Effective, Time -Efficient Meetings
(From *Results*: *The Key to Continuous School Improvement by* Michael Schmoker)

Before the Meeting

•Distribute the agenda to participants

•Provide tools to record conversation

•Designate the roles of the participants in the meeting

During the Meeting

•Team leader articulates the purpose

•Provide time for each participant to offer evidence of a strategy that was effective in helping to reach the goal since the last meeting

•What is the most urgent obstacle in obtaining better results?

•What are possible and practical solutions?

•Which solutions might be best?

After the Meeting

•Distribute a memo documenting the team's focus between now and the next meeting.

30-Minute Meetings to Discuss Classroom Strategies
(Adapted from *Results: 2nd edition, Appendix* by Mike Schmoker)

The purpose of this kind of meeting is to **facilitate a discussion among teachers about what is working in the classroom, what challenges are being faced and what possible solutions can be identified**. The key to the value of these meetings is to discuss very specific goals about classroom strategies as it pertains to the AVID Site Plan and AVID Essentials, not general topics that may only pertain to the AVID teachers. For example, do not use these meetings to discuss "AVID Field Trips," rather use them to discuss a topic such as "inquiry in the classroom (Essential 6)."

1. The discussion leader articulates the purpose (outcomes) of the meeting. What important issue will be discussed? (1 minute)
2. Members offer what strategies have worked for them in their classrooms.
   (5 minutes)
3. What are the most urgent concerns or problems to obtaining better results?
   (5 minutes)
4. What are concrete possible solutions to the problem? (strategies, materials, etc.)
   (10 minutes)
5. Develop an action plan—things the team members will try in their classrooms. The results of these trials will be reported in the next meeting. (Members may need to rank order the possible solutions to try.) (10 minutes)
6. Discussion leader distributes a memo summarizing the meeting and what members will do before the next meeting and what results will be reported.