

## COMMON PLANNING TIME

Common planning time (CPT) is being provided to everyone to work together as a team with the primary purpose of improving student learning both for individual students as well as the students as a whole within a grade level team. CPT is an opportunity for professional collaboration focused on teaching and learning. Time is provided for CPT every day and all members of each team are expected to be active participants. Please don't expect to use this time for individual preparation or organizational tasks.

The following are some basic expectations for the implementation of common planning time for the 7/8, 9/10, 11/12 and unified arts teams. They are intended to serve as a common starting point for all teams and can be modified over time for specific teams and universally for all teams. CPT occurs every day and all members of each team are expected to be an active participant.

- Make good use of the time by being punctual, engaged and purposeful
- Work collaboratively
- Encouraging positive conversations
- Bring issues (vent) to people who are capable of addressing them
- Maintain Confidentiality
- Work off an agenda, and set next agenda prior to closing each meeting
- Establish and adhere to team norms and roles
- Keep notes and archive what was done (accountability & organization)
- Distribute notes to all members of the team and the principal at least weekly, more frequently if needed.

### Sample Agenda:

1. Edits needed for the agenda
2. Old Business; items continued from previous sessions
3. New Business; new agenda items
4. Other:

### Sample Reporting Out Form:

Team:		Date:	
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Team Members Present:	
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Start Time:		End Time:	
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Agenda Item	Discussion Notes	Action/Follow Up	Person Responsible	Date of Expected Completion

Agenda Items for next time:	
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Administrative support requested for:	
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