

# PLAN AND DELIVER

## An Elementary to Secondary Approach

(PLCs and Whole Day Planning Each Grading Period)

by

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Professional Learning Communities are composed of collaborative teams whose members work interdependently to achieve a common goal. Finding time to implement a PLC can be a major challenge. Building a flexible schedule allows teams of teachers to spend 90 minutes each six weeks to work within their PLCs. The remainder of the day is spent gathering hands-on materials, developing assessments, mapping the curriculum, and planning strategies to help ALL students succeed.

### References

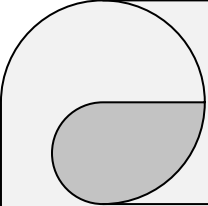
**The New Fundamentals of Leadership**  
SEDL Letter - June 2005

**What is a PLC?** SEDL Letter - April 2007  
[www.sedl.org](http://www.sedl.org) news, letter magazine, archives

**Good To Great** by Jim Collins

**Whatever It Takes**  
by Richard Dufour, Rebecca Dufour, Robert Eaker, Gayle Karhanek

**On Common Ground**  
by Richard DuFour, Rebecca DuFour and Robert Eaker



Educators in Professional Learning Communities examine the practices and procedures of their school to ensure alignment with this fundamental purpose of learning for all students, and they maintain an unrelenting focus on student learning.

DuFour

The basic structure of the Professional Learning Community is composed of collaborative teams whose work interdependently to achieve common goals.

DuFour

The teams of a Professional Learning Community are organized to engage in collective inquiry into both best practice and the current reality of existing levels of achievement.

DuFour

Professional Learning Communities are action oriented. A Professional Learning Community realizes that all its efforts must be assessed on the basis of results rather than intentions.

DuFour



## **Elementary Level**

**Summer 2005** - Heard about Professional Learning Communities at an Administrative Retreat - Kingwood High School

### **2005-2006**

Core Team Meeting (Principal, Asst. Principal, Counselor and Reading Resource Teacher) PLC time was discussed and developed by giving 30 extra minutes a week to each team without the Core Team.

**May 2006** - Core Team Meeting - how do we get additional uninterrupted time within the school day?

**May 2006** Basic Outline was presented to Team Leaders (Grade Level)

**May 2006** Presented to Faculty - concerns and thoughts were shared

### **August 2006 - GOAL = 100%**

Formal Schedules were formulated and shared (6 consecutive days)

Special Schedules for each grade level during their planning day

Schedules for other grade levels not involved in planning days

Parents were notified regarding the change in newsletters

Agenda was basic at the beginning

Student Data

Collaboration and Planning

Mapping

Assessment Development

Evaluation Meeting with Team Leaders after the 1<sup>st</sup> Planning Weeks-

The Good, The Bad and the Ugly

Changed schedule to a two week period - Mon., Wed., Fri.

Whole Day Planning Agendas - included a PLC meeting

Collaboration + Planning = Learning for All

## **Secondary Level**

**Spring 2008** - met with a core team of secondary teachers and explain the PLC concept used at the elementary level.

**May 2008** - teachers collaborated to map their plans for the first three weeks of school.

**August 2008** - shared the PLC concept with the entire staff.

**September 2008** - met with the staff and discussed our plans for October PLCs.

**October 2008** - first PLC - (Data and information was shared when requested)

**November and December 2008** - PLCs (Data and information flowed freely from all participants)

**January thru May 2009** - Focus on our exemplary plan.

Samples Agendas

07-08 Teacher Leaders

Assessments for Learning

Agendas set by grade levels

Incentive Plan for students

Refocus meetings with students periodically

Student accountability - Goal setting

Test sharing and Test visit

08-09 Teacher Leaders

Assessments for Learning

Incentive Plan for students

Refocus meetings with students periodically

Student accountability - Goal setting

Test sharing and Test visit

Questions?

