



Co-Teaching Planning Meeting

Sample Agenda

This resource is designed for co-teaching teams, including special education, general education, and service providers, to collaboratively plan lessons in response to student profiles, data, and observations. The purpose of this resource is to support collaborating teams in establishing a clear process for intentional planning.

Co-Teaching Planning Meeting Goals

- Collaborate in designing lessons and activities that respond to student profiles, data, and observations.
- Harness the expertise of all educators to clearly define actions and responsibilities.

Agenda (60 minutes)

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| Welcome and Introduction (5 minutes) | <ul style="list-style-type: none">Engage in a community builder such as a shared question to further deepen relationshipsClarify the purpose of the meeting and the goals for co-planning |
| Review of Student Profiles and Needs (10 minutes) | <ul style="list-style-type: none">Share insights from recent assessments or observationsDiscuss specific student profiles, strengths, challenges, and any updatesMake notes of any next steps in shared progress monitoring templates |
| Identification of Learning Objectives (10 minutes) | <ul style="list-style-type: none">Define the key learning objectives for the upcoming lesson(s)Align objectives with student strengths and current areas of growth based on recent assessment and observation dataConsider alignment with Individualized Education Plans (IEPs) and IEP goals |
| Co-Teaching Model Selection (10 minutes) | <ul style="list-style-type: none">Determine the most suitable co-teaching model for the upcoming lessons (e.g., parallel teaching, station teaching, team teaching) that fits the lesson objective and current support students need |
| Lesson Planning (15-20 minutes) | <ul style="list-style-type: none">Collaboratively develop detailed lesson plan(s), incorporating what was surfaced in steps 2-4 above.Allocate responsibilities for specific tasks within the lesson (e.g., resource development, content delivery, student support) |
| Reflection and Next Steps (10 minutes) | <ul style="list-style-type: none">Reflect on the co-planning process and the effectiveness of strategies chosenIdentify any adjustments or improvements for future co-planning sessionsDetermine action items and next steps |
| Closing Remarks (5 minutes) | <ul style="list-style-type: none">Recap key decisions and action itemsConfirm the date and time for the next co-planning meeting |

Note: This agenda is a flexible guide, and the duration of each item can be adjusted based on the specific needs of the team and the complexity of the lesson planning.

