



Telephone: (302)697-3207

FAX: (302)697-4963

W. B. SIMPSON ELEMENTARY SCHOOL

5 Old North Road, Wyoming, Delaware

TO: Simpson Faculty and Staff
 FROM: Michael Kijowski & Jason Payne
 DATE: August 31, 2011
 SUBJECT: PLC Logistics

As part of our transition into formal PLC meetings, homeroom teachers will have six planning periods a week. This will begin on September 6, 2011. As previously discussed, teachers will participate in a formal PLC meeting twice a week during their 50 minute planning periods. One PLC meeting will occur every Wednesday during the regularly scheduled planning period. Below is a table showing these times:

Grade Level	Time	Participants			
3 rd Grade	8:40 AM – 9:30 AM	Mr. Shockley Mrs. Kelly	Mrs. Pires Ms. Walls	Mr. Spero Mr. Marchioni	
2 nd Grade	9:30 AM – 10:20 AM	Dr. Smith Mr. Kraus	Ms. Miclette Ms. McDermott	Mrs. Mares Ms. Murray	
5 th Grade	11:10 AM – 12:00 PM	Ms. Roberson Mr. Bonner	Mrs. Ganc Ms. Melvin	Mrs. Killen Mrs. Gordon	
4 th Grade	12:30 PM – 1:20 PM	Mrs. DeLong Mr. Tracy	Mrs. Tinsley Mrs. Herrera	Mr. Spero Mrs. Killen	Mr. Simons
1 st Grade	1:20 PM – 2:10 PM	Ms. Krugh Mrs. Marshall	Mrs. Childers Ms. Cairns		
Related Arts	2:10 PM – 3:15 PM	Mr. Kenny Mrs. Stewart	Mrs. Mason Mrs. Wissman	Mrs. Allen Mr. Fennemore	

The Delaware Department of Education is providing each school district with “data coaches” to assist in implementing the PLC process. In order to accommodate the data coach, the Wednesday PLC meetings need to have more of a data analysis focus. Therefore, we need to have the data analysis portion of the PLC meetings at a set day and time for all grade levels. Below is a chart highlighting the Wednesday PLC meetings and topics through the end of December.

Cycle	Date	Topic	Facilitators
1	September 21, 2011	Examining the Attendance Data	Jason Payne & Trish Alexander
2	September 28, 2011	Technology Debriefing	Jason Payne & Tobi Paige
3	October 5, 2011	Examining the Math RtI Progress Monitoring Data (Eric Shane’s DPP Project)	Mike Kijowski & Eric Shane
4	October 12, 2011	Examining the Behavior Data	Jason Payne & Tawanda Morgan
5	October 19, 2011	Analyzing the Common Reading Assessment Data Developed from the Floating PLC Meetings. Determine areas for reteaching.	Mike Kijowski & Tobi Paige
6	October 26, 2011	Examining the Reading RtI Progress Monitoring Data	Mike Kijowski & Cherie Bergold

Cycle	Date	Topic	Facilitator
1	November 2, 2011	Examining the Attendance Data	Jason Payne & Trish Alexander
2	November 9, 2011	Technology Debriefing	Jason Payne & Tobi Paige
3	November 16, 2011	Examining the Math RtI Progress Monitoring Data (Eric Shane's DPP Project)	Mike Kijowski & Eric Shane
4	November 30, 2011	Examining the Behavior Data	Jason Payne & Tawanda Morgan
5	December 7, 2011	Analyzing the Common Reading Assessment Data Developed from the Floating PLC Meetings. Determine areas for reteaching.	Mike Kijowski & Tobi Paige
6	December 14, 2011	Examining the Reading RtI Progress Monitoring Data	Mike Kijowski & Cherie Bergold

The second weekly PLC meeting will occur during the 10:20 AM – 11:10 AM block of time. This will not be a set day per grade level but a rotating schedule. A rotating schedule is more equitable and consistent for work production. Below is a table showing the scheduled PLC meetings by grade during the 10:20 AM – 11:10 AM block of time through the end of December.

