

## Step 1 - Organizing for Collaborative Work

The teachers began the inquiry process by forming Grade Level Inquiry Teams as well as Vertical Planning Groups. After the groups were formed, each selected members to fill roles such as Inquiry Facilitator, Time Keeper, and Secretary. The teams then drafted a schedule for the process inclusive of weekly meetings to discuss data. The teams also discussed establishing protocols for each of their meetings. The teams would remain constant throughout the school year although it was decided that the roles could remain fluid, thus affording different members of the teams opportunities to look at the process from different viewpoints.

Our school eventually formed six grade level teams, 1 ESL Team, and 4 Vertical Planning Groups (consisting of teachers and paraprofessionals from mixed grade levels).