

PLC Norms & Facilitator Best Practices for ABC Elementary

PLC Norms: Virtual

Before the PLC

- Check your technology before the meeting-- make sure you can connect.
- Consider your environment & remove distractions. Your television, the dog barking, and computer notifications could be a visual and/or auditory distraction to other participants.
- Dress professionally.
- Complete any pre-meeting tasks that have been assigned to you.
- Turn off email, chat, and other notifications on your computer, especially if you plan to share your screen.
- Set up your computer so that you are not sitting directly in front of a window or light source. Instead, sit with light in front of you or to the side of you, so you can remain visible while on camera.

During the PLC

- Be prompt. Join the meeting on time, or a few minutes early.
- Mute your microphone when you are not speaking.
- Consider using earbuds, especially if there are other people around you. Be in the moment. Avoid the temptation to multitask (e.g. answer emails, respond to texts, etc.).
- Speak clearly.
- Use the chatbox to ask questions, post comments, etc.
- Be proactive. Jump into conversations, pose questions, offer ideas, ask for clarifications, etc.
- Listen to other participants. Try not to dominate the conversation and allow a little extra wait time due to the virtual barrier.
- Ask for clarity on any tasks assigned to you.

After the PLC

- Be sure to follow up with any action items assigned to you.

Tips for Facilitating Virtual PLCs

Before the PLC

- Update and familiarize yourself with all collaboration tools/software, links, and resources you will use for the virtual meeting.
- Ensure your participants have access to the online meeting collaboration tools/software you are using and have been instructed on how to use it.
- Share any important documents/links participants will need (e.g. agenda, expectations)
- Test your technology, tools and set-ups (e.g. sound, visual equipment, slides)
- Choose the right location. Avoid places that will lead to visual or auditory distractions.

During the PLC

- Set a clear purpose and goal.
- Be present, listen carefully, and maintain awareness. Remote facilitators must pay even more attention and be proactive in handling issues before and when they arise than in a face to face setting.
- Check for participant understanding throughout the meeting.
- Agree on follow-up actions and reiterate key takeaways.
- Consider recording the session or assigning a notetaker to jot down key ideas throughout the meeting that can be shared with the group or other stakeholders.

After the PLC

- Share key ideas and next steps with the group in an email or shared document.
- Ask for feedback.

PLC Norms for ABC ELEMENTARY

(face to face)

1. Begin and end meetings on time.
2. Maintain a positive attitude and use time wisely.
3. Listen and speak to all group members respectfully.
4. Be mindful of confidentiality when discussing students.
5. Contribute equally and discuss concerns with the group candidly.
6. Fully support each other's efforts to improve student and teacher learning.

Review the group norms as a reminder as needed

Considerations when developing PLC norms with you team

Time

- When do we meet?
- Will we set a beginning and ending time?
- Will we start and end on time?

Listening

- How will we encourage listening?
- How will we discourage interrupting?

Confidentiality

- Will the meetings be open?
- Will what we say in the meeting be held in confidence?
- What can be said after the meeting?

Decision Making

- How will we make decisions?
- Are we an advisory or a decision-making body?
- Will we reach decisions by consensus?
- How will we deal with conflicts?

Participation

- How will we encourage everyone's participation?
- Will we have an attendance policy?

Expectations

- What do we expect from members?
- Are there requirements for participation?