

Collaborative Planning Expectations

Teachers will meet weekly during their planning time for collaborative planning to discuss their lesson plans, teaching strategies, assessments, and struggling learners. Each teacher comes prepared with lesson plans, curriculum maps, and instructional materials to share upcoming plans with their team members. The goal of the planning session is to share lessons and ensure that rigorous tasks are planned for students learn the content. The session should include a:

1. Review of the standards for each course.
2. Discussion of teaching strategies and resources to use with lesson.
3. Discussion of the tasks given to students to meet the learning target.
4. Discussion of some type of assessment included in each lesson to see if students mastered the standard/element.
5. Discussion of how you are addressing students who are not learning the content.

Four questions from Rick Dufour should guide the work of the collaborative planning session:

What do we want our students to learn?

How will we know they have learned it?

How will we respond when a student experiences difficulty?

How will we respond when a student already knows it?

Expectations for Agendas and Minutes:

Agendas:

- Should be given to all team members at least a day in advance.
- Should include goals or expected outcomes.
- Should include specific topics for discussion with estimated times listed.
- Should include meeting norms agreed upon by team.

Minutes:

- Should be typed in a template.
- Should be emailed to all team members within 2 days.
- Should be read by all participants.
- Should be emailed or hand-delivered to building principal.

Norms:

1. Start/End on Time.
2. Select a timekeeper and recorder.
3. Stay focused on teaching and learning.
4. All members come prepared to share lessons in a timely manner.
5. Plan agenda for next meeting.