



# After School Collaboration Planning Form

This year, staff will have the opportunity to choose between their school collaboration group and a district discrete group. The district discrete groups will have a minimum of 5 members and a max of 15. District discrete groups will pursue a common question or focus throughout the school year. Discrete group members will need to report back to their staff at the last after school collab session or at a staff meeting. This form needs to be completed and sent to the CTA ProD Chair or CUPE Chief Shop Steward after the first discrete group meeting.

**Facilitator(s):** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

**Group Members:**

*(5-15 members for discrete district groups, minimum 4 for school group)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Topic:** \_\_\_\_\_

**Inquiry question or focus**

**Group Questions:**

Where are we?

*Current status, strengths, areas of challenge*



Where are we going?

*Target/goal*

How are we going to get there?

*Timeline for collaboration sessions, guests, resources*

How do we know we have achieved the goal?

*Describe what success looks like*

How might this impact student learning?

*How will you track impact of actions?*

**How will you share your learning with your staff?**

*Last session of after school collaboration at your school or at a staff meeting.*

All members of the Collaboration group to provide copy to Principal.

The CTA Facilitator of the Collaboration group to provide copy to CTA Pro D Chair and the CUPE Facilitator to CUPE Chief Shop Steward.