject or making a decision.
Reporter	<ul style="list-style-type: none">- Review team norms and assess team's adherence to those norms.- Serve as liaison for team to other school personnel (leadership team).

"Model" PLC

Example PLC

1. Watch the video
2. Take note of what is (or is not) happening.
3. Reflect on the video
4. Share out what made this PLC collaborative or not collaborative.



Focus on Learning

Fundamental Purpose

Ensure all students learn at high levels

Essential Question

Will this ensure higher levels of learning for our students?

- Members are guided by a clear and compelling vision
- Members must work together to clarify work
- Members must be continuously learning

PLC: Question 1

What do we expect our students to learn?

Tasks

- Identify priority standards
- Unpack priority standards as a team
- Create "I CAN" statements
- Create instructional calendars

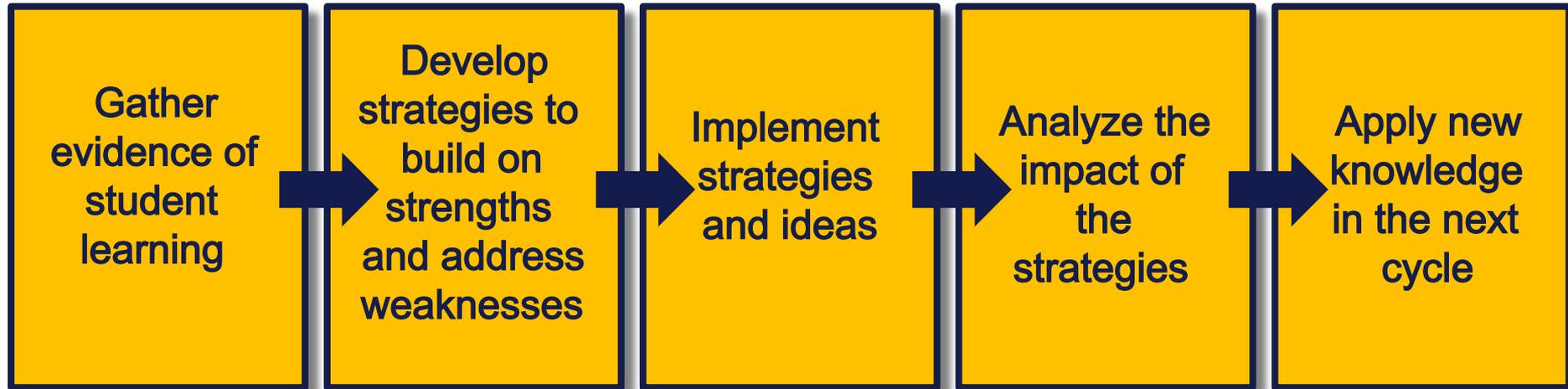
PLC: Question 2

How will we know if each student has learned it?

Tasks

- Collectively create *high quality* aligned CFAs
- Analyze data to inform student and adult learning
- Set team and student SMART goals
- Share out with stakeholders

Results Oriented



PLC: Question 3

How will we respond if some students do not learn it?

Tasks

- Establish time within the school day for intervention
- Use CFA results to group students by specific skill
- Maintain designated time as an intervention NOT introduction of new content

PLC: Question 4

How will we enrich the students who met or exceeded proficiency?

Tasks

- Establish time within the school day for enrichment
- Use CFA results to group students by specific skill

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Thank You.

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