**Basic Communication Skills PLC Minutes**

**August 29, 2013 1:00 - 4:00 pm**

**Division Library**

**Present**

Michelle Dullea, our facilitator, Robert Farrell, and Erica Dibello-Hitta

**Opening Remarks**

Michelle Dullea welcomed everyone and went over the PLC objectives. General discussion ensued.

Robert talked about his class and Erica mentioned that ESL 4 and BCS classes cover basically the same grammar.

**PLC Objectives:**

* Overview of PLC
* Review Norms
* Discuss TOTs & DLTs, Common Core Performance Tasks

**Overview of PLC**

Michelle discussed Learning Outcomes. They will be embedded in Professional Development.  This year PLCs will focus on Professional Development for more student engagement and retention.

This semester we will use one of the TPT techniques and see whether the students react positively.

New administration’s vision: use TPT strategies, gather data, ensure student success, and increase enrollment.  It's aligned with WASC. We’re looking to have evidence of the above occurring.

Those present expressed valid concerns:

1. We can't reach consensus with only 3 people in attendance. 3 people do not constitute a community.
2. How can we get more participation? Can we imbed the PLC time into our schedule.

**Outline of BCS PLC Norms**

* Everyone agrees to be respectful.
* Full participation.
* No monopolizing of the conversation.
* Off-the-record comments will be respected.

**Understanding of TPT**

We discussed the Back to School meeting and TPTs. Today we focused on Thumbs Up and Hold Up We will try out these techniques and share out next at the next PLC. These techniques are easy to implement, enriching for the classroom, and important to the student. We chose them because they are not hard to implement with small numbers or in small classrooms.

Teachers will need to ask for sheet protectors, dry erasers, and tissues to clean the sheet protectors.

**Crafting a DLT**

Michelle stated that DLTs must be relevant and meaningful to the students.  She suggested we may want to share writing a DLT for each day on the pacing guide. No definite action was taken.

**Performance Tasks**

Erica gave an overview of the two Performance Tasks and presented the first Performance Task in more detail.   Robert made the observation that evening teachers will need to tweak the second performance task. Night time students may not have time to contact their representatives.

**Actionable Items**

* Erica asked that the Longman writing book be scanned.
* A workshop on note-taking was discussed.
* Michelle will email the first PT to everyone and encourage them to contact Erica with questions.  Feedback is appreciated.

**Next Meeting Date:** October 3, 2014 from 1-4 pm at the Division Library

Respectfully submitted by Erica Dibello-Hitta