

 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