Flipped Staff Meetings: Rethinking Professional Learning and Using Technology to Engage Adult Learners

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Presentation Objectives

1. Learn about practices that help plan thoughtful staff learning opportunities and make the best use of time.

2. Find ways that develop positive interactions at staff meetings that impact the school beyond the meeting.

3. Learn how to maximize staff learning during the school year to promote vertical and cross educator learning opportunities.

4. Understand how to use technology tools to plan staff learning opportunities, promote engagement, increase communication, and develop feedback.

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Fiske Elementary School

- K-5 Suburban school, 506 students
- 115 Staff members, 22 homeroom teachers
- 50 Staff members regularly attend meetings
- District Wide Autism Program
- All teachers and specialists have laptops
- iPads in grades K-2 (bundles of 6)
- 1:1 Computing (laptops/Chromebooks) in Gr 3-5
- District determined staff meeting dates and times
  (Mondays 3:30-5:00 and some Thursdays 1:30-3:15)
Intent vs Impact

**Intent**
Use meetings as a forum to further the learning of staff; provide information, share content, preview events, etc. (more often the norm)

**Impact**

*WHAT TEACHER STAFF MEETINGS CONSIST OF...*

- Discussing Upcoming Meetings
- Going Over What the Email Said
- Reading the Agenda/PowerPoint
- Useful Information

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What you hope to avoid...

(Boss at staff meeting)
Do you have anything positive to add to this meeting?

(Me) Yeah, I just realized I can sleep with my eyes open.

*IF I DIE*
I hope it’s during a staff meeting because the transition to death would be so subtle.

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Biggest Question…
Do you need to meet?
“Plan your work and work your plan.”

- Napoleon Hill
Considerations for Planning

- Do you need to meet and how else can you accomplish your school’s goals and mission?
- What will drive the focus for staff meetings during the year? (school improvement plans, school/district initiatives, student work, etc.)
- How much time do you have and how many meetings can you hold?
- What are the “must haves” you need to include/cover in your meetings?
- What tools do you have for communication, meetings, etc.?
Where to Start...

Develop tools that help you communicate with staff on a regular basis. These tools diminish the need to communicate some information via staff meetings.

Map out staff meetings and include those items that may be required by your district.

While creating your “map” use other documents such as school improvement plans or district improvement plans. The map is somewhat “fluid” in the event that items need to get moved.

Consider how much time you will need to devote to any particular content you may want to include.

Tools to support planning:

1. Google Sites (staff intra website)
2. Google Sheets (map out meetings)
3. School Improvement Plans
4. District Improvement Plans
5. Google Classroom
6. Screencastify

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Planning Meetings

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## Other Resources

### Flipped Staff Meetings: Rethinking Professional Learning and Using Technology to Engage Adult Learners

<table>
<thead>
<tr>
<th>Fiske Elementary School Improvement Plan 2018-2019</th>
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<tbody>
<tr>
<td><strong>Goal 1: Improve Academic Performance for All Students</strong></td>
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<tr>
<td><strong>Focus Area</strong></td>
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<td>ELA: Reading</td>
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<td>ELA: Writing</td>
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Before the Meeting

IF you do have to meet...

Prior to any meetings, make several agenda templates in Google Drive.

Search for short videos that are related to the content in your meeting. What content will thoughtfully spark a conversation, thinking or readiness for the meeting?

Research links to support materials and save those links in Google Drive or put them in the agenda.

Consider...

Communicate with staff prior to the meeting about using Google classroom for meetings. Provide necessary PD.

Create a Google Classroom “class” and name it with your school name and year. Invite staff members to the “class”.

Each assignment is a meeting. You will want to get that out to staff 24-48 hours prior to the meeting.

Use Screencastify to post videos for content, topics of interest, etc.
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In the Meeting

IF you do have to meet...

What conditions can you create in the meetings that will help facilitate engaging staff meetings?

What tools help support the meeting?

How should the meeting “feel”?

Can you “front load” the meeting to maximize time and increase interest and engagement?

Consider...

Practice gratitude. Begin staff meetings with check ins, FYIs and Thank yous.

Develop norms for your meetings, put them on agendas and have them present at the meetings.

Create a space that tells staff they are valued. “You Matter”

Use tools such as Google Classroom, Today’s Meet, Padlet, etc. to engage staff and give them a voice.
In the Meeting cont’d
In the Meeting cont’d

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In the Meeting cont’d

Use tools such as Google Classroom to promote discussion, feedback, engagement.

Give “students” (staff) the opportunity to reply to one another.

This can be done during the staff meeting or after.
In the Meeting cont’d…

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What has worked well for you in regards to supervision and evaluation? What is an area that you would like more support in?

- Kimberly Michael  Jun 9
  The time provided to work on S&E and collaborate with peers has been incredibly helpful, as has the evidence write ups to support our written explanations and descriptions of evidence. I would like support and guidance to find effective ways to demonstrate growth and progress for students with diverse learning profiles as pertains to the Student Learning Goal.

- Amanda Jaffe  Jun 9

- Meredith Belletti  Jun 9
  I love how you shared sample descriptors on google for us! I found it very helpful. I feel confident in how to complete the process. I think it would be helpful for individual attention to those who have questions, but I feel most of the staff is comfortable due to all your work in training us. Thanks!
After the meeting...

Before the next meeting...

Read over feedback, look at documents that were worked on by staff or pose another question before the meeting.

Provide additional opportunities for staff to discuss the topic in mixed groups or job alike groups.

Consider having staff work on a product as a result of the previous meeting or engage in a discussion based on feedback that was given.

Consider...

Create a Screencastify with follow up, resources or directions to maximize time for staff discussion at the next meeting.

Share out feedback you received, information you gathered, or ideas that were generated via Google Classroom. This can be in an Email or on a web page.

If you got the information you need, do you need to have the next meeting? Could the time be better spent with teachers looking at curriculum, student work, etc?
I read this great post by Kristen Swanson yesterday on collaborative meetings. She shared some great insights from a meeting she attended on what should be done at a faculty meeting. Here were some of her suggestions:

1. Give people an agenda with specific times and goals relative to each component of the meeting. Setting these expectations helps people to understand how and when they can best contribute. It helps people understand why they are there and values their time.

2. Put the school/department/classroom mission on the top of the paper. Use it as a tool to steer conversation in positive directions when it gets off track.

3. Have people self select specific roles to make the meeting run more smoothly. For example, have people volunteer to be timekeepers, note takers, or prodders. (Prodder is my favorite role. That person should ask provocative questions or keep conversation moving forward when it’s stuck.)

4. Design the space and the size of the meeting to allow for extended dialogue. Groups shouldn’t be too large and the furniture should allow for people to have eye contact with comfort.

5. Use language that honors and values people throughout the meeting. Shut down dialogue that is disrespectful to students or colleagues.

Shared from: https://georgecouros.ca/blog/archives/3288
Contact Information

Resources and Credits:

Meaningful Staff Meetings,
George Couros, 2012
https://georgecouros.ca/blog/archives/3288

@Work
How to get your team to participate in meetings with 5 tactics of buy-in

Thank you for attending this presentation on Flipped Staff Meetings: Rethinking Professional Learning and Using Technology to Engage Adult Learners

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Presentation, along with sample and/or blank templates available at: http://www.thomasmartellone.com
(Click on resources tab)

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#fiskeschool

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