



Facilitate Wise Meetings

Dr. Jorge Peña, Office of Catholic Schools
Archdiocese of Chicago
Webinar: September 22, 2017

Sharing the Loaves and Fishes

(sign of the cross)

Sharing the loaves and fishes,

You gave us an image of solidarity with the hungry, O Lord.

Sharing yourself in the bread and wine,

You called all to the table, O Lord.

Give me the hunger to be a part of the feeding

And the healing of this world.

Nourish me with your Grace,

So I may work with joy to serve your children.

Open my eyes and my heart

To recognize those in poverty

And increase my awareness

Of the structures and systems

That need to be changed

So we may all break bread together.

In your name we pray for the end of hunger.

(sign of the cross)

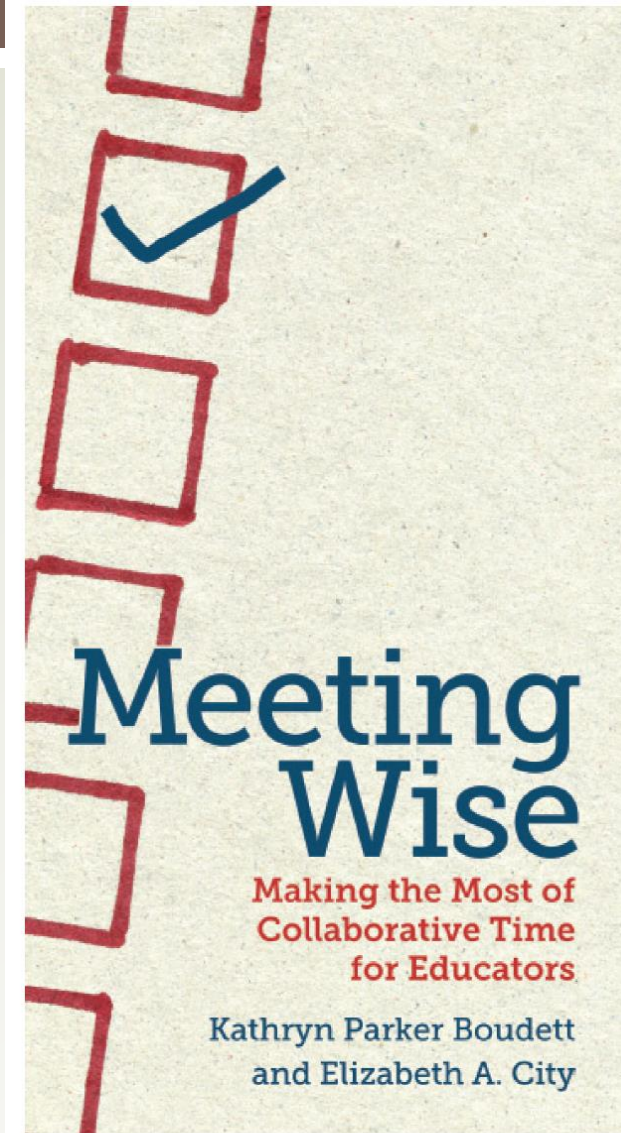
Webinar Objectives

Objective 1 Distinguish between effective and ineffective meetings

Objective 2 Identify topics and objectives for Continuous Improvement Leadership Team meetings

Why focus on meetings?

- Time as a resource
- Meetings as powerful learning spaces
- Learning organization
- Great meetings are like great classrooms



Meeting Wise
Making the Most of
Collaborative Time for Educators

Kathryn Parker Boudett
and Elizabeth A. City

Effective Meetings

- Helps a group of people make progress on objectives that are in explicit service of the broader goal of improving the core work of the educational enterprise: learning and teaching.
- If time is a limited resource, spend it wisely

Estimate the cost of meetings

Think of a regular meeting you attend. Estimate the cost of that meeting in a year (multiply the number of *people* at the meeting by the number of *hours* in the meeting by the average *hourly earnings* of the people in the meeting by the number of *meetings per year*). What is the annual investment in that meeting?

