

The 30+ Minute Meeting Series

These meetings can be done by the whole staff, by grade level teams or by departments.

Meeting #1 – Identify and isolate the opportunity or “gap” between what is wanted and the current situation

- 5 min. The presenting question: What are the student *learning* issues we are struggling with the most?
- 10 min. Brainstorm responses.
- 5 min. Identify top three priorities by multi-voting.
- 10 min. What more do we need to know? How can we find out?

Between meetings, gather student data / information on priority areas.

Meeting #2 – Identify SMART Goals for priority area/s

- 10 min. Present graphs of student performance in area of concern. (Focus on skill areas or proficiency/performance levels.)
- 10 min. Brainstorm results-oriented goal/s for priority area/s.
- 5 min. Select 1 results-oriented goal for each priority area.
- 10 min. Make the results-goal SMART: Individuals write indicators, measures, targets for 1 goal.
(Consider *indicators* by skill/competence/performance expectations aligned to standards; consider both standardized and classroom-based *measures*; consider student data when writing *targets*)
- 5 min. Share SMART goals round robin one at a time.
- 15 min. Group selects “best of” indicators, measures, targets to write group SMART goal.
- 10 min. What do we need to know to affect student learning for this SMART goal?

Between meetings do literature / research / best practice review.

Meeting #3 – Correlate best practices to current practices.

- 10 min. Share information gathered between meetings.
- 10 min. Matrix: What are we already doing that supports best practice in this area? What more would we like to learn about?
- 10 min. Identify instructional strategies we want to do more of, start doing, stop doing.

Between meetings research ways to develop professional knowledge to learn best practices.

Meeting #4 – Identify staff development methods we want to use to.

- 10 min. Share information about various staff development methods.
- 10 min. Matrix: Individuals select preferred strategy for learning about best practices, also identifying areas they are willing to coach/teach others.
- 15 min. Discuss implementation. How will we implement staff development for best practices? What support do we need? How will we measure progress on the SMART goal?

Between meetings implement staff development and integration of best practices, then gather data to measure against baseline.

Meeting #5 -- Analyze results and refocus.

- 10 min. Present graphs of new data.
- 15 min. Discuss what worked, what didn't and why.
- 15 min. If the instructional strategy worked well, discuss how to “hold the gains.” If the strategy did not work well, decide next steps: START doing the strategy differently, STOP doing the strategy altogether, START a new strategy.

Start the cycle over again.