

## Teacher Collaboration and Meeting Plan, SY 2012-2013

### Notes

Faculty Meetings will be the first FRIDAY of every month from 12:15 - 1:00 in the Cafeteria  
 Team Leaders will meet every MONDAY morning from 6:30am-7:15am in Principal's Office  
 ILT will have 10 meetings on FRIDAYS from 1:45 - 3:00

### Overview of Weekly Minutes

Mondays-Thursdays	47 minute Planning and Development Period	(teacher directed)
Fridays	54 minute Planning and Deveopment Period	(teacher directed)
Mondays-Thursdays	33 minute Administrative Directed Period	(admin directed)

### Descriptions of Weekly Meetings (Teacher Led by Team Leaders and Department Chairs)

Mondays	Whole Grade Level Meetings (first of the month); Team Meetings			
Tuesdays	Teacher Rubric Day			
Wednesdays	Curriculum Team Day			
Thursdays	Team Meetings			
Fridays	Common Planning Time Day: Meet in full Departments; Grade level content areas plan and align for the week			

Faculty Meeting Friday Schedule*		*Dept start at 1:00
Friday	12:15 - 1:00	7-Sep
Friday	12:15 - 1:00	5-Oct
Friday	12:15 - 1:00	2-Nov
Friday	12:15 - 12:40 (18hr Day)	7-Dec
Friday	12:15 - 1:00	4-Jan
Friday	12:15 - 1:00	1-Feb
Friday	12:15 - 1:00	1-Mar
Friday	12:15 - 1:00	5-Apr
Friday	12:15 - 1:00	3-May
Friday	12:15 - 1:00	7-Jun

18 Hour Fridays for Universal Design PD		
Friday 1 of 6	28-Sep	12:40 - 3:40
Friday 2 of 6	12-Oct	12:40 - 3:40
Friday 3 of 6	19-Oct	12:40 - 3:40
Friday 4 of 6	26-Oct	12:40 - 3:40
Friday 5 of 6	30-Nov	12:40 - 3:40
Friday 6 of 6	7-Dec	12:40 - 3:40