

Collaborative/Extended Planning Meeting Agenda

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[Norms](#)

Meeting Date: 4/12/22 Time: 10:40-11:30 Place: 3rd Grade

Type: Team Collaborative Planning

Meeting Tasks

Time Limit	Task	Objective	Resources	Results
2 minutes	<u>Review Norms</u>		Norms	Understanding
20 Minutes	<u>Skill Focus/Data Review</u> What do we want students to learn? (Standard) How will we know they learned it? (assessments) What if they did not learn it? (intervention) What if they already know it? (extension)	Reading TEKS Summarize: 3.7(D) retell and paraphrase texts in ways that maintain meaning and logical order 3.8(C) analyze plot elements, including the sequence of events, the conflict, and the resolution	<u>Unit Six District Plan</u> <u>Unit Six Big Picture Plan</u> <u>TEKS Guide</u> <u>3.7D</u> <u>3.8C</u>	Plan for 4 PLC questions
20 minutes	<u>Planning</u>	Use UBD and curriculum resources to plan for Literacy for week of 4/18-4/22 using 4 PLC questions	Literacy Unit UBD HMH The Reading Strategies Book	Plan out the week of 4/18-4/22 with any CFA and student work submissions
3 Minute	<u>Reflection on Focus</u>			

<i>What do we want students to learn?</i>	<i>How will we know if students are learning?</i>	<i>How will we respond when students do not learn?</i> <i>How will we enrich and extend the learning for students who are proficient?</i>
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Unit Plan Stage 1: Desired Results	Unit Plan Stage 2: Evidence of Learning	Unit Plan Stage 3: Learning Plan
<ul style="list-style-type: none"> ● Review all components of Stage 1 ● Unpack established goals (TEKS) ● Notice the progression of the TEKS. 	<ul style="list-style-type: none"> ● Consider how students will show what they have learned. ● Determine what mastery of TEKS looks like. ● Decide what/how evidence of mastery will be collected. ● How will we assess along the way? 	<ul style="list-style-type: none"> ● Understand the amount of time that can be devoted to the learning outlined in the previous stages. ● What will our small group intervention/reteach look like? ● How can we go deeper within the TEKS to enrich our students?

Collaborative Team Questions

As you plan, these four questions should be the focus for your work:

- **What do we want students to learn? (Standard)**
- **How will we know they learned it? (assessment)**
- **What if they did not learn it? (intervention)**
- **What if they already know it? (extension)**

Reflection Questions:

- **What do we each need to do this week for our team/planning?**
- **What data, proof, or student work will I need for our next meeting?**
- **How will I celebrate success throughout the week/unit?**