September 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 School Closed for Labor Day	6 Grade 1 Art = Krugh P.E. = Marshall Life Skills = Open Library = Cairns Music = Childers	7 Grade 2 Art = McDermott & Smith P.E. = Mares & Smith Life Skills = Kraus & Smith Library = Murray Music = Miclette & Smith	8 Grade 3 Art = Pires P.E. = Kelly Life Skills = Walls Library = Marchioni Music = Shockley	9 Grade 4 Art = Herrera P.E. = DeLong Life Skills = Tinsley Library = Simons Music = Tracy
12 Grade 5 Art = Bonner P.E. = Ganc Life Skills = Roberson Library = Gordon Music = Melvin	13 Grade 1 Art = Childers P.E. = Krugh Life Skills = Marshall Library = Open Music = Cairns	14 Grade 2 Art = Miclette & Smith P.E. = McDermott & Smith Life Skills = Mares & Smith Library = Kraus & Smith Music = Murray	15 Grade 3 Art = Shockley P.E. = Pires Life Skills = Kelly Library = Walls Music = Marchioni	16 Grade 4 Art = Tracy P.E. = Herrera Life Skills = DeLong Library = Tinsley Music = Simons
19 School Closed for Teacher In-service Day	20 Grade 5 Art = Melvin P.E. = Bonner Life Skills = Ganc Library = Roberson Music = Gordon	21 Grade 1 Art = Cairns P.E. = Childers Life Skills = Krugh Library = Marshall Music = Open	22 Grade 2 Art = Murray P.E. = Miclette & Smith Life Skills = McDermott & Smith Library = Mares & Smith Music = Kraus & Smith	23 Grade 3 Art = Marchioni P.E. = Shockley Life Skills = Pires Library = Kelly Music = Walls
26 Grade 4 Art = Simons P.E. = Tracy Life Skills = Herrera Library = DeLong Music = Tinsley	27 Grade 5 Art = Gordon P.E. = Melvin Life Skills = Bonner Library = Ganc Music = Roberson	28 Grade 1 Art = Open P.E. = Cairns Life Skills = Childers Library = Krugh Music = Marshall	29 Grade 2 Art = Kraus & Smith P.E. = Murray Life Skills = Miclette & Smith Library = McDermott & Smith Music = Mares & Smith	30 Grade 3 Art = Walls P.E. = Marchioni Life Skills = Shockley Library = Pires Music = Kelly

October 2011

Monday	Tuesday	Wednesday	Thursday	Friday
3 Grade 4	4 Grade 5	5 Grade 1	6 Grade 2	7 Grade 3
Art = Tinsley P.E. = Simons Life Skills = Tracy Library = Herrera Music = DeLong	Art = Roberson P.E. = Gordon Life Skills = Melvin Library = Bonner Music = Ganc	Art = Marshall P.E. = Open Life Skills = Cairns Library = Childers Music = Krugh	Art = Mares & Smith P.E. = Kraus & Smith Life Skills = Murray Library = Miclette & Smith Music = McDermott & Smith	Art = Kelly P.E. = Walls Life Skills = Marchioni Library = Shockley Music = Pires
10 School Closed for Columbus Day	11 Grade 4	12 Grade 5	13 Grade 1	14 Grade 2
	Art = DeLong P.E. = Tinsley Life Skills = Simons Library = Tracy Music = Herrera	Art = Ganc P.E. = Roberson Life Skills = Gordon Library = Melvin Music = Bonner	Art = Krugh P.E. = Marshall Life Skills = Open Library = Cairns Music = Childers	Art = McDermott & Smith P.E. = Mares & Smith Life Skills = Kraus & Smith Library = Murray Music = Miclette & Smith
17 Grade 3	18 Grade 4	19 Grade 5	20 Grade 1	21 Grade 2
Art = Pires P.E. = Kelly Life Skills = Walls Library = Marchioni Music = Shockley	Art = Herrera P.E. = DeLong Life Skills = Tinsley Library = Simons Music = Tracy	Art = Bonner P.E. = Ganc Life Skills = Roberson Library = Gordon Music = Melvin	Art = Childers P.E. = Krugh Life Skills = Marshall Library = Open Music = Cairns	Art = Miclette & Smith P.E. = McDermott & Smith Life Skills = Mares & Smith Library = Kraus & Smith Music = Murray
24 Grade 3	25 Grade 4	26 Grade 5	27 Grade 1	28 School Closed for Teacher In-service Day
Art = Shockley P.E. = Pires Life Skills = Kelly Library = Walls Music = Marchioni	Art = Tracy P.E. = Herrera Life Skills = DeLong Library = Tinsley Music = Simons	Art = Melvin P.E. = Bonner Life Skills = Ganc Library = Roberson Music = Gordon	Art = Cairns P.E. = Childers Life Skills = Krugh Library = Marshall Music = Open	
31 Grade 2				
Art = Murray P.E. = Miclette & Smith Life Skills = McDermott & Smith Library = Mares & Smith Music = Kraus & Smith				

