

Figure 2.6: Team Discussion Tool— Unit Calendar

Directions: In the following calendar (or in a digital team calendar), identify dates in the unit for:

1. Starting and ending the unit
2. Administering any common mid-unit assessments and a common end-of-unit assessment
3. Analyzing data as a team from any common mid-unit and end-of-unit assessments to plan a team response to student learning
4. Deciding on essential learning standards the team will address each day of the unit to create a logical learning progression (identify the daily learning targets to address each day; teachers plan their own lessons for the targets aligning to the essential learning standards)
5. Recording any holidays, professional development days, field trips, assemblies, or other events that might impact teaching the unit; clarifying as a team the most critical standards for student learning and emphasis throughout the unit
6. Identifying a possible flex day for teams to respond to student learning after a common mid-unit assessment

Monday	Tuesday	Wednesday	Thursday	Friday

Source: Adapted from Kanold, T. D., & Schuhl, S. (2020). Mathematics at Work plan book. Bloomington, IN: Solution Tree Press, p. 62–63.