



### High-Quality Meetings

Teachers spend a lot of time in meetings. It is a constant complaint heard throughout schools.

To help improve meetings, focus on making your meetings (e.g., data meetings, teacher meetings, administration and coaching meetings, leadership team meetings) more engaging, purposeful, and productive for teachers; focus on the following components:

1. **Establish a Leader** - The leader does not always have to be the principal or the instructional coach, but a leader does need to be designated to lead the meeting.
2. **Develop an Agenda**
  - a. First, the leader determines the outcome or goal of the meeting
  - b. Then, determine the time for the meeting and the timeframes for each part of the meeting. Shorter meetings are better than longer meetings. Well-developed agendas will help you keep a quick pace and get through the content much faster, which will be greatly appreciated by teachers.
  - c. Then, identify a bell ringer or entrance activity. What can the teachers do when they walk into the meeting to get them focused on the meeting and thinking about the outcome?
  - d. Then, review the agenda with everyone including the meeting norms, the main body of the agenda, and the outcome/goal of the meeting.
  - e. Then, develop the main body of the agenda. What content will you cover? What engagement strategies will you use to engage participants with the content, so you are not just talking at them? What do teachers need to do before the meeting? What materials do they need to bring?
  - f. Then, develop an exit ticket for teachers to provide feedback and identify next steps for applying the content of the meeting.
  - g. Finally, send out the agenda at least 2 days ahead of time so teachers have time to process and know what to prepare for and what materials to bring.

**Note:** It is helpful for the leader to first develop a detailed agenda for him or her to follow and then just send out an agenda with the necessary details to teachers.

3. **Conduct the Meeting**
  - a. Identify a timekeeper and note taker
  - b. Review agenda
  - c. Follow agenda
  - d. Create a Buts/Ifs poster: If teachers get stuck on a topic for too long, add it to the Buts/Ifs poster to revisit later, either at another meeting or with a smaller group, which may be other teachers, the instructional coach, or administration. The leader needs to monitor this and follow up to ensure teachers adhere to the Buts/Ifs because they know their concern will be addressed...just not in this meeting.



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### 4. Follow-up

- a. First, review the notes from the note taker and send out notes to participants. Highlighting key takeaways or next steps within the notes, will ensure teachers at least read those parts.
- b. Follow-up with Buts/Ifs and any identified next steps, including feedback from exit tickets.
- c. Reflect on meeting exit tickets to schedule the next meeting agenda.

Teachers often view meetings as taking away time from their classroom and even worse as a waste of time. Use these components to make meetings purposeful, productive, and engaging to ultimately help improve teaching and learning.

Meeting Agenda Template		
Leader		
Time		
Meeting Title		
Meeting Members		
Agenda		
Outcome		
Bell Ringer or Entrance Activity		
Meeting Norms		
Content and Engagement Activities	<u>Content</u>	<u>Activity to Engage Teachers</u>
Exit Ticket		