November 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Grade 3 Art = Marchioni P.E. = Shockley Life Skills = Pires Library = Kelly Music = Walls	2 Grade 4 Art = Simons P.E. = Tracy Life Skills = Herrera Library = DeLong Music = Tinsley	3 Grade 5 Art = Gordon P.E. = Melvin Life Skills = Bonner Library = Ganc Music = Roberson	4 Grade 1 Art = Open P.E. = Cairns Life Skills = Childers Library = Krugh Music = Marshall
7 Grade 2 Art = Kraus & Smith P.E. = Murray Life Skills = Miclette & Smith Library = McDermott & Smith Music = Mares & Smith	8 Grade 3 Art = Walls P.E. = Marchioni Life Skills = Shockley Library = Pires Music = Kelly	9 Grade 4 Art = Tinsley P.E. = Simons Life Skills = Tracy Library = Herrera Music = DeLong	10 Grade 5 Art = Roberson P.E. = Gordon Life Skills = Melvin Library = Bonner Music = Ganc	11 School Closed for Veterans Day
14 Grade 1 Art = Marshall P.E. = Open Life Skills = Cairns Library = Childers Music = Krugh	15 Grade 2 Art = Mares & Smith P.E. = Kraus & Smith Life Skills = Murray Library = Miclette & Smith Music = McDermott & Smith	16 Grade 3 Art = Kelly P.E. = Walls Life Skills = Marchioni Library = Shockley Music = Pires	17 Grade 4 Art = DeLong P.E. = Tinsley Life Skills = Simons Library = Tracy Music = Herrera	18 Grade 5 Art = Ganc P.E. = Roberson Life Skills = Gordon Library = Melvin Music = Bonner
21 Grade 1 Art = Krugh P.E. = Marshall Life Skills = Open Library = Cairns Music = Childers	22 Grade 2 Art = McDermott & Smith P.E. = Mares & Smith Life Skills = Kraus & Smith Library = Murray Music = Miclette & Smith	23 School Closed for Thanksgiving Vacation	24 School Closed for Thanksgiving Vacation	25 School Closed for Thanksgiving Vacation
28 Grade 3 Art = Pires P.E. = Kelly Life Skills = Walls Library = Marchioni Music = Shockley	29 Grade 4 Art = Herrera P.E. = DeLong Life Skills = Tinsley Library = Simons Music = Tracy	30 Grade 5 Art = Bonner P.E. = Ganc Life Skills = Roberson Library = Gordon Music = Melvin		

December 2011

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Grade 1 Art = Childers P.E. = Krugh Life Skills = Marshall Library = Open Music = Cairns	2 Grade 2 Art = Miclette & Smith P.E. = McDermott & Smith Life Skills = Mares & Smith Library = Kraus & Smith Music = Murray
5 Grade 3 Art = Shockley P.E. = Pires Life Skills = Kelly Library = Walls Music = Marchioni	6 Grade 4 Art = Tracy P.E. = Herrera Life Skills = DeLong Library = Tinsley Music = Simons	7 Grade 5 Art = Melvin P.E. = Bonner Life Skills = Ganc Library = Roberson Music = Gordon	8 Grade 1 Art = Cairns P.E. = Childers Life Skills = Krugh Library = Marshall Music = Open	9 Grade 2 Art = Murray P.E. = Miclette & Smith Life Skills = McDermott & Smith Library = Mares & Smith Music = Kraus & Smith
12 Grade 3 Art = Marchioni P.E. = Shockley Life Skills = Pires Library = Kelly Music = Walls	13 Grade 4 Art = Simons P.E. = Tracy Life Skills = Herrera Library = DeLong Music = Tinsley	14 Grade 5 Art = Gordon P.E. = Melvin Life Skills = Bonner Library = Ganc Music = Roberson	15 Grade 1 Art = Open P.E. = Cairns Life Skills = Childers Library = Krugh Music = Marshall	16 Grade 2 Art = Kraus & Smith P.E. = Murray Life Skills = Miclette & Smith Library = McDermott & Smith Music = Mares & Smith
19 Grade 3 Art = Walls P.E. = Marchioni Life Skills = Shockley Library = Pires Music = Kelly	20 Grade 4 Art = Tinsley P.E. = Simons Life Skills = Tracy Library = Herrera Music = DeLong	21 Grade 5 Art = Roberson P.E. = Gordon Life Skills = Melvin Library = Bonner Music = Ganc	22 Grade 1 Art = Marshall P.E. = Open Life Skills = Cairns Library = Childers Music = Krugh	23 School Closed for Winter Vacation
26 School Closed for Winter Vacation	27 School Closed for Winter Vacation	28 School Closed for Winter Vacation	29 School Closed for Winter Vacation	30 School Closed for Winter Vacation

For 10:20 AM to 11:10 AM PLC block, we will be using PLC model highlighted in the book On Common Ground by Rick DuFour. Below is a table displaying the topics for the second weekly PLC meeting to occur through the month of December:

Cycle	Week of	Topic
1	September 19 – 23, 2011	Examining the Delaware Standards for the Reading Content to be Taught
2	September 26 – 30, 2011	Setting SMART Goals for the PLC Cycle.
3	October 3 – 7, 2011	Developing a Common Reading Assessment for the Content to be Taught
4	October 10 – 14, 2011	Revising the Common Reading Assessment for the Content to be Taught
5	October 17 – 21, 2011	Collaboratively Scoring the Common Reading Assessment for the Content that was Taught. Determine areas for reteaching.
6	October 24 – 28, 2011	Report on success of reteaching. Evaluate SMART Goal from the PLC Cycle.

