Death by Meeting - More Meetings!!

Elizabet Garza & Jill Koehler
IDEA Public Schools

AIE Conference 2014
### Who are we?

<table>
<thead>
<tr>
<th>Elizabet (Lisa) Garza</th>
<th>Jill Koehler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught for 11 years as an ELA teacher</td>
<td>Taught 4 years as a Science and Math teacher in MS and HS</td>
</tr>
<tr>
<td>Was an Assistant Principals for 3 years</td>
<td>Was an Assistant Principal for 3 years</td>
</tr>
<tr>
<td>Was a Principal for 6 years</td>
<td>Was a Principal for 2 years</td>
</tr>
<tr>
<td>Currently in my 5(^{th}) year as a Vice President of Schools – Upper RGV</td>
<td>Currently in my 3(^{rd}) year as a Vice President of Schools – Lower RGV</td>
</tr>
</tbody>
</table>
Session Objectives

The leaders will be able to identify and apply

• the purpose and structure of two types of meetings: the morning huddle and the weekly tactical

• Several elements of effective teams—focus on results, trust, constructive conflict, commitment, and joint accountability
Do Now

1. On a t-chart, describe what an efficient and effective meeting looks like and sounds like?

1. As a leader, what are the three adjectives that you would like to be used to describe your own behavior in team meetings?
Which Meeting and Why?
5 Minute Huddle – What is it?

What is it:
- **Purpose:** focus on each person’s priorities for the day
- **Who:** Administrative Team including administrative assistant
- **When:** takes place every morning at the same time and location
- **Time:** 5 minutes
- **How:** standing up

Challenges:
- Initially can be difficult getting everyone to make it part of their daily routine
- Keeping it to 5 minutes
5 Minute Huddle - Priorities

- Examples of Priorities:
  - Principal - observations, work on a deadline (report), data conversations
  - Assistant Principal - testing students; conducting data conversations
  - Operations Director - making ADA, placing parent phone calls, finalizing plans for the attendance bash
  - Academic Counselor – get benchmark tests picked up and scanned
  - College Counselor - meet with priority students, finalize details for the parent meeting on FAFSA

- Principal Role:
  - Facilitate the meeting and keep it focused and on time
• Focus Question: What elements make this meeting focused on results, commitment and accountability?
5 Minute Huddle - Sharing

• As a pair discuss the following:
  • What elements make this meeting focused on results, commitment and accountability?
  • What else did you see?
  • What questions do you still have?
Let’s Practice a Huddle!

- Groups of 5
- Each person takes one “part” of the script
- Give it a try!
Weekly Tactical

What is it?

- **Purpose:** to focus on tactical issues of immediate concern; tactical items take 5-15 minutes & can be decided quickly
- **Who:** principal, lead team members & admin assistant
  - 3 roles (rotated weekly): facilitator, note taker & time keeper
- **When:** takes place weekly, same place & time
- **Time:** 90 minutes
Weekly Tactical - Components

- The Lightening Round: quick, around the table reporting in which everyone shares their priorities for the week in no more than 1 minute
- Progress Review: routine reporting of critical information or metrics; should take no more than 5 minutes; this is recorded on a data board or weekly score card
- Real-Time Agenda:
  - Agenda should be based on what everyone is actually working on and how the campus is performing against the goals;
  - Two goals-resolution of issues and reinforcement of clarity
  - Should be done round robin to set the agenda
  - No preconceived agenda items
  - Bring documents/data for agenda items as appropriate
Weekly Tactical - Challenges

- Temptation to set an agenda ahead of time
- Go into too much detail during the Lightening Round
- Get into discussions about long term strategic issues; i.e.: wanting to discuss how to improve math in 3rd grade
- Not being prepared for agenda items; i.e.: if discussing new process for intervention tracking bring process on a one pager.
Example of Data Board

<table>
<thead>
<tr>
<th>Scholarships</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>6</th>
<th>6</th>
<th>6</th>
<th>6</th>
<th>6</th>
<th>6</th>
<th>6</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative Assessments</td>
<td>73/78</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected gains in DI</td>
<td>95 R MA LA 95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Assesss</td>
<td>67 54 65 65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy Attr. Weekly</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearly</td>
<td>278</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP Attrition Weekly</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearly</td>
<td>280</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Build a Strong and Sustainable Organization

<table>
<thead>
<tr>
<th>ADA % Weekly</th>
<th>ADA % Cumulative</th>
<th>ADA Number</th>
<th>ADA Number</th>
<th>Teacher Retention</th>
<th>Leader Retention</th>
<th>Teacher Vacancies</th>
</tr>
</thead>
</table>
Weekly Tactical - Video In Action

• Focus Question
  • Which components of a weekly tactical did you see?
  • How do these components build trust, constructive conflict and commitment from the team?
Weekly Tactical - Sharing

• As a pair discuss the following:
  - Which components of a weekly tactical did you see?
  - How do these components build trust, constructive conflict and commitment from the team?
  - What questions do you have?
Let’s Practice a Tactical – Setting the Agenda

• Same groups of 5
• Each person takes one “part” of the script for setting the agenda
• Give it a try!
What now?

• TRY IT – immediately and even if it feels funny.

• Evaluate your effectiveness – Have your team rate using the rubrics provided

• Read or listen to “Death by Meeting” to solidify your learning
In the last two pages of your AIE Quick Reference booklet, write...

**HOW**... will this session help you further **YOUR** school improvement?