

PLC Facilitation Log

Building: Eagle Ridge Group Members: _____

Facilitator: Amy Starr Group Focus: _____

Date	Staff Present	Type of Activity (Ex: Observation, Model Protocol, Goal Setting, etc.)	Discussion Summary	Completion Date	Time (mins.)
7/9/09	10 staff members plus Don Leake	Re write Pro pay calendar for first half of the year	Assigned staff to PLC groups and discussed cal	End of Jan.	8 hours
8/12/09	PLC workshop	Job description- changes in goals			8 hours
8/13/09	PLC workshop	Learn about more protocols Looked at data	practiced		8 hours
8/3/09	Janelle, Joe, Amy, Beth Don Leake	Plan for Tues. PLC meeting	Norming		1 hour
9/1/09	All district workshop	Norming as PLC groups	Norming		8 hours
9/14/09	Janelle, Joe, Amy, Beth Don Leake	Planning for Wed. Sept. 16th	Chosing protocol		1 hour
9/16/09	PLC groups Groups 10, 11, 12	Go over questions for informal assessment	Informal assessment		40 min.
9/21/09	Janelle, Joe, Amy, Beth Don Leake	Plan for PLC meeting on Wed.	Pre test for curriculum unit		45 minutes
9/23/09	PLC groups Content Groups 10, 11, 12	Go over questions for pre test			
9/29/09	Late Start PLC Content and Grade Level	Reviewing Data	Pulled data off computer, shared data with PLC, discussed how you would group students		2 hours

10/12/09	½ day workshop All PLCS	Process Grouping	Began working on writing differentiated lesson plan		3 hours
10/23/09	All staff	Differentiation	Don gave presentation on differentiated lesson plan, Trudy Allen also shared with staff..learning how		1 hour
10/28/09	PLC Content Groups 10, 11, 12	Shared Differentiated Lesson	Each person in PLC is at a diff place, discussed lesson if done, or how to complete lesson if not		1 hour
10/28/09	PLC-F	Training on teacher observation	How to do teacher observations training with Michelle		2 hours
11/11/2009	Groups 10 and 12	Student work	Differentiatedsd		45 Minutes
11/12/2009	PLC Facilitators, Michelle Swab	Equality Tight/loose	Reflection		8hours
11/13/2009	Don, Amy, Janelle, Beth	Plan Late start on the 11/17	Reflection		50 Minutes
11/23/2009	Don, Amy, Janelle, Beth	Plan on how to adapt plan to include gifted planning	Reflection		50 Minutes

12/2/2009	Groups 10 and 12	Discuss comprehension	Four types		45 Minutes
12/8/2009	Late start all faculty	Discuss gifted plan ERJH			2 hours
12/10/2009	District PLC	Looked at Data	Talked about data		2 hours
12/16/2009	All Staff PLC reflection run by Amy, Janelle and Beth	Tight/Loose activity	PLC Reflection		45 Minutes
1/13/2010	PLC groups	Reading Comprehension Magnet School Staff Dev Planning Needs	Reflected on staff development needs	1/13/2010	45 minutes
1/14/2010	Professional Development Committee- Don Leake	Revising the Prof Development Plan for building	Focusing on G/T program and getting that to fit within the PLC process	1/14/2010	8 hours
1/27/2010	PLC – whole groups	Discussion	Discussed new book on Making Differentiating a Habit Intro & chp. 2	2/10/2010	45 minutes
1/27/2010	PLC content groups	Discussion	Learning Goals and Assessment Practices	2/10/2010	45 minutes

1/25/2010	PLC – Whole staff	Presentation on differentiation & discussion among departments about implementing what we learned.	How to differentiate based on process and choice. Different examples of differentiation. Where are you on the	1/27/2010	2 hours
2/9/2010	PLC-F Training	Training	Diversity, SIOP, next steps, observations, etc.	2/9/2010	8 hours
2/15/2010	PLC – Whole staff split into two groups	Training (Diane Heacox)	Planning for Differentiation to Increase Comprehension Development through the Lens of Culturally Responsive Instruction	2/15/2010	2 hours
2/24/2010	PLC content groups	Discussion	Planning Differentiated Lessons	3/10/210	45 minutes
3/2/2010	Peer observations and pre/post conferences	Conferences and observations	Goals and observations	3/4/2010	½ day
3/3/2010	Peer observations and pre/post conferences	Conferences and observations	Goals and observations	3/3/2010	1 hour
3/4/2010	Peer observations and pre/post conferences	Conferences and observations	Goals and observations	3/4/2010	½ day
3/5/2010	Peer observations and pre/post conferences	Conferences and observations	Goals and observations	3/5/2010	1 hour

3/10/2010	PLC content groups	Discussion	Differentiated Lesson Reflection and Managing Differentiation	3/17/2010	45 minutes
3/17/2010	PLC content groups	Discussion	Differentiation for Gifted Learners	4/8/2010	45 minutes
4/8/2010	Whole Staff	Training (Tia Clasen)	Tiering as a strategy for differentiation	4/21/2010	2 hours
4/21/2010	PLC Content groups	Discussion	Tiered lesson plans	4/28/2010	45 minutes
4/28/2010	Whole Staff	Training Dr Clegg	Rigor Relevance Rubric and student work samples	4/28/2010	1 hour
5/6/2010	PLC-F Training	PLC-F training with Michelle Schwab	Training: propay goals, professional development plan, implementation rubric	5/6/2010	8 hours
5/11/2010	PLC Grade Level groups	Discussion	Analyzing data of incoming students with grade level	5/11/2010	1 hour (late start)
5/12/2010	PLC content groups	Evaluation	PLC Implementation Rubric	5/20/2010	45 minutes

5/20/2010	Whole staff	Evaluation	Finish PLC implementation Rubric and complete building level PLC evaluation	5/20/2010	30 minutes
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Keep logs electronically. Debra Galligan (Prof. Dev. admin. asst.) will collect them from the PLC-F shared folders on Dec. 20th and May 20th.