

District PLC Cycle: K-4 Mathematics

Team Planning Meeting 1: Concept Unit Overview

- Meet before the start of each concept unit
- Establish norms for team planning meetings/team data meetings
- Use PISD Scope & Sequence to determine pacing calendar for the concept unit

Materials:

- Scope & Sequence: Year at a Glance & Instructional Calendar
- TEKS Analysis Documents (one per Standard Clarification)
- Standard Clarifications (current grading period) and Report Card Scoring Rubrics (K-2) (current grading period)
- Common Assessment Resources (K-4) and Assessment Clarifications (3-4) (current grading period)
- CBA Blueprint (current grading period)

Before the Meeting (Mathematics Campus Coach & Mathematics Teachers):

- Gather materials
- Individually review the Scope & Sequence: Year at a Glance
- Individually review the CBA Blueprint (current grading period)
- Individually review the Common Assessment Resources (K-4) and Assessment Clarifications (3-4) for each Student Expectation and complete Part A (The End in Mind) of the TEKS Analysis Document
- Individually review the Standard Clarification (TEKS, Vertical Alignment, Possible Core Vocabulary, TEKS Clarifications, Instructional Clarifications) and Report Card Scoring Rubric (K-2) for each Student Expectation and complete Part B (TEKS Clarifications) of the TEKS Analysis Document

During the Meeting:

- Assign jobs (ex. Timekeeper, Recorder, Questioner, Gatekeeper, etc.)
- Establish norms for team planning meetings/team data meetings
- Share celebrations
- Examine Scope & Sequence: Year at a Glance
- PLC Team Planning Process: Essential Standards Priority 1 (Unpack Standards & Identify Essential Standards – boulders, rocks, butterflies)
- PLC Team Planning Process: Essential Standards Priority 2 (Complete the Pacing Chart/Instructional Calendar)
- PLC Team Planning Process: Essential Standards Priority 3 (Schedule Common Assessments: CFU, CFA, CSA)
- PLC Team Planning Process: Essential Standards Priority 4 (Write Common Assessments & Take Common Assessments)
- Determine instructional support needed from Mathematics Campus Coach (clarification of TEKS, etc.)

After the Meeting:

- Begin preparation for Team Planning Meeting: Concept Unit Instruction

