

Oakland High TILT Fundamentals - Drafted 6/17/16

<p>Purpose</p>	<p>The purpose of the Teacher Instructional Leadership Team is to develop and implement the school's instructional program by establishing goals, providing high-quality professional development, modeling best practices, and evaluating student learning through cycles of inquiry. Members engage in a rigorous, transparent and reflective process, to create a culture of collaboration and learning amongst all that improves outcomes for the whole student.</p>
<p>Goals</p>	<p>SPSA Instructional Goals:</p> <ul style="list-style-type: none"> ❖ Teachers are equipped with the skills and strategies to maximize learning experiences during a 90 minute period so that every lesson includes academic discourse, checking for understanding, and literacy strategies across all subjects. ❖ Classroom structures support efficient transitions and account for the development of the social emotional capacity of students to work in small learning communities.
<p>Norms</p>	<p>We will keep our scholars' best interests in mind as we:</p> <ul style="list-style-type: none"> ● Act on the principle of all for one, one for all ● Start and end on time ● Consider every comment ● Stay focused on topic at hand ● Maintain a parking lot for later discussion ● Continue to seek clarity and ask questions before committing ● Follow through on agreements ● Speak respectfully to one another and refrain from interruption ● Bring and assume positive intent
<p>Roles & Membership</p>	<p><u>Membership</u></p> <ul style="list-style-type: none"> -Pathway leads represent pathways (6) -Department chair represents entire department, regardless of pathway (9) (English, math, science, social science, world language, PE, art/music, SpEd, ELD/Newcomer) -All APs and principal to provide vantage point that others on site can't and to represent 9th grade families (5) -CCTL (Sonia Hansra) -Counselor representative (counseling team will decide who will be TILT rep) -Pathway coach (Tiffany Holliday) -Faculty Council representative (Grebe) -Each group is represented on TILT. In the rare instance when there is double representation, that person is allowed only one vote in decision-making situations. <p><u>Adding new members:</u> Any group who thinks they need representation on TILT can petition by attending a</p>

	<p>meeting to present how they align with the purpose. Current TILT will discuss and then vote at the next meeting. Decision will be communicated in the notes shared with staff.</p> <p><u>Roles within TILT at meetings</u></p> <ul style="list-style-type: none"> ⇒ Facilitator: CCTL facilitator (agenda co-created with principal) ⇒ Recorder/note taker: Pathway Coach ⇒ Process Observer: Determined at start of each meeting, use Process Observation form to monitor equity of voice; define what this is - create a form that has the norms, equity of voice, time ⇒ Time keeper: Determined at start of each meeting ⇒ Interrupter: Matin (until Sonia is comfortable) <p>If unable to attend meeting:</p> <ol style="list-style-type: none"> 1. Find a representative from department or pathway team to attend in your place. 2. If unable to find representative, then ensure notes are reviewed and information shared with team <p>Regular TILT representative at SSC: Jerome Gourdine (volunteered)</p>
<p>Agenda format</p>	<ul style="list-style-type: none"> ● Agenda is co-created with CCTL and Principal and shared at least one day in advance (Friday before meeting) <ul style="list-style-type: none"> ○ Use this agenda template (make a copy and save agenda in this folder) ● Send topic ideas and suggestions to CCTL week before meeting ● If a vote will happen at a meeting, communicate that information to TILT members in advance ● Discuss future topics at end of each meeting ● Before notes get shared publicly (by Pathway Coach), review notes for accuracy at the end of each meeting <p><i>Every 2nd and 4th Mondays, 3:45-5pm</i></p>
<p>Discussion protocols</p>	<p>Possible protocols to use:</p> <ul style="list-style-type: none"> Protocols for Professional Learning The Final Word (for discussing a text)
<p>Decision making process</p>	<p><u>Working Consensus:</u></p> <p>We probe issues until everyone’s opinions are understood, especially opposing viewpoints.</p> <p>The decision is made when the group votes. A ⅔ majority is needed to approve a formal (written) proposal.</p> <p>Each individual TILT member gets one vote regardless of how many interest groups the member represents. Members (or their representative) must be present to</p>

	<p>vote.</p> <p>Separate place in agenda/minutes for formal language template for exact wording of decision(s) made.</p>
Communication	<ul style="list-style-type: none">● Formalize notetaking with a consistent agenda template and a shared folder for all TILT agendas and notes.● Pathway Coach to share agenda and notes with entire staff at the end of each meeting; other teachers can review and use comments feature to add input● In Pathway and Department meetings, TILT member are expected to share out important information from TILT meeting(s).