

* Implementation Procedures *

USE OF ADDITIONAL TIME

A. CONFIGURATION OF TIME

- For the 2014-15 and 2015-16 school years, the before and after-school time is configured in a 15 and 60-minute block, Monday through Thursday.
- The before and after-school time is configured in a 15 and 45-minute block on Friday.
- For 2016-17, the before and after-school time is configured in a 20 and 60-minute block, Monday through Friday.
- Using the Draft 5 process, each school will determine the day of the week to dedicate to administrative meetings and collaborative time.

B. USE OF TIME

1. Up to two Wednesdays per month may be used for administrative meetings to be determined by the Principal.
2. The remaining Wednesdays are collaboration time. The Principal and building leadership team will collaboratively determine the use of collaboration time.
 - a) Collaboration time is required, not optional.
 - b) Principal and building leadership team will develop a communication process for staff regarding the work to be done during the collaboration time.
 - c) An individual may work with his/her principal to arrange collaboration opportunities outside of his/her own building where no such opportunities exist inside the building. *(Please see reverse side / page 2 regarding other possible scenarios.)*
3. The use of Wednesdays is encouraged for these activities, unless a compelling reason exists to place them on another day.
 - a) If such reason exists, building will use the Draft 5 process - will determine what day of the week to dedicate to administrative meetings and collaborative time.

Administrative meetings are defined as the agenda is created and directed by the administrator. *(Examples: staff meetings, book clubs, administrative-led or District-led professional development, building leadership, and committee meetings.)*

Collaborative time is determined by the building leadership team, or by the group which is collaborating. The focus of collaborative time is work with students in the classroom and/or collegial interactions around support for students. *(Examples: PLCs, team meetings, student growth meetings, scope and sequence meetings.)*

**COLLABORATIVE TIME FOR PE TEACHERS, MUSIC TEACHERS, LIBRARY INFORMATION SPECIALISTS,
AND SINGLE-SUBJECT TEACHERS IN A BUILDING**

Possible Scenarios for Providing Alternative Opportunities For Collaborative Time:

- Shift Collaborative time from building-designed day and time to another day. Employee would use individual-directed time on the building-designated day.
- Banking time from other days to create longer opportunities for Collaborative time with like staff outside of building (e.g. leave with students on one Collaborative Wednesday in order to have two hours of Collaborative time on another Collaborative Wednesday).
- Meeting via phone or technology applications (e.g. Google Hangout, Skype, Facetime, etc).

NOTE: Any adjustments to Collaborative time must have joint agreement between administrator and employee.