

## **Worksheet for Charge Statement—Professional Learning Teams**

1. **Purpose/Objectives**—*The reason the group is forming...What the group is to accomplish.*
  
2. **Level of Authority**—*The extent to which the group can make and/or implement decisions without approval of others.*
  
3. **Communication Linkages**—*Who will need to be kept informed, in what form, and how often.*
  
4. **Time Requirement**—*Expectations for amount of meeting time.*
  
5. **Resources Available**—*Money, time, and materials for the group to use with or without prior approval.*
  
6. **Membership Requirements**—*Who needs to participate, how will membership in groups be decided.*
  
7. **Accountability/Expectations:** *Results, Impact, Accomplishments.*

## Sample Charge Statement—Professional Learning Community

1. **Purpose/Objectives**—*The reason the group is forming...What the group is to accomplish.*

**Examples:**

- To help each other implement the new mathematics curriculum with high-quality
- To support each other's use of differentiated instruction
- To provide feedback on classroom use of DEBLS
- To learn about appropriate accommodations for special education students through participation

2. **Level of Authority**—*The extent to which the group can make and/or implement decisions without approval of others.*

**Examples:**

- Groups have complete authority to decide and act.
- Group has complete authority to decide and act but must inform the principal.
- Group has authority to act only with prior approval of principal.
- Group has authority to act unless there is a schedule or budget expenditure beyond their group's budget allocation.

3. **Communication Linkages**—*Who will need to be kept informed, in what form, and how often.*

**Examples:**

- Verbal report at staff meetings
- Complete Group Learning Log after each meeting and submit to Department Chair
- Each individual files Learning Log after each meeting in their PD portfolio.

4. **Time Requirement**—*Expectations for amount of meeting time.*

**Examples:**

- Group activities occur every other week for 1 hour.
- Group meets at every Wednesday afternoon during early release.
- Group meets 2.5 hours each month on a schedule of their choice.

5. **Resources Available**—*Money, time, and materials for the group to use with or without prior approval.*

**Examples:**

- Each PLC receives a \$250 line item in the budget to support their work.
- Each PLC has access to school's PD budget to purchase materials or attend training.
- Each team has 2 substitute days per team member to support peer observation and feedback activities.

6. **Membership Requirements**—*Who needs to participate, how will membership in groups be decided*

**Examples:**

- PD committee decides on PLC group membership.
- PLC membership is based on grade level assignment.
- PLC membership is based on goals of Individual PD Plan

7. **Accountability/Expectations: Results, Impact, Accomplishments of PLC**

**Examples:**

- PLC will create a SMART goal and report in June on accomplishments
- PLC will write a report on accomplishments and results twice a year.
- PLC will present their results at a staff meeting at least once a year.
- PLC will prepare a video blog about their results.