Cycle	Week of	Topic
1	October 30 – November 4, 2011	Examining the Delaware Standards for the Reading Content to be Taught
2	November 7 – 11, 2011	Setting SMART Goals for the PLC Cycle.
3	November 14 – 18, 2011	Developing a Common Reading Assessment for the Content to be Taught
4	November 28 – December 2, 2011	Revising the Common Reading Assessment for the Content to be Taught
5	December 5 – 9, 2011	Collaboratively Scoring the Common Reading Assessment for the Content that was Taught. Determine areas for reteaching.
6	December 12 – 16, 2011	Report on success of reteaching. Evaluate SMART Goal from the PLC Cycle.

Although the official PLC cycle will not begin until the week of September 19th, we will begin with our two weekly meetings after Labor Day. Below is a chart displaying the weekly topics to be discussed:

Topics for PLC Meetings During the Weeks of September 5 – 9, 2011		
Date(s)	PLC Time	Topic
Grade 1 – September 6 th Grade 2 – September 7 th Grade 3 – September 8 th Grade 4 – September 9 th Grade 5 – September 9 th	10:20 AM – 11:10 AM for Grades 1 – 4. 11:10 AM – 12:00 PM for Grade 5	Meeting the Needs of Our Brightest Students – Teachers will brainstorm ideas for activities and programs to challenge our brightest students. We will explore the available resources that can be used to support classroom instruction and enrichment for the above grade level students. Finally, the grade levels will determine a working definition for a “gifted student”.
Wednesday, September 7, 2011	Grade 1 – 1:20 PM Grade 2 – 9:30 AM Grade 3 – 8:40 AM Grade 4 – 12:30 PM Grade 5 – 11:10 AM	Introduction of the Simpson Attendance Policy and the Streamlining of Homework Practices – Last Year, Jason Payne spearheaded two committees to examine attendance and homework. The purpose was to clarify existing attendance practices and streamline homework practices across the grade levels. Teachers will become familiar with the results and new procedures being implemented for the 2011-2011 school year. This will help us to prepare for the attendance data analysis to occur during the regularly scheduled PLC meetings.

Topics for PLC Meetings During the Weeks of September 12 – 16, 2011

Date(s)	PLC Time	Topic
Grade 5 – September 12 th Grade 1 – September 13 th Grade 2 – September 14 th Grade 3 – September 15 th Grade 4 – September 16 th	10:20 AM – 11:10 AM for Grades 1 – 5	Preparing for the Behavior Data Analysis – Teachers will become familiar with the PBS Minor/Major Matrix. There will be a peer review of the code of conduct. Finally, the leveled tiers of the PBS Target Team will be discussed.
Wednesday, September 14, 2011	Grade 1 – 1:20 PM Grade 2 – 9:30 AM Grade 3 – 8:40 AM Grade 4 – 12:30 PM Grade 5 – 11:10 AM	Selecting of Students for Reading Intervention – Using the Spring 2011 DCAS scores (grades 3-5) and the Fall 2011 DIBELS (grades 1-5), teachers will meet in the Title 1 Room to sort students into Tier 2 & 3 Interventions. Reading pullout will begin on Monday, September 19, 2011.

Finally, our related arts teachers deserve a huge thank you. In an order to support the loss of instructional time for the extra planning period, the related arts team has agreed to focus on the following topics during the 10:20 AM to 11:10 AM PLC block. Their instruction heavily supports reading instruction, increasing physical activity, and our PBS program. Below is a chart detailing what the related arts team will focus on during the extra planning period for PLC time.

Teacher	Related Arts Subject	Topic Taught During the PLC Block
Michael Kenny	Art	Vocabulary Development
Windsor Allen	Music	Poetry and Patterns
Jane Stewart	Library Science	Integrated Read Aloud Program
Rochelle Mason	Guidance Counselor/Social Worker	Correlating the Monthly PBS Character Trait
Jim Fennemore	Physical Education	Intramurals

As we begin the PLC journey, please remember that it is truly a journey. There will be bumps in the road and barriers to overcome. As we learned in the summer book club, the PLC framework is a powerful tool to increase student learning and teacher efficacy. Thank you for your commitment to the PLC process. Together, we are going to accomplish great things for kids.