

Lesson Planning & Preparation Committee

August 4, 2015

2 District Admins
2 Principals
2 Vice Principals
1 Admin Intern
1 Instructional Coach/TEA Rep
1 Elementary Teacher/TEA Rep
5 Secondary Teachers
6 Elementary Teachers

Consensus of Key Elements in Lesson Planning (non-negotiables)

UTOTS Addressed: 1.1, 2.1, 4.1, 5.1, 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1

- Utah Standards/Learning Objective(s)
- Strategies/Learning Engagement/Tier 1 Instruction
- Differentiation/RtI/Enrichment
- Academic/Content Vocabulary
- Resources/Technology
- Assessment (formal and informal)
- Reflection/Modifications

Suggestions

- Key Elements are required.
- Lesson planning is required in all content areas.
- Teachers/Schools have the flexibility to create lesson plans using the design that best supports their individual needs and the needs of the students but **MUST** have the Key Elements highlighted.
- Imperative that a feedback loop with Administration occurs with the submission of lessons.
- Lesson Samples will be provided by the district, but templates will not be required at the district level.
- Language/Vocabulary must be universal in terms of the Instructional Framework and Lesson Planning & Preparation (learning objective, etc).
- Email finalized communications and samples to this committee before disseminating to all district staff.
- Present outcomes to the BLTs to provide professional learning and ensure clear communication.