

Appendix J: Professional Learning Community (PLC) Facilitator Implementation Checklist

Please respond to the questions on this checklist after each PLC session. The research team will protect the confidentiality of all information collected for the study and will use it for research purposes only. Only the evaluation team members with training in how to deal with sensitive and confidential data will be allowed access. None of your responses will be individually attributed to you or your school or district and will be used for statistical purposes only. You may opt out from responding to a question or the entire measure at any time with no consequences.

Note: Each Professional Learning Community (PLC) facilitator will receive the questions associated with the PLC session they have just facilitated via a virtually administered form. “PLC 0” is associated with the form that the facilitator will receive two weeks before the first PLC. We will use the PLC dates that the PLC facilitator provides in the “PLC 0” form to automate the timing of the emailed nudge and link to complete the forms associated with PLC sessions 1–9. The names of the PLC participants will auto-fill for forms associated with PLC sessions 1–9 so that the PLC facilitator can mark attendance efficiently.

PLC session 0 (To be administered two weeks prior to the first PLC)				
1. Date: [Date will be selected via a calendar option]				
2. Complete the checklist below. Indicate whether you received the support materials to facilitate the PLC. <ul style="list-style-type: none"> Yes: I received the materials. No: I did not receive the materials. I don't know: I am not sure if I received the materials. <p style="margin-left: 40px;">In the Note column, provide any additional information regarding the item.</p>				
	Yes	No	I don't know	Note
a. PLC Facilitation Guide and related materials (such as the PLC agendas, step-by-step directions, slide templates, resources)				
b. School-level implementation supports (such as the checklist for school and district leaders, school leader's walk-through tool, toolkit resource roundup, manuals for using the toolkit)				
3. Please list your PLC participant roster. List each participant's first name, last name, and title or role at your school/district.				
First name	Last name		Role/Title	

4. Please provide the scheduled dates for PLC sessions 1–9.		
PLC session #	Date	
1	[Date will be selected via a calendar option]	
2	[Date will be selected via a calendar option]	
3	[Date will be selected via a calendar option]	
4	[Date will be selected via a calendar option]	
5	[Date will be selected via a calendar option]	
6	[Date will be selected via a calendar option]	
7	[Date will be selected via a calendar option]	
8	[Date will be selected via a calendar option]	
9	[Date will be selected via a calendar option]	

PLC session 1: PLC and fidelity tool introduction				
1. Date: [Date will be selected via a calendar option]				
2. Start time: [Time option with AM/PM drop-down]				
3. End time: [Time option with AM/PM drop-down]				
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session 0 data. Facilitator will click on “present” or “absent” after each attendee’s name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?				
a. Less than ¼ of the meeting time b. Between ¼ and ½ of the meeting time c. Between ½ and ¾ of the meeting time d. More than ¾ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:				
<ul style="list-style-type: none"> Completed: Completed all content/activities related to this item. Partially completed: Completed some, but not all, of the content/activities related to this item. Not started: Did not complete any of the content/activities related to this item. In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Facilitator introduced the function and format of the PLCs, including an overview of the practice guide structure and content.				

b. Facilitator provided time for teachers to add to and discuss the suggested PLC norms for productive PLC sessions.				
c. Facilitator introduced and modeled how to use the teacher fidelity tool.				
d. Facilitator explained the task of completing individual ratings on the teacher fidelity tool (to be completed prior to PLC session 2).				

PLC session 2: Fidelity tool debrief and goal setting				
1. Date: [Date will be selected via a calendar option]				
2. Start time: [Time option with AM/PM drop-down]				
3. End time: [Time option with AM/PM drop-down]				
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on "present" or "absent" after each attendee's name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC? <ul style="list-style-type: none"> a. Less than $\frac{1}{4}$ of the meeting time b. Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time c. Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time d. More than $\frac{3}{4}$ of the meeting time 				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session: <ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the process of completing the fidelity tool.				
b. Facilitator provided time for teachers to set their intentions and engage in a goal-setting activity based on their baseline understanding and implementation of the practice guide recommendations reflected in the fidelity tool.				
c. Teachers reflected on the goal-setting				

activity and discussed their reflections with the rest of the PLC.				
--	--	--	--	--

PLC session 3: Practice guide recommendation 1/Professional development module 1				
1. Date: [Date will be selected via a calendar option]				
2. Start time: [Time option with AM/PM drop-down]				
3. End time: [Time option with AM/PM drop-down]				
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on "present" or "absent" after each attendee's name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?				
a. Less than $\frac{1}{4}$ of the meeting time b. Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time c. Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time d. More than $\frac{3}{4}$ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:				
<ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the professional development module 1 content covered prior to PLC session 3 (multisyllabic word decoding).				
b. Facilitator modeled how to use the multisyllabic word decoding instructional routine.				
c. Teachers practiced an aspect of using the multisyllabic word decoding routine with PLC colleagues.				
d. Teachers reflected on the PLC learning and activities.				
e. Teachers planned for implementation of multisyllabic word decoding with students (to be implemented prior to PLC session 4).				

PLC session 4: Practice guide recommendation 2/Professional development module 1				
1. Date: [Date will be selected via a calendar option]				
2. Start time: [Time option with AM/PM drop-down]				
3. End time: [Time option with AM/PM drop-down]				
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on "present" or "absent" after each attendee's name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?				
a. Less than $\frac{1}{4}$ of the meeting time b. Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time c. Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time d. More than $\frac{3}{4}$ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:				
<ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the implementation of multisyllabic word decoding.				
b. Facilitator modeled how to use fluency-building strategies (professional development module 1).				
c. Teachers practiced an aspect of using fluency-building strategies with PLC colleagues.				
d. Teachers reflected on the PLC learning and activities.				
e. Teachers planned for implementation of fluency-building strategies with students (to be implemented prior to PLC session 5).				