## Huggins Elementary "TAKS 2008"

Subject	Overall			African Am.			White			Hispanic			Econ. Disadv.		
	06	07	08	06	07	08	06	07	08	06	07	08	06	07	08
Reading	96%	96.5%	98.7%	87%	91.8%	95%	99%	96.6%	99%	93%	100%	100%	88%	83.3%	100%
Math	96%	93.5%	96%	97%	94.7%	88%	98%	94%	94%	93%	100%	100%	90%	93%	92%
Writing	98%	96%	100%				100%	98%	100%						
Science	86%	88.3%	98%				90%	92%	98%						

Planning Day Duty Schedule

Time	Lunch	Recess	Aide	Custodian	Aide	Aide	Aide	Aide	Art	PE	Music	Librarian	Rdg Fac.	Counselor	AP
10:45	PK,3		Cafeteria		Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
10:50	PK,3		Cafeteria	Cafeteria	Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
10:55	PK,3		Cafeteria	Cafeteria	Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
11:00	PK,3, 4		Cafeteria	Cafeteria	Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
11:05	PK,3, 4		Cafeteria	Cafeteria	Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
11:10	PK,3, 4		Cafeteria	Cafeteria	Lunch	Lunch	Lunch		Class	Class	Class	Class	Cafeteria	Cafeteria	
11:15	Sp, 4, PK	3	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess		Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:20	Sp, 4, PK, F	3	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:25	Sp, 4, PK, F, 1	3	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:30	Sp, PK, F, 1	3,4	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:35	Sp, PK, F, 1	3,4	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:40	Sp, PK, F, 1, K	3,4	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Lunch	Lunch	Recess	Recess	Cafeteria	Cafeteria	Recess
11:45	F, 1, K	4, Sp	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Recess	Recess	Lunch	Lunch			Recess
11:50	1, K	4, Sp, F	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Recess	Recess	Lunch	Lunch			Recess
11:55	K	4, Sp, F, 1	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess	Cafeteria	Recess	Recess	Lunch	Lunch			Recess
12:00	K, 2	F, 1	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess		Recess	Recess	Lunch	Lunch			Recess
12:05	K, 2	F, 1	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess		Recess	Recess	Lunch	Lunch			Recess
12:10	2	F, 1, K	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess		Recess	Recess	Lunch	Lunch			Recess
12:15	2	F, 1, K	Cafeteria	Cafeteria	Cafeteria	Cafeteria	Recess		Class	Class	Class	Class			
12:20	2,5	1,K	Cafeteria	Lunch	Cafeteria	Cafeteria	Recess		Class	Class	Class	Class			
12:25	2,5	K	Cafeteria	Lunch	Cafeteria	Cafeteria	Recess		Class	Class	Class	Class			
12:30	2,5	K,2	Cafeteria	Lunch	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
12:35	2,5	K,2	Cafeteria	Lunch	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
12:40	5	2	Cafeteria	Lunch	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
12:45	5	2	Cafeteria	Lunch	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
12:50		2,5	Cafeteria	Cafeteria	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
12:55		2,5	Cafeteria	Cafeteria	Recess	Recess	Recess	Lunch	Class	Class	Class	Class			
1:00		2,5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:05		2,5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:10		5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:15		5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:20		5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:25		5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			
1:30		5	Cafeteria	Cafeteria	Recess	Recess	Recess		Class	Class	Class	Class			

\*\*\*On planning day, take out grade level

Whole Day Grade Level Planning  
January 28, 31, February 2  
February 5, 7, 9

<b>Specials' Planning 7:45-8:15</b>	<b>PE</b>	<b>ART</b>	<b>MUSIC</b>	<b>LIBRARY</b>
8:15-9:15	A	B	C	D
9:15-10:15	D	A	B	C
10:15-11:15	C	D	A	B
11:15-12:15	LUNCH/RECESS	LUNCH/RECESS	LUNCH/RECESS	LUNCH/RECESS
12:15-1:15	B	C	D	A
1:15-2:15	All students in PE to work in stations			

- Group A - Teacher 1, Teacher 2, Teacher 3, Teacher 4
- Group B - Teacher 1, Teacher 2, Teacher 3, Teacher 4
- Group C - Teacher 1, Teacher 2, Teacher 3, Teacher 4
- Group D - Teacher 1, Teacher 2, Teacher 3, Teacher 4

In grade levels with more than 4 teachers, one class was divided into four groups and distributed evenly among the other classes in the grade level.

