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To: County Superintendents  
From: Gus Penix, Director  
Date: Friday, October 14, 2011  
Re: OEPA Lesson Plan Review Procedures

Below you will find procedures OEPA will use in reviewing lesson plans during an on-site review. Please share this information with principals and appropriate staff members for guidance in preparing for a review.

### **Office of Education Performance Audits (OEPA) Lesson Plan Review Procedures**

The OEPA does not recommend any particular **Lesson Plan Format**. Ideally, school personnel (teachers and administrators) work together to develop site specific tools that comply with State Board Policies (2320, 2510, and 5310) and State Code §18A-2-12 (i) regarding lesson plans.

During an on-site review the OEPA team will focus primarily on **Instructional Quality** through classroom observations. Lesson plans will be reviewed as needed to substantiate lesson implementation.

#### **Classroom Lesson Plan review documentation:**

- Written lesson plans are evident for classroom instruction (could include weekly lessons or extended project-based learning).
- Lesson plans focus on delivery of instructional objectives.
- The instructional intent of lesson plans is clear and discernible.
- Lesson plans adequately cover the instructional time allotted for the class or subject.

#### **Administrative Lesson Plan review documentation:**

- Principals have established processes for monitoring the quality of instruction.
- Principals are visiting classrooms, monitoring instruction, and making corrective comments on lesson plans as necessary to improve instruction.

**Emergency Lesson Plans** will be accepted for use by substitute teachers who may have limited content expertise, provided the plans focus on addressing deficiencies in student academic performance.

**Same Lesson Plans for the Same Subject for Different Class Periods** may be used with notations/adjustments on the lesson plans for different student, class, and/or school needs (Example – four periods of English 10).

Questions regarding policies, processes, and/or procedures of the OEPA should be referred directly to Dr. Gus Penix, Director, [gpenix@access.k12.wv.us](mailto:gpenix@access.k12.wv.us) or Dr. Donna Davis, Deputy Director, [dndavis@access.k12.wv.us](mailto:dndavis@access.k12.wv.us) or by phone at 304-558-3788.