

Western High School

Literacy Team/PLC Facilitator Release Day

Agenda | September 2, 2026

8:00 – 8:05 a.m. | Welcome and Opening Remarks

8:05 – 8:15 a.m. | Warm-Up Discussion

8:15 – 8:30 a.m. | Review the CERP and Western High School's Literacy Plan

8:30 – 8:40 a.m. | Walkthrough Preparation

Review the walkthrough tool, literacy plan “look-fors,” and department-specific “look-fors.”

8:40 – 9:40 a.m. | Instructional Walkthroughs

9:50 – 10:05 a.m. | Walkthrough Debrief

What major trends did you observe? How can PLC collaboration strengthen the practices you observed? Was the literacy plan in place?

10:05 – 10:35 a.m. | Components of an Effective PLC

Identify the essential components of an effective PLC. What should an effective PLC look like and sound like?

10:35 – 11:00 a.m. | Effective PLC Video and Reflection

How does the example compare with your PLC? What is aligned, and what opportunities for improvement remain?

11:00 – 11:40 a.m. | Lunch provided

11:40 a.m. – 12:20 p.m. | PLC Framework Development

Establish the shared protocols and processes that PLCs will use consistently.

12:30 – 1:15 p.m. | Deliverable: Common PLC Agenda

Develop a consistent agenda format to guide PLC meetings and document next steps.

1:15 – 1:30 p.m. | Data-Driven PLC Discussions

How is data used in your PLC? How does it drive discussion, action, and follow-up?

1:30 – 2:10 p.m. | Low 30% Data Analysis and Action Planning

Analyze Low 30% data, identify targeted strategies, and prepare ideas to bring back to each PLC.

2:10 p.m. | Exit Ticket and Closing Discussion

Revisit the essential question: How do PLCs impact instruction and student outcomes? Identify one way you will improve your PLC's practices?