

**Semi-annual (January and June) Summary of Department Collaboration
For Administration, Board of Education, Ed Policy Committee, LINKS Committee**

Grade Level/Department _____ Chairperson _____

List all members of the department _____

_____ Date _____

Annual Instructional Goals and Strategies:

Instructional Goal: What can your department/grade level do this year to increase student learning and raise student achievement?

Instructional Strategies:

Progress Notes:

The Board offers these guidelines/questions to be considered in your report.

- The report should be tied to students/about student achievement.
- What is going well? What isn't? Please explain.
- What impact/connection are new materials and programs having on improving student achievement, i.e. new textbook series, technology hardware/software?
- Is there a connection between conference learning and instruction? List examples of how new professional development is being applied in your work.



Progress Notes Cont.: