

## Chapter 5 Checklist

### How Do We Create and Sustain Collaborative Teams?

Goal	Long-Term Vision	First Steps
Establish and adhere to team norms.	Staff respectfully and cooperatively collaborates on the topic of students and student learning with a spirit of trust, professionalism, and compromise.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agree upon norms that will guide conversations and work.</li> <li><input type="checkbox"/> Provide at least one hour per week of time during which collaboration about students and student learning takes place.</li> <li><input type="checkbox"/> Focus on the four critical questions of PLCs as a key norm for teams.</li> </ul>
Teams focus on what they can do and measure their results with evidence.	Staff respects and appreciates the external realities that affect their work but continuously focus on positive actions they can take and on the results of these actions.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not become distracted or discouraged by the factors that complicate and challenge the work to be completed.</li> <li><input type="checkbox"/> Focus on purposeful actions that can be taken.</li> <li><input type="checkbox"/> Do not judge success based on implementation—judge success based on evidence of student growth.</li> </ul>
Teams share knowledge and workload.	Staff share successes and challenges in a climate of trust and meaningfully contribute to the shared work of the team.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share the best, most effective strategies.</li> <li><input type="checkbox"/> Be open to implementing new strategies.</li> <li><input type="checkbox"/> Accept responsibility and complete tasks for the team.</li> <li><input type="checkbox"/> Deconstruct goals, identify specific tasks, and assign tasks to team members.</li> </ul>