Appendix A

PLC - Beginning of Year Checklist
Cascade School

❏ **Norms:** Establish norms for your group meetings. Make sure to include planned responses for violations of each norm. Please use the Cascade Norms Template.

❏ **Meeting Schedule:** Decide which period and day of the week your team will meet this year. Share this information with Mitch.

❏ **Grading/Reporting:** Since our report card will include grades for all categories, discuss and reach agreement on the categories your team will use. See our Reporting & Grading Guidelines for more details.

❏ **Power Standards:** Review your Power Standards for the first quarter, ensuring agreement on the standards and sequence. Evaluate all Power Standards for:
   a. Endurance (value in life)
   b. Leverage (value in other disciplines)
   c. Readiness for the Next Level (preparation for future instruction)
Also, be sure to evaluate each essential outcome to decide whether it is absolutely necessary or just nice-to-know.

❏ **Common Assessments:** Plan your first common assessment and decide on a three day window for administration. Use our new assessment evaluation tool to analyze your assessment.

❏ **PLC Self Evaluation Data:** Brad will provide your team with results from last spring's PLC self evaluation. Review these results, celebrate successes, and set a goal.

❏ **SMART Goals:** Begin thinking about your team's SMART Goals for the year. One should be based on student data and the second on one of Charlotte Danielson's 22 components. Here is a sample SMART Goal to help get you started.

❏ **Initial Conference:** Look at your collaboration calendar and pick a date for an initial conference with your supervising principal. Here are the district evaluation documents.

❏ **District Assessments:** (for 8th grade Math, English, and Wellness only) Identify assessments for the District Assessment System and work with Tom Sachse to validate those assessments sometime during the year. Keep Mitch posted on that progress.