



"Ensuring learning while challenging each student to achieve full potential"

Office of the Superintendent
Pullman School District No. 267
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Pullman WA 99163
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April 15, 2011

Dear Parents,

A collaboration committee that was formed in spring of 2010 to include parents worked this year to explore how Pullman Schools can successfully establish common collaboration time during the regular day. The committee used an approach taught by the *Future Problem Solving Program International, Inc.* to further analyze the need for collaboration and come up with potential options for the logistical structure of this common time.

Future Problem Solving Process

1. **Identify Challenges** – generate challenges or issues related to the future scene or need area
2. **Select an Underlying Problem** – focus on one problem area
3. **Produce Solution Ideas** – generate solution ideas to the underlying problem
4. **Generate and Select Criteria** – create criteria to evaluate the merit of the best solution ideas
5. **Apply Criteria to Solution Ideas** – evaluate solution ideas using criteria to rank order them
6. **Develop an Action Plan** – based on the highest scoring solution idea, develop an action plan explaining how the solution will work and describing how the problem will be solved

Based on the work the committee did during the 2009-10 school year, the following *Problem Statement* was developed.

*In November of 2008, Pullman Public Schools reviewed and revised its Strategic Plan. One of the goals we developed includes establishing **High Levels of Collaboration and Communication**. Our current daily schedule does not allow for consistent common time for teachers and principals to work together. **How might we provide teachers and principals with common time for professional dialog and collaborative work so that the learning achievement of each student will be positively and significantly improved?***

The committee came up with several ideas and engaged in thoughtful discussion as the process unfolded. The brainstorming process generated a number of different potential options along with suggestions for addressing concerns. A number of possible solutions for providing time for collaboration were reviewed further and included in Step 5 of the process: *apply criteria to solution ideas*. Once criteria were applied to the ideas, the committee selected one to discuss more in depth with the School Board at a Board Work Session. The solution idea the committee selected for discussion with the board at a Board Work Session was a half-day early release seven times during the school year.

The school board suggested that the seven early release days during the school year could be feasible. The board asked that these days be built into the upcoming school calendar which would then be formally presented to the board for official consideration. On April 13, 2011, the school board approved the 2011-2012 school calendar, and includes seven half-day early release days for collaboration. The collaboration days are scheduled on the first Wednesday of the month (September, November, December, February, March, April, and May). The calendar is included with this letter.

To accommodate families who need child care on collaboration days, the YMCA's after school programs at all three elementary schools will begin at noon, when schools dismiss students. This licensed program, which is available to students who are 5 to 12-years-old, involves outdoor game time/team-building, academic support, and a creative activity. The programs will operate until 5:30 p.m. and the cost will be included in the Y's part-time and full-time tuition rates. The Y's Lincoln Middle School Program also will run from noon to 5:30 p.m. on collaboration days. This service also will be available for a drop-in fee to those who do not regularly attend the YMCA. The drop-in fee has not yet been established. YMCA scholarships are available to qualifying families. For more information about YMCA school programs, please call Joan Rutkowski at 332-3524.

Information related to the work that is accomplished as a result of this collaboration time will be posted on the district website www.psd267.org under the *collaboration* link, <http://www.psd267.org/content/collabproposal>. The current year-long plan and agenda/planner record form are also posted on the website for your information.

If you have any questions, please contact your school's principal or the district office at (509) 332-3144 or via email at sreyes@psd267.wednet.edu.

Sincerely,





Dr. Susana Reyes
Assistant Superintendent

2011-12 School Year

	M	TU	W	TH	F		Student Days/wk	Total Days
August	15	16	17	18	19			
	22	23	24	25	26	(Dist. PD 23) School Begins 24 (WSU 22)	3	3
	29	30	31	1	2		5	8
Sept	5	6	7	8	9	Labor Day	4	12
	12	13	14	15	16		5	17
	19	20	21	22	23		5	22
	26	27	28	29	30		5	27
Oct	3	4	5	6	7	PD Day, No School	4	31
	10	11	12	13	14		5	36
	17	18	19	20	21		5	41
	24	25	26	27	28	Conference Week	5	46
	31	1	2	3	4		5	51
Nov	7	8	9	10	11	Veterans Day	4	55
	14	15	16	17	18		5	60
	21	22	23	24	25	Thanksgiving Week	0	60
	28	29	30	1	2		5	65
Dec	5	6	7	8	9		5	70
	12	13	14	15	16		5	75
	19	20	21	22	23	Winter Break (WSU 16)	0	75
	26	27	28	29	30		0	75
January	2	3	4	5	6		4	79
	9	10	11	12	13	WSU 9	5	84
	16	17	18	19	20	MLK Day	4	88
	23	24	25	26	27		5	93
	30	31	1	2	3		5	98
Feb	6	7	8	9	10		5	103
	13	14	15	16	17		5	108
	20	21	22	23	24	President's Day	4	112
	27	28	29	1	2	Elementary Confrenences	5	117
Mar	5	6	7	8	9		5	122
	12	13	14	15	16	WSU Spring Break	5	127
	19	20	21	22	23		5	132
	26	27	28	29	30		5	137
Apr	2	3	4	5	6	Spring Break	0	137
	9	10	11	12	13		5	142
	16	17	18	19	20		5	147
	23	24	25	26	27		5	152
	30	1	2	3	4	WSU Finals & Graduation	5	157
May	7	8	9	10	11		5	162
	14	15	16	17	18		5	167
	21	22	23	24	25		5	172
	28	29	30	31	1	Memorial Day	4	176
June	4	5	6	7	8	June 7th - School Ends	4	180
	11	12	13	14	15		0	180
	18	19	20	21	22			180

180

No School 
 Collaboration - Half Day 
 First/Last Day of School 