PLC session 5: Practice guide recommendation 3a/Professional development module 2
1. Date: [Date will be selected via a calendar option]

2. Start time: [Time option with AM/PM drop-down]				
3. End time: [Time option with AM/PM drop-down]				
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on “present” or “absent” after each attendee’s name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?				
a. Less than ¼ of the meeting time b. Between ¼ and ½ of the meeting time c. Between ½ and ¾ of the meeting time d. More than ¾ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:				
<ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the implementation of fluency building.				
b. Facilitator modeled use of world and word knowledge-building strategies (professional development module 2 content covered prior to PLC session 5).				
c. Teachers practiced using world and word knowledge-building strategies with PLC colleagues.				
d. Teachers reflected on the PLC learning and activities.				
e. Teachers planned for implementation of world and word knowledge-building strategies with students (to be implemented prior to PLC session 6).				

PLC session 6: Practice guide recommendations 3b and 3c/Professional development module 2
1. Date: [Date will be selected via a calendar option]
2. Start time: [Time option with AM/PM drop-down]
3. End time: [Time option with AM/PM drop-down]

4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on “present” or “absent” after each attendee’s name.]				
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC? a. Less than ¼ of the meeting time b. Between ¼ and ½ of the meeting time c. Between ½ and ¾ of the meeting time d. More than ¾ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session: <ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the implementation of world and word knowledge.				
b. Facilitator modeled the use of comprehension strategies: asking and answering questions & determining the gist (professional development module 2).				
c. Teachers practiced an aspect of comprehension strategies: asking and answering questions & determining the gist with PLC colleagues.				
d. Teachers reflected on the PLC learning and activities.				
e. Teachers planned for implementation of comprehension strategies: asking and answering questions & determining the gist (to be implemented prior to PLC session 7).				

PLC session 7: Practice guide recommendation 3d/Professional development module 2
1. Date: [Date will be selected via a calendar option]
2. Start time: [Time option with AM/PM drop-down]
3. End time: [Time option with AM/PM drop-down]
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on “present” or “absent” after each attendee’s name.]
5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?

a. Less than $\frac{1}{4}$ of the meeting time b. Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time c. Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time d. More than $\frac{3}{4}$ of the meeting time				
6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session: <ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the implementation of comprehension strategies: asking and answering questions & determining the gist.				
b. Facilitator modeled the use of the strategies: monitoring comprehension and making sense of stretch text.				
c. Teachers practiced an aspect of monitoring comprehension strategies and making sense of stretch text with PLC colleagues.				
d. Teachers reflected on the PLC learning and activities.				
e. Teachers planned for implementation of monitoring comprehension strategies and making sense of stretch texts (to be implemented prior to PLC session 8).				

PLC session 8: Revisiting the fidelity tool
1. Date: [Date will be selected via a calendar option]
2. Start time: [Time option with AM/PM drop-down]
3. End time: [Time option with AM/PM drop-down]
4. Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on "present" or "absent" after each attendee's name.]

<p>5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?</p> <p>a. Less than $\frac{1}{4}$ of the meeting time</p> <p>b. Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time</p> <p>c. Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time</p> <p>d. More than $\frac{3}{4}$ of the meeting time</p>				
<p>6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:</p> <ul style="list-style-type: none"> • Completed: Completed all content/activities related to this item. • Partially completed: Completed some, but not all, of the content/activities related to this item. • Not started: Did not complete any of the content/activities related to this item. • In the Note column, provide any additional information regarding the completion of the item. 				
	Completed	Partially completed	Not started	Note
a. Teachers debriefed the implementation of monitoring comprehension and making sense of stretch text.				
b. Teachers revisited the fidelity tool, reflecting on its use and the learning surrounding it.				
c. Teachers reflected on PLC session 8 learning and activities.				
d. Facilitator introduced the purpose of the final PLC (PLC session 9), which will be to review all toolkit content and engage in action planning for the following year.				

PLC session 9: Reviewing all toolkit content/Action planning for the following year	
1.	Date: [Date will be selected via a calendar option]
2.	Start time: [Time option with AM/PM drop-down]
3.	End time: [Time option with AM/PM drop-down]
4.	Attendance: [List of potential PLC attendees will be prepopulated, based on PLC session data. Facilitator will click on “present” or “absent” after each attendee’s name.]

5. What percentage of time did you spend on toolkit-related conversations and activities during this PLC?

- Less than $\frac{1}{4}$ of the meeting time
- Between $\frac{1}{4}$ and $\frac{1}{2}$ of the meeting time
- Between $\frac{1}{2}$ and $\frac{3}{4}$ of the meeting time
- More than $\frac{3}{4}$ of the meeting time

6. Complete the checklist below at the end of the PLC session. Indicate the extent to which each of the following activities was completed during the session:

- Completed:** Completed all content/activities related to this item.
- Partially completed:** Completed some, but not all, of the content/activities related to this item.
- Not started:** Did not complete any of the content/activities related to this item.
- In the **Note** column, provide any additional information regarding the completion of the item.

	Completed	Partially completed	Not started	Note
a. Teachers debriefed the overall experience of learning the professional development module content about the practice guide and using the associated teacher fidelity tool.				
b. Teachers debriefed the overall experience of the PLC sessions.				
c. Teachers engaged in action planning for continued toolkit implementation the following year.				