

DOINGWHATWORKS



SAMPLE MATERIAL

Pre-Conference Planning Form

Papillion-La Vista School District, Nebraska

Topic: Improving Mathematical Problem Solving in Grades 4 Through 8

Practice: Prepare Problems

Elementary math coaches in the Papillion-La Vista School District use a lesson pre-conference planning form when working with teachers to prepare problems and incorporate problem-solving activities into lessons. The form helps teachers focus on their goals and students' experience and interests.

Teacher: _____ Lesson: _____

Lesson Pre-Conference Planning Form

Lesson Objectives:

What are the goals and objectives of the lesson? Which goal is your priority in this lesson?

Which standards/indicators does this lesson address? Where does the lesson fit in the current unit of study?

Lesson Plan

What is the mathematics in this lesson?

- Concepts
- Strategies
- Skills

What materials/tools are needed or will be used?

What grouping structure will you use? How did you decide?

What prior knowledge and background do students bring to this concept?

What might students find difficult, be confused about, or have misconceptions? How will you assist them?

Who do you predict will “get it”? How will you challenge them?

What ideas might students begin to express? What language/vocabulary might they use?

What will students say or do that will demonstrate their learning? What work will we have to analyze later?

How will you promote classroom discussions in this lesson? How will you ensure that students are doing the talking and listening to each other about important mathematics?

Questions/Concerns:

Teacher/Coach Role or Focus:

Is there anyone or anything specific you would like me to focus on?