

Milton High School

COLLABORATIVE TIME PROPOSAL

September 19, 2012

WHAT IS COLLABORATIVE TIME?

- ❖ Designated time for faculty and staff to work together to review curriculum, analyze data, share and enhance instructional practices, and increase student achievement

Purpose:

To increase student achievement

WHAT ARE THE BENEFITS OF COLLABORATIVE TIME?

- Increase Student Achievement
- Analysis of Student Work (Feedback for Teachers & Students)
- Curriculum Revision and Enhancement
- Share and Improve Teaching and Instructional Strategies
- Develop Interdisciplinary Units – Making Connections across the Curriculum

BENEFITS OF COLLABORATIVE TIME (continued)

- Collaboration on the Creation, Analysis and Revision of Formative and Summative Assessments
- Review of Grading Practices
- Ongoing Support from a Mentor, Colleague or Department Head
- Increased Teacher Retention & Job Satisfaction

NEASC

- New England Association of Schools and Colleges
- Milton High School is a member
- NEASC provides accreditation services for more than 2000 public and private institutions in the six state region - Pre-K through university. NEASC accreditation uses self-reflection, peer review and best practices as integral components of its assessment process.
- The November 2011 NEASC Site Visit was successful! —
We have been re-accredited

NEASC RECOMMENDATIONS

The NEASC time-related recommendations for MHS:

- Understand 21st Century Learning Expectations
- Develop and implement a school-wide format for curriculum
- Develop uniformly high-quality curriculum
- Examine student work and use assessment data to inform and drive instructional practices
- Establish a formal process of collecting and reporting data
- Collaborate on formative and summative assessment frequently and formally
- Review, revise, and analyze data from common assessments

NEASC Deadline February 2013

- NEASC has given Milton High School a **DEADLINE of February 1, 2013** to provide evidence of action taken with each of the following.

NEASC Special Progress Report

1. Ensure that over the course of the high school experience every student is enrolled in a minimum of one heterogeneously grouped core course
 - Accomplished - 9th grade history – Modern World Culture

NEASC Special Progress Report

2. Develop and begin to implement a plan for the regular review, evaluation, and revision of the curriculum that places the school's core values and beliefs about learning at the core and that ensures the curriculum is aligned with the 21st Century Learning expectations. (in progress)
3. Identify which department/content area assumes responsibility for teaching and assessing each of the school-wide 21st century learning expectations. (in progress)
4. Ensure that prior to each unit of study, teachers communicate the school's applicable 21st century learning expectations as well as the related unit-specific learning goals to be assessed. (in progress)

NEASC Special Progress Report

5. Provide teachers with increased, formal, structured time for them to collaborate within content areas and across content areas for the purpose of improving teaching and learning.

- *Not Yet Accomplished*

Professional Development

- **August 27th**
- Superintendent met with entire staff; Attorney met with staff regarding Sexual Harassment, 504/Special Education/Civil Rights, Bullying, Student Records, Residency, 51A, Restraint Training
- **August 28th**
 - Differentiated Instruction
 - Department Meetings
- **October 5th**
 - 21st Century Learning Expectations
 - Improving instructional practices
 - Reviewing student data

Collaborative Time Committee

- 12 staff representing every discipline
- 5 meetings
- Contacted 41 schools to inquire how much collaborative time they have and when
- 37/41 have early release days and a 4/41 have late starts; most said they need more collaborative time
- Created 3 proposals – #1 early release, #2 late start and #3 early dismissal to meet from 7th period to 3:30 p.m.
- 99% of MHS staff prefer proposal #1 – early release
- Proposal #1 provides the most time

COLLABORATIVE TIME PROPOSAL #1

EARLY RELEASE

- Students released at 11:16 a.m.
- Teachers will meet 11:45 a.m. to 2:45 p.m. (3 hours)
- Number of early release days: 7
 - Jan, Feb, Mar, April, May
- Total collaborative hours: 21 hours/year
- The time will come from the restructuring of Advisory Period

COLLABORATIVE TIME PROPOSAL #2

LATE START

- Students arrive at 9:45 a.m.
- Teachers will meet 7:45-9:15 a.m. (1 hour 30 min)
- Number of late start days: 9
Oct, Dec, Jan, Feb, Mar, April, May, June
- Total collaborative hours: 13.5 hours/year
- The time will come from the restructuring of Advisory Period

WHAT IS AN “ADVISORY PERIOD?”

NEASC requires that each school has a formal, on-going Advisory Program through which each student has an adult in the school, in addition to the school guidance counselor, who knows the student well and assists the student in achieving the school's learning expectations.

ADVISORY PERIOD

In Spring 2012, an Advisory Ad-Hoc Committee was formed to review our current advisory program and to collect data from local high schools regarding their advisory programs.

What did they determine?

- Faculty advisors should meet individually with each of their students once per term.
- On average, faculty advisors need 4-5 sessions per term to meet individually with each of their students.
- These meetings are approximately 5-7 minutes per student.

RESTRUCTURING OF THE ADVISORY PERIOD

In 2012-2013:

- Letter sent home to parents explaining.
- There will be 21 Advisory Periods which will allow faculty advisors to meet with each of their students 4 times per year.
- Group Guidance will continue to meet during this time.
- The extra time gained back from the repackaging will provide more instructional time as well as collaborative time for the faculty and staff.

WHAT IS GROUP GUIDANCE?

Group Guidance is a developmental counseling program that helps students to:

- Achieve optimal growth
- Acquire positive skills and values
- Set appropriate career goals
- Realize their full academic potential.

WHAT HAPPENS IN GROUP GUIDANCE?

- Students will access their NAVIANCE accounts and take the Learning Style Inventory
- Students will take the Career Interest Inventory
- Juniors will discuss SAT/ACT registration and college testing
- Seniors (and parents) will meet individually to confirm Naviance/College Board/FERPA.
- Seniors will meet about college application process
- Counselors and students will discuss school activities, clubs, advisors, the chain of command including administration and department heads, homework policies, truancy, unexcused tardiness, and the community service requirement, etc.

INCREASING STUDENT ACHIEVEMENT

By reallocating some of the time we used for Advisory Period, we will provide more instructional time for students and create collaborative time for teachers

Time Subcommittee Members:

Paul Arenburg

Yolanda Beech

Dyanne Crowley

Marilyn Decker

Scott Devlin

Margaret Gibbons

Tracy Grandeau

Vernon Nelson

Catherine Queally

Tom Shaw

Brendan Tobin

Barbara Wright

Advisory Ad-Hoc Committee Members:

Yolanda Beech

Karen Cahill

Dr. Noreen Diamond-Burdett

Ben Kelly

Michelle Kreuzer

Larry Jordan

Elaine Lovett

Liz Tahaney

Nancy Warn

Kara Yifru

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

Andrew Carnegie