



Verona Public Schools
Office of Curriculum, Instruction & Assessment

Name: _____ Date: _____

Planning-Conference Form: Formal Observation

This is the planning conference form for your formal observation. Please use the Marzano Focused Teacher Evaluation Model map and protocols and Taxonomy to complete questions 1 through 5 and be prepared to discuss them at the planning conference. Thank you ☺

1. What is the standard(s) you are working toward in this lesson? What are this lesson's specific learning target(s) and taxonomy level(s)?
2. What instructional strategies (AKA Elements) will you use to help students reach the learning target(s)? How are these strategies aligned to the cognitive/taxonomic level(s) of the target(s)? (Use the FTEM map and protocols)
3. How does your lesson plan address Individualized Education Plans (IEPs), 504 plans, MLL strategies, or other personal learning plans?
4. What digital or traditional resources are you using in this lesson?
5. What evidence will you (and your students) collect to track student progress toward the learning target(s)/standard(s)?