In grade levels with less than 3 teachers, a new group was formed by taking a few students from each class.

<b>January 29</b> 2nd Grade Planning	<b>January 30</b> PE - A & B Art - C Music - D	<b>January 31</b> 1 <sup>st</sup> Grade Planning	<b>February 1</b> PE - B & C Art - D Music - A	<b>February 2</b> Kinder Planning Special Ed Planning
<b>February 5</b> 5th Grade Planning	<b>February 6</b> PE - C & D Art - A Music - B	<b>February 7</b> 3 <sup>rd</sup> Grade Planning	<b>February 8</b> PE - D & A Art - B Music - C	<b>February 9</b> 4 <sup>th</sup> Grade Planning

**Specialists' Duty Free Lunch and Recess Duty**

11:15-11:45 PE/Art will eat lunch

Music/Librarian will have Recess Duty (pick students up in the cafeteria @ 11:15)

11:45-12:15 Music/Librarian will eat lunch

PE/Art will have Recess Duty (report to the playground)

## Refocusing Students

2008

Winners have simply formed the habit of doing things losers don't like to do.

[Albert Gray](#)

Meet with each grade level separately - 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>

**Watch the 212° movie and discuss some of the quotes.**

**Goal setting** - specific, measurable and attainable. Set three goals on notebook paper - make sure it is neat and in your best handwriting.

<b>Expectations</b>	Attitude for Learning Listen attentively Try Ask questions if you do not understand Turn in quality work Do your homework everyday Study your notes each night Read everything, reread and prove your answers Draw pictures in math Eliminate answers Give your 100% effort Check your work - what does that mean? Take your time
<b>Practice</b>	Tests, Class work, Snapshots, Homework, etc.
<b>Tutorials</b>	Attendance required
<b>Goal</b>	Commended with 100% correct answers - you can all do it if you take your time and prove each answer.
<b>Rewards</b>	Beads and necklaces
<b>Celebration</b>	TAKS Celebration Day - pizza, games, playing outside, etc.

# PLC Meeting Dates

Date	1st	Date	2nd	Date	3rd	Date	4th	Date	5th	Date	6th
10/3	Special Ed	10/31	Special Ed	12/5	Special Ed	2/12	Special Ed	4/2	Special Ed	5/22	Special Ed
10/6	Math	11/3	Social S.	12/8	English	2/13	Reading	4/3	Reading	5/26	Math
10/7	English	11/4	Science	12/9	Science	2/17	Social S.	4/6	Social S.	5/27	Reading
10/8	Reading	11/5	Reading	12/10	Social S.	2/18	English	4/7	Science	5/28	Social S.
10/9	Science	11/6	English	12/11	Math	2/19	Science	4/8	English	5/29	English
10/10	Social S.	11/7	Math	12/12	Reading	2/20	Math	4/9	Math	6/1	Science

**Where** - We will meet in Room A38 (Science Room) for each PLC.

**Time** – 8:15-3:25

**In preparation –**

Run rosters for every class and have them ready for the aide that will be bringing students to the Library.

**Need to Accomplish -**

Six weeks assessments - Relevance and Rigor

Six weeks Calendar - Mapping the Curriculum

Lesson plans for the upcoming 6-week

**Dress –**

Spirit Day Dress

Special Education – Friday and on the day that you will be working with your department.

PLC Support Staff – (Burrow, Wendtland, Mitchell, Clayton) your Spirit Day is Friday.

**Bring**

Rosters for Each Class - Filled Out

Gradebooks – Be Ready to discuss grades.

Explanation/Example of all Grades.

PLC Grade Information

Worksheet

Special Education (Yellow) Folders.

Lesson Plans for Previous Six Weeks.

Calendar for Previous Six Weeks.

All Student Data INOVA Charts of such as... Students.

