Montessori Lesson Plan

School: Williams Montessori	Teacher: Monica McMahon
Subject/Topic(s): Help Desk Course/Procedure	
Grade Level: 9th, 10th, 11th	Theme: You in the Universe

Curriculum Components Included: ❑Project ❑Mini-Whole Grp ❑Lesson-Small Grp ❑ **Student engagement during lesson** ❑**Shelfwork** ❑Rubric ❑Self-Assessment ❑Seminar/Qs ❑Interdisciplinary ❑ Outside Opportunity

Seven Gateways for Adolescence addressed in this lesson: ❑Deep Connection ❑Silence & Solitude ❑**Meaning & Purpose** ❑Joy & Delight ❑Creative ❑Transcendence ❑Initiation

Standards/Objectives
Does not relate to my standards; relates to valorization standards (contribute to society; confidence)

Materials: Teacher	Materials: Student	Time/Dates
● Clipboard ● Meeting Handout ● Projector ● Whiteboard ● Whiteboard Marker	● Copy of Meeting Sheet ● pen(cil) ● Shelfwork	● Short, initial lessons over a week

Facts/Skills (Prior Knowledge)	Concepts/Big Ideas
● What Trello is ● How to update Trello	● Students are able to self-direct their learning ● Students are able to facilitate cooperative collaboration ● Building discipline takes practice

Lesson Relates to Theme (Note: Every content lesson will not directly relate to the theme)
You in the Universe: It takes parts to make a whole; it takes the unification of multiple roles to have a meeting

Connection to Elementary Material or Lesson
- Incorporates elements seen in our upper elementary feeder schools
- Students in upper elementary take charge of how to structure their open cycle; now students are taking charge of community events and issues while addressing the needs of particular group members
- (community issues are addressed and brainstormed by students)

Step-by-Step Procedures

1st Period Lesson – 20 minutes (Include steps and materials)
- Review community meeting agenda with the group

2nd Period – Recognition (Shelfwork)	2nd Period – Recall Practice
● Shelfwork, Matching definition to term ● Card layout, sequence of meeting	● Lower grade student are paired with an older student to debrief after the first few meetings on each role ● Lower grade students are given first opportunity for role selection sheet

3rd Period – Student Application
- freshman and sophomore students student is paired with an older student to debrief after the meeting on each role

<table>
<tr><th colspan="3">Plan for Differentiation</th></tr>
<tr>
<td><u>Teaching</u>
1. Read over meeting notes as a class
2. Discuss best practices of previous meetings held in lower levels to activate prior knowledge</td>
<td><u>Work</u>
1. Shelf work:
a. Matching
b. Sequence Sort
2. Perform a mock meeting with 5 uh-oh look fors; (3 students)
a. Observers document Meeting Agenda deviations
b. Class debriefs</td>
<td><u>Assessment</u>
1. Performance Assessment: Students conduct meeting with teacher taking notes on a meeting sheet</td>
</tr>
<tr><td colspan="3"><u>Outside Support: Who, What, How</u>
None required</td></tr>
<tr><th colspan="3">Formal Assessments</th></tr>
<tr><td colspan="3"><u>Formative Assessments</u>
● Checking Card sort
● Analyzing One Minute Paper Responses</td></tr>
<tr><td colspan="3"><u>Summative Assessment</u>
● Performance-based assessment with meeting
○ Notes are shared with group regarding notable deviations from procedure</td></tr>
</table>

Community Meeting Agenda: Sprints and Pathway Updates
Williams Montessori-Help Desk Course

Facilitator	*Clipboard*: Leads meeting according to the agenda. Ultimately responsible for time constraints
Attendance	*Clipboard*: Takes attendance. Marks X for pr sent and on time; marks L in the corner if not present.; marks T if tardy, and notes the time
Trello Leader	Reviews and checks in with whole-group to ensure board is updated. Documents any updates in real time and captures any needs
Observer	*Clipboard*: Watches the vibes of the group and clarifies at the end of the meeting. Offers suggestions and acknowledges good role models.

Agenda-Facilitator's To Do List

- ❏ **Open the Meeting**
  - ❏ Facilitator says a cheery, "**Good afternoon"** or some other similar phrase. Light the candle.
  - ❏ *Remind the group that everyone is responsible for making sure that our meeting is limited to 15-20 minutes. Comments should be concise and prepared.*
- ❏ **Ask Attendance Taker to Take Attendance**
  - ❏ Remind the attendance-taker to mark attendance on clipboard.
- ❏ **One Good Thing**
  - ❏ We briefly share one good thing that has happened to us recently
- ❏ **Ask Trello Leader to Guide Group in Opening and Updating Trello**
  - ❏ Each Pathway Facilitator updates group on the status of the last sprint.
    - ❏ What was accomplished?
    - ❏ What tasks were transferred to new checklist?
    - ❏ What is the goal of this sprint?
- ❏ **Ask Group for Announcements They May have**
  - ❏ Ask anyone to make short, relevant announcements to the group. Watch and, if needed, remind folks to record dates/events in planner.
- ❏ **Ask Group for Acknowledgements**
  - ❏ Remind everyone that the virtues or general personality traits (see below) should be identified and acknowledged. *In other words, not just the single act, but the general virtue that this represents.*
  - ❏ Remind everyone to look at and speak to the person, rather than talking about them; and when they're acknowledged to say, "Thank you" at the end.
  - ❏ Invite anyone to make a short, relevant acknowledgement to someone else in the group.
- ❏ **Ask Observer to Share Observations of the Meeting**
  - ❏ Facilitator should ask the observer to give a report on the group's vibes and make 1 or 2 specific acknowledgements from notes/form
- ❏ **Close the Meeting**
  - ❏ Blow out the candle and turn the meeting over to the teacher(s)

Notes: All necessary information is in handout; shelf work instructions are shared below:

Card Sort: I would cut each bullet in a strip. I would write a word on the back to indicate a specific order.

Matching: I would cut out the roles and the descriptions and place them in an envelope. I would draw a star on the back as a control

Trello Portions, Functions, and Features Vocabulary Card Sort

Vocabulary Term	Definition
Trello	This is a collaboration tool that organizes your projects into virtual boards
Request Column	This portion of our board will be used as a space to add cards expressing a particular need to be picked up by member(s)
To Do Column	This portion of our board will be used as a space to add cards expressing tasks that have not been started yet but that have been picked up by one or more members
In Progress Column	This portion of our board will be used as a space to add cards expressing tasks that are currently being worked on by member(s)
Done This Week Column	This portion of our board will be used as a space to add cards that must be done before we enter the weekend
On Hold Column	This portion of our board will be used as a space to add cards that cannot be completed at this time but must eventually be done
Task Archive	This portion of our board will be used as a space to add cards that have been completed
Add Another Card	This function allows members to add a task to one of the columns on our group board
Add Another List	This function allows members to add another column to our board
Add Members	This feature allows us to assign other participants to a card, making particular tasks shared between or among our classmates
Add Labels	Once a card is open, this feature allows a user to add thin line of color to display on the card. This feature will be used to quickly see which cards correspond to which pathway or project we will be working on in this course
Add Description	Once a card is open, this feature allows a user to add more details