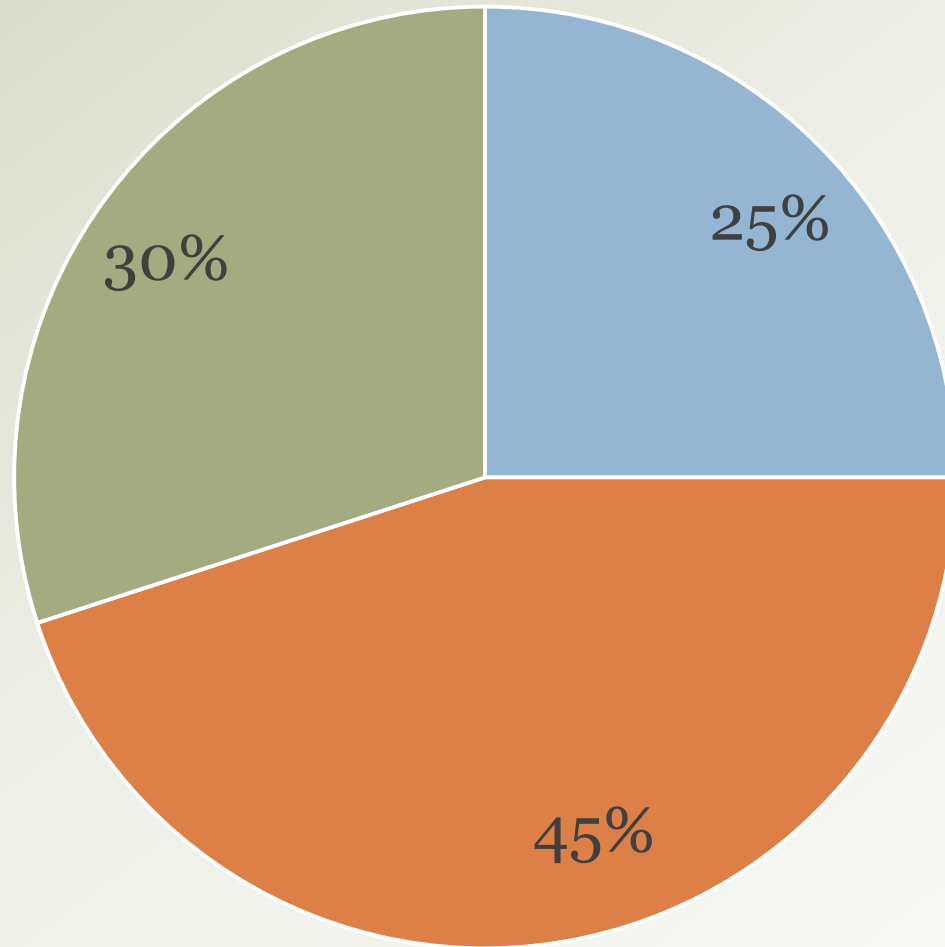
____ people × ____ hours × ____ hourly earnings × ____ meetings per year = \$ ____/year

Estimate the cost of meetings

Meeting	# of People	# of hours	Hourly earnings	# of Meetings per year	Cost/Year
Continuous Improvement Leadership Team (CILT)	5	1	\$25	16	\$2,000

Meeting	# of People	# of hours	Hourly earnings	# of Meetings per year	Cost/Year
Continuous Improvement Leadership Team (CILT)	5	1	\$25	20	\$2,500
Faculty Meetings	25	1	\$25	14	\$8,750
Grade-level Meetings: Horizontal	2	1	\$25	40	\$2,000
Grade-level Meetings: Vertical	3	1	\$25	20	\$1,500
Specials Team	5	1	\$25	10	\$1,250
Inclusive Education Team	5	1	\$25	30	\$3,750
Professional Development Days	25	5	\$25	6	\$18,750
					\$38,500

Rate the Quality of Meetings



■ Excellent use of time ■ Tolerable use of time ■ Waste of time

Solutions

- **Meeting Wise Checklist and Agenda Template**
- Meeting Norms

The Meeting Wise Checklist

		YES	NO
PURPOSE	1. Have we identified clear and important meeting <i>objectives</i> that contribute to the goal of improving learning?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Have we established the <i>connection</i> between the work of this and other meetings in the series?	<input type="checkbox"/>	<input type="checkbox"/>

The Meeting Wise Checklist

		YES	NO
PROCESS	3. Have we incorporated <i>feedback</i> from previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Have we chosen challenging <i>activities</i> that advance the meeting objectives and engage all participants?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Have we assigned <i>roles</i> , including facilitator, timekeeper, and note taker?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Have we built in time to identify and commit to <i>next steps</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
	7. Have we built in time for <i>assessment</i> of what worked and what didn't in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>