ADM Data for Students by Department.

Assessments – Be ready to discuss the Blooms level of the question.

Parent Communication Log

Foundational Training Worksheet

AT Risk List

Student Concerns -Academic and Behavior

A Professional Learning Community is only effective when All Professional's participate, without fear, for the growth and development of students and each participant.

Math	Lunch	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Burrow	A	White A17	White A17	White A17	White A17	PLC Support Staff Break Time	Reed A31	White A17
Clayton	D	Kampwerth A35	Kampwerth A35	Kampwerth A35	Kampwerth A35		Kampwerth A35	Reed A31
Wendtland	C	Brown A13	Reed A31	Brown A13	Brown A13		Brown A13	Brown A13
Mitchell	B	McBride A21	McBride A21	Reed A31	McBride A21		McBride A21	McBride A21
Gibson	A				Reed A31			

Science	Lunch	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Clayton	A	Bryson A39	PLC Support Staff Break Time	Bryson A39	Bryson A39	Bryson A39		Bryson A39
Burrow	D	Salch A42		Salch A42	Salch A42		Salch A42	Salch A42
Wendtland	C	Hines A40		Hines A40		Hines A40	Hines A40	Hines A40
Mitchell	B			Powell A36	Powell A36	Powell A36	Powell A36	Powell A36

Reading	Lunch	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Clayton	A	Fate A15	Fate A15	Fate A15	Fate A15	Fate A15	Slack A22	PLC Support Staff Break Time
Burrow	D	Wells A33	Wells A33	Wells A33	Wells A33	Slack A22	Wells A33	
Wendtland	C	Wittig A11	Slack A22	Wittig A11	Wittig A11	Wittig A11	Wittig A11	
Mitchell	B	Slack A22	Melnar A29	Melnar A29	Melnar A29	Melnar A29	Melnar A29	
Gibson			Hill A24	Hill A24	Slack A22			

English	Lunch	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Clayton	A		Amadi A16	Amadi A16	Amadi A16	Amadi A16	PLC Support Staff Break Time	Amadi A16
Burrow	D	Coffman A34	Coffman A34	Coffman A34	Coffman A34			Coffman A34
Wendtland	C	Ruggeroli A12		Ruggeroli A12	Ruggeroli A12	Ruggeroli A12		Ruggeroli A12
Mitchell	B		Larkin A30	Larkin A30	Larkin A30	Larkin A30		Larkin A30

Social Studies	Lunch	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Clayton	A	Farris A14	Farris A14	PLC Support Staff Break Time	Farris A14	Farris A14		Farris A14
Burrow	D	O'Neal A32	O'Neal A32		O'Neal A32		O'Neal A32	O'Neal A32
Wendtland	C	Philip A10			Philip A10	Philip A10	Philip A10	Philip A10
Mitchell	B		Burns A28		Burns A28	Burns A28	Burns A28	Burns A28

Special Education		1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
Mitchell								
Burrow								
Wendtland								
Clayton			Franklin A43		Baldwin A43		Benton A43	

## Refocusing Students

2009

Winners have simply formed the habit of doing things losers don't like to do.

[Albert Gray](#)

**Watch the 212° movie and discuss some of the quotes.**

**Goal setting** - specific, measurable and attainable. Set three goals on notebook paper - make sure it is neat and in your best handwriting.

**Expectations**

- Attitude for Learning
- Listen attentively
- Try
- Ask questions if you do not understand
- Turn in quality work
- Do your homework everyday
- Study your notes each night
- Read everything, reread and prove your answers - Smarter
- Draw pictures in math - EPSE
- Eliminate answer choices
- Give your 100% effort
- Check your work - what does that mean?
- Take your time

**Practice** Tests, Class work, Homework, etc.

**Student Interview** Getting to know each student personally.

**Tutorials** Attendance required.

**Goal** Commended with 100% correct answers - you can all do it if you take your time and prove each answer.

**Rewards** Dance, Team Competitions, Medals.

**Celebration** TAKS Celebration Day - pizza, games, playing outside, etc.