



PLC **Facilitator** Checklist

PRIOR TO PLC MEETING:

For all PLC Facilitators

- Request access to PLC Facilitators Unite Group on Resource Bank
<https://resourcebank.ca/groups/plc-facilitators-unite/45/191/>
- Email members of PLC and welcome colleagues
 - First meeting will be via TEAMS – share necessary link
(CIA Team will provide link to initial meeting)
- Review Resources in Resource Bank Group folders including “Creating Norms”
<https://resourcebank.ca/groups/plc-facilitators-unite/45/>
- Consider how you may divide your group, if appropriate.

For those Facilitating Year Plan PLCs

- Review and save **Return to Learn Template** for focus area.
- Review, download and save **Year Plan Template**

For those Facilitating PLCs (NOT creating Year Plans)

- Review “Smart Goals” resources.
<https://resourcebank.ca/authoring/2663-smart-goals/view>

DURING PLC MEETING (October 26th PM):

- Compile a list of who is in your PLC for future reference and use.
- Lead “Who is in the Room” Who are We?” Activity using True Colours
 - Consider discussing how your colours can help you work together more effectively. Ask “How can we better understand one another?”
- Collaboratively Establish Team Norms for Meeting
 - Use the chat, share your screen and type into document, utilize “Creating Norms” and exemplars to help guide you and your team, etc.
- Review and Clarify our WHY for PLCs:

Notes:

For Year Plan PLCs: The Big Idea is to develop a year plan for each grade and senior core subjects based on the suggested outcomes and strands from Return to Learn.

For PLCs NOT Creating Year Plans: The Big Idea is to create personalized SMART goals for given topic areas...

For Year Plan PLCs (PreK – Grade 9):

- Share Year Plan Template and Discuss
- Share Return to Learn for focus area and Discuss
- Determine how to Develop Year Plan
 - Determine suggested strands and outcomes
 - Decide how to divide and conquer to add to document
 - Ensure all outcomes are represented
 - Consider cross-curricular competencies
 - Include voice of specialists
 - Consider WIN Time for master
- Determine a plan to divide into smaller teams if needed (by interest, expertise, etc.)
 - Use chat for ideas, come to consensus on if/how the team will be divide, share breakout links with plan to meet back and share out at end of day.

- Review Resources/Supports
 - Templates, “I Can” Maps, Outcome Maps, SEL document for CASEL, 21st Century Competencies, etc.
- Divide into smaller teams if needed
 - Share links to breakout rooms in chat and remind of time to return to larger group link

For those Facilitating PLCs (Not Creating Year Plans)

- Set SMART Goals
 - <https://resourcebank.ca/authoring/2663-smart-goals/view>
 - What is/are your team goals?
 - Use “Smart Goals” resource to guide your work.
 - Submit your Goal by uploading into the Smart Goals Folder in the Facilitator Team by October 28th.
- Determine a plan to divide into smaller teams if needed (by interest, expertise, etc.)
 - Use chat for ideas, come to consensus on if/how the team will be divide, share breakout links with plan to meet back and share out at end of day.
- Review Resources/Supports
 - Outcomes and Resources in Resource Bank
- Divide into smaller teams if needed
 - (share links to breakout rooms in chat and remind of time to return to larger group link)

For ALL PLCs

- Determine Next Steps (All)
 - Consider how you want to communicate with PLC moving forward and how you want to collaborate online in the future. Teams? Doug and Terry can support.
 - Remind everyone of next PLC dates:
 - March 1st PM, May 10th PM
 - Set agenda for next meeting & what materials and how to prepare.

AFTER PLC MEETING

- Communicate with Team as determined
- Remind participants of next meeting (scheduled for March 1st PM)
 - Finalize agenda and send meeting link