

Collaborative Planning Protocols

This resource provides protocols that can be used to support collaborative planning and reflection. Early implementers shared that they often met to discuss hotspots and specific elements of the lesson.

Protocol	Purpose
Content Teams Lesson Internalization (KIPP)	This protocol, geared towards ELA, leads teachers through a discussion of the materials including analyzing vocabulary, prioritizing and scaffolding questions, and identifying student misconceptions.
Content Team Teachback (KIPP)	This document guides teachers through the steps required to lead a teachback session. A teachback is a training exercise where a team member selects a targeted segment of a lesson to be practiced by members of a content team. Teachers get the chance to practice and get feedback in order to build their skill.
Content Team Rubric (KIPP)	This document provides a rubric for assessing the effectiveness of a Content Team. It describes concrete best practices for how the team operates and how time is used.
Intellectual Prep Protocol Virtual PD (Achievement First) <ul style="list-style-type: none"> • Tools: <ul style="list-style-type: none"> ○ Intellectual Prep Protocol ○ Intellectual Prep Protocol Prework • Video: <ul style="list-style-type: none"> ○ Intellectual Prep Protocol MS Math (Video Password: training2014)	These resources walk teachers through understanding the key ideas of the lesson, crafting questions for their class that support the key ideas, forming a vision for strong answers, and planning how to handle misconceptions in their lessons. They can be used individually or in a group.
Unit Unpacking Protocol (Achievement First)	This resource walks teachers through the process of analyzing a unit. Beginning with unit analysis, it

	allows teachers to get on the same page about the big understandings of the unit and how they will be assessed. This supports daily planning decisions.
High Impact Meetings (U.S. Department of Education)	This resource from the U.S. Department of Education offers several tips for success—and practices to avoid—when designing and implementing collaborative meetings. In addition, the three annotated agendas on the following pages will help show what effective meetings look like in practice.
All Things PLC Tools and Resources (Solution Tree)	Here you'll find samples of tools you can copy and distribute freely within your team, school, and district to guide your work. Use these resources to inspire, organize, plan, measure, and celebrate your PLC journey.
All Things PLC Handbooks and Templates (Solution Tree, 2011) Example PLC Handbook (Lakeville Area Public Schools, 2010)	These Professional Learning Community Handbooks offers templates for meeting agendas and action records.
Team to Teach (National Staff Development Council, 2008)	These comprehensive documents provide guidance on everything you need to know to launch successful collaborative teams and to monitor their effectiveness.