



Regarding Collaboration Days

Dear ARs:

The GEA has received some calls **regarding concerns about collaboration time**. To help you deal with any problems that might arise, we are including the memo from Assistant Superintendent, Kevin Hague, to all elementary principals.*

*All underlining and bold letters are the result of editing by GEA and are not part of the original memo.

MEMO

To: All Elementary Principals
All Elementary Assistant Principals

From: Kevin D. Hague, Assistant Superintendent
School Services

Re: Elementary Collaboration Days

With the upcoming Collaboration Day on September 12th [this is the original memo from Dr. Hague's office], we thought it would be helpful to remind you of some of the key elements and expectations. The purpose of these days, as established by the Board of Education, is to allow teachers time to collaborate with their colleagues regarding student achievement. This is accomplished through data analysis, sharing effective instructional practices, discussion of individual student needs, curriculum planning, etc. Principals may need to provide some initial training for staff members on strategies for effective collaboration. Although this training is important, **it should not take away substantial time from the action of collaboration.**

Collaboration time should not be used for individual planning time. Collaboration activities should be documented by each principal to be used as part of our accountability to the Board of Education.

We know that this is new for all of us and there may be some wrinkles at first. This is critical time for our teachers who need every minute we can give them. We will discuss this issue further at our principal meeting on September 12th.

Thanks!

GEA supports the concept of collaboration. Research has shown that collaborative efforts can improve student achievement.

Some thoughts:

- **One size does not fit all. The implementation and the way the program looks will vary from school to school.**
- **This time should be a collaborative effort with administrative and staff.**
- **There have been frustrations in the implementation. Work with GEA and your School Building Committee to resolve concerns as they arise. It is always best to resolve problems at the lowest level, if possible.**