



# Sample Co-Planning Meeting Agenda

(for a 45 minute lesson planning session)

## Prepare

Before  
the  
Meeting

**Teacher pre-work:** Exit tickets/Formative Assessments graded and sorted into categories:

- Proficient (Reached 75-99% mastery)
- Approaching Proficiency (Reached 60%-74% mastery)
- Not Proficient (Reached <59% mastery)

**Preview Meeting Agenda**

**Review Unit Plan**

## Set the Stage

During  
the  
Meeting

5 mins

***Review unit plan and identify lesson for collaborative planning.***

***What lesson are you planning for?***

***Input the following information from your unit planning breakdown.***

**Standard:**

What do students need to be able to know or show to demonstrate mastery in this standard?



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## Understand Needs

During  
the  
Meeting

10 mins

***Review the data and past performance (e.g., prior lesson data, recent summative assessment).***

**Where are your students against this standard?**

- How many students are:
  - Proficient (Reached 75-99% mastery)?
  - Approaching Proficiency (Reached 60%-74% mastery)?
  - Not Proficient (Reached <59% mastery)?

***For each group of students, flesh out the components of the prior lesson(s)/standard the students mastered and where gaps in knowledge still exist.***

**Proficient:**

**Approaching Proficiency:**

**Not Proficient:**

For each component of the lesson that students have not mastered, review the lesson plan to consider whether the real time instructional moves helped move the students toward understanding. If not, what could have been done differently.



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## Plan Instruction

During  
the  
Meeting

20 min

**Identify the method(s) of teaching the lesson (e.g., small group, pull out, time during labs, differentiated assignments).**

**Lesson Methods:**

**For each group of students, flesh out a plan for moving them to mastery of the standard in the upcoming lesson.**

Identify all accommodations that will be needed to remove barriers to grade-level content (how the content, process, product, environment, and/or grading demands of the lessons could create barriers given what you know about the students).

**Proficient:**

How will you deepen understanding for this group of students?

**Approaching Proficiency:**

How will you re-teach for this group of students?

**Not Proficient:**

What types of more targeted interventions might be needed for this group of students?



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## Solidify Roles

During  
the  
Meeting

10 mins

*Include information about how this plan will be implemented during the lesson.*

**Who is responsible for each task? By when?**

**How will we measure understanding? What data will we collect?**

**What other issues/considerations must be attended to?**

## Follow Up and Implementation

After the  
Meeting

**Deliver the Lesson**

**Collect Data**

**Reflect on Successes and Challenges**