Verona Public Schools
Office of Curriculum, Instruction & Assessment

September 21, 2020

Good morning everyone,

The Administrative Team will conduct **monthly walkthrough visits** in your classroom throughout the school year, whether you are teaching students in-person or online via livestream. Walkthroughs are important for they promote open and honest conversations and allow for immediate feedback and reflection upon one's instruction. Walkthroughs performed on a monthly basis also develop a stronger relationship between the teacher and supervisor/building administrator.

Walkthrough visits will often be unannounced; therefore, it is important that your plans are available daily in your classroom and are up to date. This will allow the administrative team to accurately determine what is being taught during the specific class period.

The criteria we have for your **lesson plans** (for teachers in Verona in their second year and beyond), are listed below:
1. Clearly stated Daily Objective(s) and connection to the New Jersey Student Learning Standards (NJSLS)
2. List of procedures/activities for the lesson (e.g., Warm up, Teacher led PowerPoint, think-pair share, video clip, teacher led discussion, exit card).
3. How do you know if your students have met the objective(s)?

	Transfer Goal	**Daily Objective (Marzano Learning Goal)**
Definition	The effective use of understanding, knowledge, and skills we seek in the long run.	A specific, measurable and short-term statement that articulates the student-learning outcome of a lesson.
Time period	Unit of study	One class period
Example (Math)	Students will be able to independently use their learning to solve real life situational problems that require applying basic addition.	Students will be able to apply the double plus one strategy when solving simple addition problems.
Example (English)	Students will be able to independently use their learning to develop an argumentative essay that introduces a claim with supporting evidence.	Students will be able to apply the strategy of "re-stating" their thesis statement when beginning a concluding paragraph.

We look forward to visiting your classroom and learning with you throughout the school year!
- Verona Administrative Team