



Roslyn's Laura Adler Teacher Center

A Site for Insight

Roslyn High School/ Round Hill Road/ Roslyn/ New York 11576

(516) 801-5185

COLLEGIAL CIRCLES FOR TEACHERS

Overview

Collegial Circles provide teachers with structured time for collegial support, study and an opportunity for reflection on classroom practices. Collegial Circles enable teachers to identify needs for professional growth and to satisfy these needs through sharing and group problem solving. A study group is formed by a group of four to eight teachers who share a common interest or challenge and who are committed to understanding and solving it. The group will convene regularly and will meet for the specified amount of time (see below). The goal in all cases is to enhance the delivery of instruction and to improve education for students. Although topics will be teacher generated and directed, they should support and reflect District staff development initiatives.

Advantage of Collegial Work Groups

1. Collegial work groups provide structured time for teachers to plan, share, and engage in collaborative problem solving in order to improve instruction.
2. Work groups allow teachers to take charge of a piece of their own ongoing professional development.

Features of Collegial Work Groups

1. Groups are organized and directed by teachers who want to make changes in the way they work.
2. Groups are purposeful and connected to outcomes for both teachers and students. Each group identifies and describes the types of changes that might be accomplished.
3. Participants collect and share information that will help them identify activities most beneficial to meeting desired outcomes.
4. All Collegial Circle work should be original (work) designed by the participants – using the curriculum that you are studying as a reference
5. Collegial Circles are made up of no less than four and no more than eight teachers who agree to meet for eight hours of study on school district premises and are **limited to two per teacher per school year. *special circumstances minimum of 2 allowed**

I. Prior Approval Procedures

1. The facilitator must complete and submit the attached “Request for Approval of a Collegial Circle” form to the Building Principal or Chairperson.
1. After the Building Principal or Chairperson has signed on page 4, please send pages 2 -4 to Teachercenter@roslynschools.org
2. Patricia Frohnhofer, Teacher Center Director, will submit all **completed requests** to the Assistant Superintendents for Curriculum & Instruction. Karina Baez will approve for grades K – 5; and Michael Goldspiel will approve for grades 6 -12.
3. All completed requests need to be submitted at least **four weeks** prior to the proposed **first meeting**.

Once approved, the Office of Curriculum and Instruction will send a letter of approval via email. This letter will include a roster listing all teachers' names, along with the dates and times of the Collegial Circle. Please ensure that all teachers initial the roster at each session.

Title of Collegial Circle: _____

I. Name of group members

no less than 4; no more than 8	<u>Name of Teachers</u>	<u>Grade/Subject/School</u>	<u>In-service Credit or Stipend</u>
1			
2			
3			
4			
5			
6			
7			
8			

II. Dates, times, and location of planned meetings (total of 8 hours)

All meetings must be held in person on school grounds

Day/Date	Time	Location

Please email completed request (p2-4) to Teachercenter@roslynschools.org

III. Goals of the Collegial Circle – Please indicate what specific materials will be created and submitted.

IV. How will the work of this group impact classroom instruction?

V. What CCLS are being incorporated into this Collegial Circle?

Please email completed request (p2-4) to Teachercenter@roslynschools.org

Title: _____

VI. Name of the teacher contact for submitting the proposal on behalf of the group

Name of Teacher Contact: _____ Ext: _____

Approval _____
Building Principal or Chairperson Date _____

Approval _____
Assistant Superintendent for Curriculum and Instruction Date _____

email from building chair or principal will be accepted as signature

Please email completed request (p2-4) to Teachercenter@roslynschools.org

II. During the Collegial Circle (after prior approval)

Each session must have a **facilitator** who helps keep the meetings on track.

One or more recorders who keep the minutes and record the future plans of the group, including a specific listing of what each member will do before the next meeting to help research, test or study the issues being discussed.

Example minutes:

<u>Date of session</u>	<u>Name of members present</u>	<u>Task or assignment</u>
10.13.25	Jane Smith	Chapter 4 - math
	John Jones	Chapter 3- math
10.15.25	Jane Smith	Chapter 4 - math

- A. **The minutes of each session** must be uploaded to the **google folder** within one month following the last session.
- B. **Within a month following the last session, each teacher** must submit an **implementation log which is located** in the **google folder** assigned to the collegial circle. **(Remember to make a copy)**
- C. **The facilitator** must submit any written group work such as lesson plans, curriculum outlines, instructional materials created, etc. **to the google folder** provided by the teacher center for this collegial circle.

III. Final Approval

- A. **Please send an email to pfrohnhofer@roslynschools.org when you are ready to submit for final approval.**
- B. All Collegial Circle work will be sent to the teacher center director **first**.
- C. The Teacher Center Director will send it to the building principal or chairperson for final approval.
- D. Once approval from the building principal or chair is approved, the Teacher Center Director will send it to Central Administration for final approval.
- E. **No stipend or credit will be granted until all documentation has been approved by the central office.**

Reminders:

Remember to have each member submit an implementation log located in the google folder. This log is to include specific examples of how she/he has (or will) implement the work of the group and evidence of its impact on student performance.

The facilitator must submit any written group work such as lesson plans, curriculum outlines, instructional materials created, etc. to the google folder provided by the teacher center.

Do not submit for stipend or credit until approval has been sent to participants from central administration.

IV. Final Payment

With the final approval of an Assistant Superintendent for Curriculum & Instruction, after all documentation including minutes, Personal Implementation Log, and all work completed such as lesson plans, curriculum outlines, instructional materials created, etc. has been submitted by all members of the group, **½ in-service credit or stipend (if available)** will be awarded to each teacher. **The facilitator will receive a one-time payment of \$90.00**, provided from the Teacher Center Grant for facilitating the Collegial Circle.

A copy of your final project will be distributed to the building principal or chairperson along with any persons who may benefit from the collegial circle (ie. Colleagues of the same grade level in another building). All work submitted will be copied and distributed by the Teacher Center.

Packet submitted to Central Administration must be the final copy of how the participants will be using the materials in the classroom. Ex. booklet, in a binder, packets...

PERSONAL IMPLEMENTATION LOG FOR COLLEGIAL CIRCLE

To be submitted to Teacher Center Director and Assistant Superintendent for Curriculum and Instruction no later than one month following the last session. Please send to google folder.

Name: _____

Title of Collegial Circle: _____

Grade Level: _____ Date: _____

1. Describe how the work of this group is or will be implemented into your teaching practice.

2. Cite evidence you have which demonstrates the impact of the work of this group on student performance (observations, anecdotes, examples, student data, etc.).

3. Do you believe that there should be a follow-up to this Collegial Circle? List your recommendations/ suggestions.

4. Additional Comments (optional)

Final Approval Form - **Teacher Center Director will send out after the project is complete.**

Title: _____

Name of the teacher contact for submitting the proposal on behalf of the group

_____ Ext: _____

Approval: _____
Building Principal or Chairperson Date

Approval: _____
Teacher Center Director Date

Approval: _____
Assistant Superintendent for
Curriculum and Instruction Date

This page may be sent separately via email to Teachercenter@roslynschools.org

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