

Collaborative Team: A group of people working *independently* to achieve a *common goal* for which members are held *mutually accountable*.

Essential Elements of a Collaboration Team Agenda

Collaboration Goal or Purpose: All staff working together in teams for the purpose of improving instructional practice and increasing student achievement.

Meeting Information: Date, Time, Location

Norms:

(Ground rules or habits that govern the collaborative team) When teams work through a process to create explicitly stated norms, and then commit to honor those norms, they increase the likelihood they will begin to function as a collaborative team rather than a loose collection of people working together. Norms should reflect the experiences, hopes, and expectations of the members of a specific team and should be reviewed regularly to assure group cohesiveness.

Teams should formally evaluate the effectiveness of their norms at least twice a year to determine if:

1. Are we adhering to our norms?
2. Do we need to establish a new norm to address a problem occurring with our team?
3. Are we working interdependently to achieve our team goals?

Long Term Goal/Strategic Goals:

(The team's instructionally-focused goals for identified period of time, quarter, semester, year)

The team sets and stays focused on clear instructional goals that support the schoolwide improvement plan and increase student achievement.

Targeted Objectives:

(The team's specific short term objectives to advance its goals) Each meeting's objectives advance the strategic goals. The agenda states the objectives and outlines activities to meet the objectives.

Agenda Items:

(The team's activities to achieve its specific objectives for the meeting) See Collaboration Guidelines.

Agendas should be prepared by the team at the end of each collaboration meeting and should be distributed prior to the next meeting time, generally by Thursday before a Monday meeting.

Action Items:

(The tasks or activities that identify specific outcomes and timeline for completion) As a part of each meeting, possible action items may be identified. Each meeting should also include the opportunity to review progress on previous action items. Notations regarding such items are included in meeting minutes, and additional reminders may also need to be sent out.

Meeting Minutes/Notes:

(The written record that captures or summarizes the key elements of the discussion and decisions from the meeting)

This should be prepared and distributed to team members, principal, and other designated staff members in a timely fashion.

Meeting Roles and Responsibilities:

Facilitator/Department Head

Recorder, Timekeeper, Participant