Dear ACES PLC Participant,

Thank you for participating in our first ACES PLC meeting. I hope you found your time with colleagues to be as valuable an experience as I did.

PLC Meeting TWO will be *\_\_Date\_\_* at *Time\_* at *\_Location\_.* The agenda is on page 20 of the *PLC 1 Participant Workbook*.

Before this meeting, be sure to complete the two outside tasks we discussed at our last meeting:

* **Outside Task #1:** Observe at least one of your students (from the original 3 observed in Pre-Task #1) and note the TIF skills/sub skills from your category of focus that this student already demonstrates on the observation handout (p. 11) as well as those he/she needs to develop. Be prepared to share these observations in meeting 2.
* **Outside Task #2:** TIF a lesson, learner plan, or classroom materials using the ACES process (Assess, Complement, Evaluate, Study & Reflect) and the *TIF-ed Lesson: Try it Out!* grid (p. 18). Try out this lesson (or materials) with your students. After trying out the lesson, jot down notes on the grid evaluating how you felt the lesson went. Be prepared to share this experience at meeting 2.

Thank you ahead of time for your commitment to applying the strategies from our PLC. I look forward to sharing our experiences and learning together in PLC Meeting TWO.

Thanks,

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