

## **APPENDIX M - Wednesday Collaboration**

Collaboration: A systematic process in which educators work together interdependently to analyze and to impact their professional practice in order to achieve better results for their students, their collaborative group, and their school. In the Salinas Union High School District, collaboration at all middle schools happens every Wednesday and at high schools nearly every Wednesday, according to the District-adopted calendar for that school year, and dependent on the availability of Supplemental/Concentration funds as prescribed in VII.D.2 of this agreement.

### **Collaborative Teams:**

Purpose: Curriculum, assessment and instruction

The four questions:

- 1) What do we want our students to learn?
- 2) How will we know if they have learned it?
- 3) How will we respond when some students do not learn it?
- 4) How will we extend and enrich the learning for students who have learned it?

### **Collaborative Teams Definition:**

A group of people working interdependently to achieve a common goal for which the members are held mutually accountable.

Teams will be made up of a group of teachers who teach the same course. (Shared content creates an inherent mutual interest.)

1. Teachers who teach more than one course will select the course areas team in which they will participate. This selection will be made in mutual agreement with the Principal of the site. They will remain with that team for the school year. If they believe there is a need to change to another team, they must meet with and receive approval from site administration. The teacher will receive information (e.g. Common assessments, common goals, data, etc.) for courses that they teach but are not a team member. Education Specialists shall be in the subject-area collaborative teams. They are expected to adhere to the goals and plans and provide data to those teams in addition to the team in which they actively participate.

2. Course leaders will be selected by the team and approved by the site principal. It will be the responsibility of the course leaders to make sure that information (i.e. curriculum and pacing guides, common formative assessments, data analysis) is given to all teachers who teach the course. Course leaders will be responsible for providing administration with the mutually agreed upon work product. Course leaders will also be responsible for notifying administration of the location of all team meetings. All meetings will be held at a district site. Course leads will receive a \$1500 stipend, paid in two parts, \$750 at the end of each semester. Each middle school will have up to fifteen (15) course leads. Each High School will have up to twenty five (25) course leads. Stipends will not be paid from General funds (restricted funds only).
3. Those teachers who are the sole provider of a subject area on their campus will meet with other similar subject area teachers in the District. It is understood that in order to accomplish this, the teachers involved will be outside of the contract day (e.g. allowing for travel time back to the individual's site would necessitate starting earlier). This time will be credited against the teacher's adjunct duty requirement.
4. Each team will provide an agreed upon, explicit, set of group norms to the site administration by the second week or each school year.
5. Each team will provide the agreed upon form and supporting materials (e.g. Goals/assessments/agendas/minutes etc.) to the site administration each week. Administration will make sure that intervention providers (e.g. Opportunity teachers, Education Specialists, Independent Studies teachers, Alternative Education teachers) are provided with the work products of the academic teams.
6. If a team determines that it needs support/ help from outside the team, the course lead will work with the department chair, and the site administration, to find and provide the appropriate help. Any expense for this purpose will not be paid from General Fund (restricted funds only).