The Meeting Wise Checklist

		YES	NO
PREPARATION	8. Have we gathered or developed <i>materials</i> (drafts, charts, etc.) that will help to focus and advance the meeting objectives?	<input type="checkbox"/>	<input type="checkbox"/>
	9. Have we determined what, if any, <i>pre-work</i> we will ask participants to do before the meeting?	<input type="checkbox"/>	<input type="checkbox"/>

The Meeting Wise Checklist

		YES	NO
PACING	10. Have we put <i>time allocations</i> to each activity on the agenda?	<input type="checkbox"/>	<input type="checkbox"/>
	11. Have we ensured that we will address the <i>primary objective</i> early in the meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	12. Is it <i>realistic</i> that we could get through our agenda in the time allocated?	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Wise Templates

- [Agenda Template](#)
- [Rolling Agenda Template](#)
- [Meeting Wise Checklist](#)

Solutions

- Meeting Wise Checklist and Agenda Template
- **Meeting Norms**

Meeting Norms

- Norms are ground rules for how members of a group agree to behave during a meeting

Norm Setting Protocol

- Reflect in writing for one minute norms that you have found useful in the past
- Identify a Recorder in your team. Share norms and the Recorder notes the norms on chart paper by capturing the idea of the norm
- Identify the norms that will guide your meetings

Living Our Norms

- Our norms will only be useful if we all have a shared commitment to using them
- What will we do to hold ourselves to a high standard for collaborative work?

Webinar Objectives

Objective 1 Distinguish between effective and ineffective meetings

Objective 2 Identify topics and objectives for Continuous Improvement Leadership Team meetings

CILT- sample meeting topics/objectives

September

- review the skills in Part 4 of the CSIP
- identify the process to determine student learning of the skills on the CSIP
- review articles/videos on instructional strategies to support the CSIP

CILT- sample meeting topics/objectives

October

- review the CSIP Action Plan (Part 4), Plan to Assess Progress (Part 5), and the Professional Development (Part 6)
- create a schedule for ACT Aspire Interim #1 test administration
- identify when short-term assessments will be collected and when will faculty/grade-level teams analyze the short-term assessments

CILT- sample meeting topics/objectives

November

- analyze ACT Aspire Interim #1 results
- analyze ACT Aspire Interim #1 results with faculty/grade-level teams with an emphasis on the skills identified on the CSIP and compare these findings with Short-term assessment results
- perform classroom observations of teachers using the instructional strategies on the CSIP

CILT- sample meeting topics/objectives

December

- create a schedule for ACT Aspire Interim #2 test administration
- debrief classroom observations on the instructional strategies on the CSIP

CILT- sample meeting topics/objectives

January

- analyze ACT Aspire Interim #2 results
- analyze ACT Aspire Interim #2 results with faculty/grade-level teams with an emphasis on the skills identified on the CSIP and compare these findings with Short-term assessment results
- identify the types of adjustments and interventions needed for student learning; perform a formative assessment of the CSIP

CILT- sample meeting topics/objectives

February

- perform classroom observations of teachers using the instructional strategies on the CSIP
- debrief classroom observations on the instructional strategies on the CSIP
- create a schedule for ACT Aspire Interim #3 test administration

CILT- sample meeting topics/objectives

March

- analyze ACT Aspire Interim #3 results
- analyze ACT Aspire Interim 3 results with faculty/grade-level teams with an emphasis on the skills identified on the CSIP and compare these findings with Short-term and Interim Assessments #1 and #2 assessment results; identify the types of adjustments and interventions needed for student learning;
- create a schedule for ACT Aspire Summative test administration

CILT- sample meeting topics/objectives

April

- review post-test administration procedures using Plus/Delta Protocol
- review/evaluate the effectiveness of the professional development opportunities participated by the faculty

CILT- sample meeting topics/objectives

May

- review the CSIP Evaluation protocol (Part 7)
- facilitate the CSIP Evaluation with faculty/grade-level teams

CILT- sample meeting topics/objectives

June

- review the reflections from the CSIP evaluation
- identify participants for the workshop on interpreting and analyzing the ACT Aspire summative results (workshop will be last week in July and first week of August)



Review next steps

- ❑ CILT to identify monthly topics
- ❑ Complete and monitor the CSIP
- ❑ Commit to making the most of collaborative time by having wise meetings
- ❑ Webinar 1 of 3 series: #2- ACT Aspire Summative Analysis (refresher training) and #3- Create the CSIP (refresher training)
- ❑ Take an inquiry stance: email or call questions to Dr. Jorge Peña: jpena@archchicago.org/ 312-534-5289

