

**PROFESSIONAL LEARNING TEAM REPORT**

School Year: 2015-2016

**PLT Title**

**Lions Team, Grade 6, Communication System: Electronic Structure**

**Blurb for PLT Conference Brochure**

Our Grade 6, four person team, created an electronic structure to improve the communication between the four core teachers and with the foreign language, reading, unified arts and special education teachers. The structure has helped us to track the progress and needs of our large team (115 students) in a large school, despite a rigid schedule with limited or no meeting time.

**Contact Information (Write \* next to facilitator's name.)**

Name	School	Grade Level or Subject
Karl Mitchell	Chenery	Math, Grade 6
Andy MacAulay	Chenery	Science, Grade 6
Allie Ruane	Chenery	Social Studies, Grade 6
*Laura Tracey	Chenery	ELA, Grade 6

**PLT SMART Goal**

We will create and implement a system in order to monitor and document the academic and social and emotional growth of our diverse population of students. We aim to improve communication within our team and with the professionals who work with these students.

**This PLT Goal is also**

- X A Professional Practice Goal
- \_\_ A Student Learning Goal
- \_\_ Neither

**Key Actions**

1. Create and electronic system in Google Drive including: electronic student folders, meeting Spreadsheets/agendas, team-time lesson plans, student pictures, special education documents, and ELL documents.
2. Add to folders and meeting agendas weekly.

3. Periodically review and discuss folders; note especially students who have not been discussed.
4. Create and use a system for regularly communicating academic and SEL concerns with UA and other professionals.
5. Survey specialists to gather feedback and suggestions for the system.
6. Using survey results, improve communication system that we use with UA and other professionals.

### Findings

- We began compiling notes for conferences; this helped streamline our discussions with parents and families
- We hit our goal of two notes for every student
- We felt that we were able to get to know **every** student on our team; no students seem to have “fallen through” as in past years
- We were quicker to recognize when students were having difficulties and were able to respond effectively
  - We made action steps in our meeting agendas and followed up; we were held accountable!
- UA, Foreign Language, Reading, and ELL teachers see the potential usefulness of this system
  - Would use it frequently
  - Would like to add to it
  - Could be a part of Behavior Plan

### Recommendations / Next Steps

- Continue to use the system next year
- Find a more effective, useful way of sharing the information with other teachers. We don't want to overwhelm ourselves or them; we are eager for the contribution of specialist teachers
- This could mean creating and using a “grid” or “coversheet” for each electronic folder or “table of contents” grid. The grid could include hyperlinks to important documents
- Expand the program to other grade 6 teams so that specialists, ultimately, could get one electronic file with subfolders for each grade 6 student
- Explore the new replacement for Edline...might it have potential for alerting specialists when we add to the folders? Is there a way to send a digest, a summary, once each week of additions to the folders?
- Explore a system for rotating team responsibility for creating agendas.
- Is there a way to include student grades/work samples in the files that wouldn't be too hard?