

Collaboration Teams

Agreements and Tools



Collaboration Team Agreements:

(Ten Mandates)

1. All students have the ability to learn and succeed in class
2. Teachers influence their belief about success
3. If they don't know why they're here, they won't do much while they're here
4. Our activities and enthusiasm can inspire their interest and efforts
5. As a team, we succeed or fail together
6. Shared accountability demands that we share ideas and encouragements
7. Most any job is easier if you have the right tools and use them
8. Meeting and sharing on a regular basis is beneficial to all teachers
9. We will clarify the essential skills that all will focus on (need to vs nice to)
10. We will collect and use relevant data to determine our progress and issues

The Four Focus Questions:

- 1. What is it we want our students to learn?**
- 2. How will we know if each student has learned it?**
- 3. How will we respond when some students do not learn it?**
- 4. How can we extend and enrich the learning for students?**

COLLABORATION TEAM - ROLES AND EXPECTATIONS

Facilitator A high-performing collaborative team of teachers is the key to a successful professional learning community... and a highly effective team rises and falls on the quality of its leadership.

- Establish and maintain team cohesiveness and relationships
- Demonstrate effective planning and organizational skills
- Communicate to group administration the questions and needs of the team
- Develop the agenda and distribute it members prior to meetings
- Maintain focus on the Four Critical Questions
- Ensure that all voices are heard (“what do you think?”)

Team members Each Collaboration Team may decide to have as many assigned roles as deemed useful to efficiently manage the business of the team (recorder, note taker, timekeeper, materials manager, etc.). At the very least, each member is responsible for the following:

- Read and prepare for agenda prior to upcoming meeting
- Bring any necessary materials and student evidence
- Focus discussion on agenda topic and the Four Focus Questions
- Follow through with next steps and action items developed in meeting

Group Administrator Principals and assistant principals play a critical role in nurturing professional learning communities by providing conditions and resources in order to support teachers and their continuous learning.

- Communicate regularly with PLC team facilitators
- Read team agendas and minutes
- Observe meetings in action and provide specific feedback
- Identify and provide relevant supports, materials, training, and resources

THE INITIAL COLLABORATION TEAM MEETING (CLARIFY AND CONNECT!)

CLARIFY:

Each teacher must bring to the INITIAL MEETING two things:

1. a list of the SIX things that are essential skills that must be mastered
2. a lesson plan that went VERY WELL that engaged the class and led to one of the six things that they identified as essential on their list

Four parts to the PLC Cycle:

Focus:	<i>Using data, the team creates a common instructional focus and assessment. Teachers plan instruction using effective strategies, and will share ideas that worked and suggestions for shared activities.</i>
Teach:	<i>Teacher use effective strategies, checking for understanding, and monitoring student progress.</i>
Assess:	<i>The team meets to analyze data, self-reflect on the effects of their instructional methods on student learning and together determine their next step strategies.</i>
Respond:	<i>Teacher reteaches or enriches based on the student's assessed needs.</i>
Then Repeat!	<i>Continue cycle with a new instructional focus...</i>

CONNECT:

Have each member introduce him / herself and share their background...

Ask each to share their engaging lesson and why they liked it...

COLLABORATION TEAM - MEETING MINUTES

Meeting Date	
Facilitator	

Team Members in Attendance?

Topics discussed?

What do we want students to learn?

How is our implementation plan working?

How Are Strategies Working For The Students Who HAVE NOT Attained Proficiency?

Best Practice Ideas Shared During Meeting (BY: _____)

We Need, Our Questions, Etc. (Attention School Administration)

Evidence That Our Plan Is Working: (Data Attached? Yes No)

PERSONAL MEETING NOTES AND ACTION ITEMS

Focus Of The Meeting	Discussion, Issues, Concerns	Ideas and Decisions
Before the next meeting I need to...		For our next meeting I need to bring...

New ideas I will use in my classroom	How I implemented the ideas	Results Did the idea prove to be effective?
Before the next meeting I need to...	For our next meeting I need to bring...	

FOCUS - FOUR QUESTIONS SHEET

Focus/Plan

(What is the essential skill we will focus on this unit?)

Strategies/Do

(What are we going to do to ensure they master it?)

Assessment /Check

(How are we going to check progress? Is it accurate?)

Proficiency Level _____% Assessment Description

Remediate/Response

(How will we help the students who didn't achieve the goal?)

Enrichment/Response

(How will we enrich the students who achieved the goal?)

CONNECTION ACTIVITY?

CLARITY AND CONNECTIONS ARE THE *CATALYST* FOR COLLABORATIVE TEAM GROWTH...

Sean Glaze inspires people to have fun laughing together so they can have more success working together.

His three books, [The Unexpected Leader](#), [Rapid Teamwork](#), and [The 10 Commandments of Winning Teammates](#) are powerful parables for building and leading great teams!

As a successful coach and educator for over 20 years, Sean gained valuable insights into how to develop winning teams, and founded **Great Results Teambuilding** to share those lessons via workshops and keynotes...

Today, he travels around the country

