Dear ACES PLC II Participants,

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\_.* Please see the agenda in your participant workbook p. 18.

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

* **Outside Task #1:** TIF-ing a Lesson: Try It Out!: Deliver the TIF-ed lesson you began planning in meeting ONE and share a summary of the lesson, your evaluation and your study &reflection of the lesson at Meeting TWO.
* **Outside Task #2:** Evaluate and tweak, as necessary, your instructional planning tool (IPT). Share at Meeting TWO.
* **Outside Task #3:** Preview/review Learning Strategies (LS) category (TIF @ a Glance pp. 3-4). Choose lesson materials into which you can integrate LS skills AND that you plan to use within 2 weeks following PLC meeting TWO. Bring these materials to Meeting TWO to work on during our collaborative work time.

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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