

BOSTON PUBLIC SCHOOLS



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The reflection process is really important part of successful implementation of the Teaching and Learning Inquiry Cycle. Ultimately, we aspire to engage all teachers, staff and school leaders to reflect on the effectiveness of action plans. Our common goal is to improve planning, instructional practice and incorporate potentially new found best practices into A2 and future cycles.

We have outlined a reflection meeting agenda/protocol that can be used to facilitate reflection meetings in CPT or grade-level meetings.

Reflection Meeting Agenda/Protocol

Objectives	Materials
<ul style="list-style-type: none"> · Define the impact of your re-teaching · Build value in the power of reflection on impact. · Identify instructional strategies proven to increase student mastery · Plan action steps to address continued student misconceptions 	<ul style="list-style-type: none"> · Action plan · Re-assessment results · Results form · Student work
Opening	<ul style="list-style-type: none"> · Review purpose of reflection meeting: we want to define what happened, reflect on why, take additional action, and draw out lessons to apply to our ongoing work. · Define clear outcomes for the meeting
Define What Changed And Why	
Independent Teacher Reflection	<ol style="list-style-type: none"> 1. Outcomes: what was the impact of your re-teaching? Consider your re-assessment and student work samples. <ul style="list-style-type: none"> · How many students mastered the skills you retaught? · How many students aren't yet at mastery? What misunderstandings do you still see in this group that explain why they're struggling? 2. Causes: why? <ul style="list-style-type: none"> · How did you address student misconceptions? · Which strategies led to increases in student mastery? 3. What next? <ul style="list-style-type: none"> · How will you address students who are still struggling or subskills where large groups of your students are still struggling? · What lessons learned are you taking with you about what strategies really worked?

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Share Root Causes And Implications	
Small Group Discussion	In groups of 2 or more: - What are your big takeaways about the impact of your re-teaching? - What 1-2 instructional practices do you want to share that led to increases in student mastery? - What modifications will you make to future instruction in order to increase student mastery?
Continually Improve	
Whole Group Share Out	Share Out - Which instructional practices led to increases in student mastery? - What modifications will you make to future instruction? - Written Reflection/Exit ticket - What is one practice discussed with your colleagues that will impact future instruction?