



Ingredients:

- ◇ AP with managing Google Drive Account
- ◇ Google Drive Folders by Department
- ◇ PLT Agenda
- ◇ PLT Schedule
- ◇ Department/Team Meetings

Directions:

1. Google Account manager (admin) creates folders for each department, then shares with all staff members.
2. Departments use PLT agenda to focus their meetings : SMART goals, supporting data, unpacking curriculum and guiding questions.
3. Admins and support staff check in to document to offer additional support, comments and opportunity for collaboration.