

## Team Collaboration Time: Planning Guide and Schedule

Collaborative time is essential to the PLC and RTI processes. Without it, the work is virtually impossible. It is the leadership team's responsibility to ensure frequent collaboration for schoolwide and teacher teams. This time should be:

- **Frequent**—Each team should meet weekly, or once every other week at a minimum.
- **Scheduled**—Meetings should last at least forty-five to sixty minutes per week.
- **Embedded**—Time must be embedded in the professional and contractual work week.

### Site Collaboration Schedule

Schoolwide Teams	Time and Day	Location
Leadership team		
Intervention team		
Teacher Teams	Time and Day	Location