



August 8, 2012

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWENTY TWO

**EXPECTATIONS FOR FACULTY MEETINGS, PLANNING AND CONSULTATION TIME,
AND COLLABORATION TIME IN ELEMENTARY & SECONDARY SCHOOLS**

Faculty Meetings may be held no more than once per month (see *Professional Agreement*) for the purpose of school management and practices that include but are not limited to communication with all faculty members regarding school-wide goals, activities, and day-to-day school operation. Short professional development segments pertinent to such goals and daily operation (review of the DIBELS assessment process, for example) would also be appropriate.

Elementary Planning Time/Secondary Consultation Periods are contract time provided for teachers to plan and prepare high quality classroom instruction, differentiated strategies, and one-on-one interventions within the classroom. It may also be used for consultation with other teachers, specialists, or parents as needed.

Elementary Collaboration/Secondary Late Start-Early Release Time is contract time provided for teachers to work together collaboratively with a focus on student achievement. As members of a school's professional learning community (PLC), teachers and administrators evaluate student information, analyze and respond to student assessment data, share and implement best instructional practice, design academic interventions, etc. Principals are expected to guide faculty, departments, grade levels, and teams in a sustained PLC process. Collaboration time is not intended for extended professional development, planning for school activities such as programs or field trips, or lesson planning.

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Dr. Martin W. Bates
Superintendent