

Wednesday Collaboration Guidelines

*From Wikipedia: **Collaboration** is working together to achieve a goal. It is a recursive process where two or more people or organizations work together to realize shared goals...*

Article 4 VTA/VUSD 2011-12 Contract -

Non-furloughed, non-instructional time on Wednesdays shall be used for Professional Learning Communities to focus on student achievement. Agendas for this time shall be developed collaboratively between unit members and Administration. Scheduling of this time will be determined by Administration and shall be published in a timely manner.

Guideline:

Agendas will be developed through collaboration between grade level teams and the principal. Grade levels will use the attached reporting form or another method of reporting mutually agreed upon with the principal. If the attached form is used, teams need to check the sections that pertain to their topic of discussion and add comments or questions as needed.

2011-2012 Elem Prep MOU -

Work for collaborative meeting time shall be adjusted so it can easily be accomplished during the time period.

Guideline:

If work cannot be accomplished in the time period provided, it can be carried over to the next Wed. collaboration meeting.

Article 4 VTA/VUSD 2011-12 Contract -

The District and Association agree to establish a committee, comprised of an equal number of Administration and Association representatives, to meet monthly starting in the 2011-12 school year. The committee shall have ongoing discussions regarding Wednesday Collaborative time.

Guideline:

Association Representatives are Tom Buck (VHS), Janel Curtis (Callison), and Carolyn Thomas (Fairmont). Please contact them if you have any questions or concerns regarding Wednesday collaboration time.

"Collaboration is a systematic process in which we work together, interdependently, to analyze and impact professional practice in order to improve our individual and collective results."
DuFour, Eaker & DuFour

Grade Level Collaborative Meeting

Date: _____ Time: _____ Grade: _____

Attendees: _____

Collaborative grade level meetings should focus on collaboration that includes the guiding principles, parameters, and 4 Key PLC questions. Please check the items your team worked on today.

1. What do we want all students to know and be able to do?

- Review pacing guide and/or other supporting materials.
- Decide on an essential standard/instructional objective/skill.
- Develop a SMART goal.
- Preview instruction of skill in TE.
- Develop effective lessons (EDI)/instructional strategies/instructional sequences.
- Incorporate the use of Checking for Understanding (CFU) techniques.

2. How will we know if they have learned it?

- Develop a formative assessment.
- Review formative assessment data.
- Review benchmark assessment data.
- Review state assessment data.
- Review results of instruction or intervention.

3. What will we do if they haven't learned it?

- Decide who needs additional intervention.
- Plan logistics for intervention.
- Plan intervention activities.

4. What will we do if they already know it?

- Decide who needs differentiated instruction or extension activities.
- Plan logistics for differentiated instruction or extension activities.
- Plan differentiated instruction or extension activities.

Other:

- Review team norms.
- Artifacts (formative assessment, data statements, student intervention list, etc.)

Questions or Comments: