Establishing a Collaborative Planning Process

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Curriculum Strand:

A system for aligning, facilitating, and monitoring consensus-driven content, performance standards, assessments, and resources to maximize student learning.
Curriculum Standard 1:

Uses systematic, collaborative planning processes so that teachers share an understanding of expectations for standards, curriculum, assessment, and instruction.
Curriculum Standard 2:

Designs curriculum documents and aligns resources with the intended rigor of the required standards
Curriculum Standard 3:

Uses a process to review curriculum documents to ensure alignment to the intent and rigor of the standards and revises as needed
What is Collaborative Planning?

• What is it we expect our students to learn?
• How will we know when they have learned it?
• How will we respond when some students do not learn it?
• How will we respond when some students have already learned it?

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Activity: Self-Assessment of Collaborative Planning

**GaDOE Collaborative Planning Rubric**
Clarkston High School
Assessment of the Collaborative Planning in Process
Planning
- Purpose
- Goal

Data
- Self Assessment, Observations and Interviews
- Organization of Results

Analysis
- Notice about the Data?
- Initial Next Steps

Debrief
- Review of Data
- Focus on Student Learning

Results
- Communicate Expectations
- Common Commitments
Planning Meeting – what to expect?

**Purpose:** To support a school in the process of creating an effective collaborative planning process

**Goal:** Impact student learning by creating an effective collaborative planning process for teachers
Planning
• Purpose
• Goal

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Results
• Communicate Expectations
• Common Commitments
Collecting the Data

Self-Assessment
Observations
Interviews
Clarkston High School
Collaborative Planning Self Assessment

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<th>Area</th>
<th>Exemplary</th>
<th>Operational</th>
<th>Emerging</th>
<th>Not Evident</th>
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# Clarkston Interview Schedule

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</table>
Sample Interview Questions:

What is going well with your collaborative planning process?

What isn’t working within your collaborative planning process?

What do you think should be done differently within your collaborative planning process?

What does the administration expect from your collaborative planning process?
Interview Notes

Time - we get together a lot but things do cut into our planning - more time would increase our efficiency - need 90 minutes of planning

We use standards, the GADOE frameworks for the subject area. USA Test prep. Use common assessments. Other websites and resources to come up with ideals
| Planning   | • Purpose  
|           | • Goal     |
| Data      | • Self Assessment, Observations and Interviews  
|           | • Organization of Results |
| Analysis  | • Notice about the Data?  
|           | • Initial Next Steps |
| Debrief   | • Review of Data  
|           | • Focus on Student Learning |
| Results   | • Communicate Expectations  
|           | • Common Commitments |
Data Analysis

• What did you notice about student learning?
• Which grade levels/content areas appear to be closer to your expectations and why?
• Did you notice any practices that would align to your focus or have an impact on student learning?
Clarkston Data Analysis

POSITIVES:

- Collaboration is taking place
- Strategies used to support one another
- Clear leaders
- Standards: key resource
- New teachers felt it was amazing support
Clarkston Data Analysis

NEXT STEPS:

• Establish a formal process but keep from compliance
• Determine the data to track
• Clarify schoolwide instructional focus and strategies
• Look at science as an exemplar
• Monitor the process
Debrief

Review of all Data
Focus on Student Learning
Align to District Expectations
Define Collaborative Planning for your School
Sample Debrief Notes

• Develop a sacred time
• Monitor with specific feedback
• Training?
• Importance of assessment – PD to support? Modeling?
Planning
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Results
- Communicate Expectations
- Common Commitments
Sharing Results

• How will you communicate your expectations?
• What district expectations do you need to fold into your planning process?
• Define the process of your protocol. What are the common commitments?
• How will you monitor your expectations? Who will be involved in this process?
Clarkston High School
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Ideas to Establish Collaborative Planning

- Master Schedule
- Create structures
- Weekly Protocol
- Training for the leaders of each PLC
- Log and providing feedback
- Monitoring the process
Activity

GaDOE Collaborative Planning Expectations and other resources within SESI (System for Effective School Instruction)

SESI Resources
Reflection Activity

• What is going well and how do we know our students are learning?

• What is not going well, where are our roadblocks for student success?

• What do we need to do differently or fine tune?
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