Phase II PLCs Reimagined Checklist

 **Before First Meeting**

* Decide when your first meeting will be (date & time) between May 6th and May 12th.
* Email team members and set up a link to a meeting

 **Initial Discussion and Considerations Meeting
(Between May 6 and 12planned in conjunction with your team’s Superintendent)**

* Welcome
* Vision – Review Key Messages (Superintendent)
* Needs/Possibilities and Considerations
* Discussion
* Potential Member Roles (Idea generator, full member, part-time member, other?)
* Facilitator next steps
* Registration begins and you will be provided with a list of those who join.

**First Phase 2 PLC Meeting
(Starting by May 15th)**

* Welcome
* Look at “Who is in the room?”

Share one thing that makes you easy to work with, and one thing that may frustrate others.

* Review and Clarify our WHY (goals) for PLCs:

Developing support networks for teachers while we are working away from school buildings.

Developing resources that you may need when students return to school with gaps in their knowledge.

Looking to the future by helping to address the work-life balance.

Making plans for online learning should it have to continue in the fall.

* Develop Norms (resources in The Resource Bank Group)

What are the key things our members need to keep in mind while working online?

You can refer to this resource for creating norms: <https://resourcebank.ca/courses/creating-norms>

 **Tips and Tricks:**

* + check at the beginning to make sure chat for participants is working
	+ check that your audio is working
	+ only use video if necessary, as internet speed might cause issues with multiple videos
	+ participants can introduce themselves in the chat (to save time if the audience is large)
	+ try to make participants laugh or smile
	+ stay on task/target (avoid sidebars...stay out of the weeds)
	+ PLC Facilitators can share Moderator and Presenter roles

**Our Norms:**

* Supports:

PLCs will each have a minimum of:

* + Facilitator(s)
	+ Superintendent(s)
	+ Consultant(s) and Tech Coach(es)
	+ TEAM in Microsoft TEAMS will be created for collaboration, sharing, and meeting
* FAQs

 Click on the link below to view the Reimagined PLC frequently asked questions:

* + [FAQ’S Link](https://tinyurl.com/PhaseIIPLCs) in Resource Bank
* Discussion:
	+ What are your goals?
	+ What are your considerations?
	+ What have you decided to discuss in collaboration with your Superintendent?
* Timelines:
	+ Decide on dates and times for upcoming meetings.

**After the Meeting(s)**

* + Send out invites for future meetings
	+ Reach out for needed supports
	+ Follow up on any steps or goals
	+ Send email updates to your Superintendent