



30 Days to the Co-Taught Classroom: Virtual Training
LIVE SESSION: 2
Dr. Paula Kluth & Dr. Julie Causton

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logistics



Key PPT slides & a link to the recorded session will be posted within 48 hours of the live session.



Please turn off your camera during the sessions due to bandwidth issues.



If you have technical issues, please chat with Rose during or after live sessions.



Use the dashboard for reading recommendations and to get general information.



Reading the book along with the course? Try to tackle in "real time" (a section/day); the sessions & FB posts will follow the "path" of the book.



We are so excited you are here- thank you for coming!

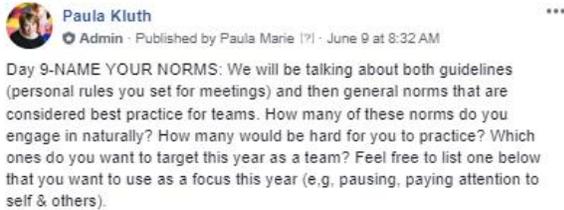


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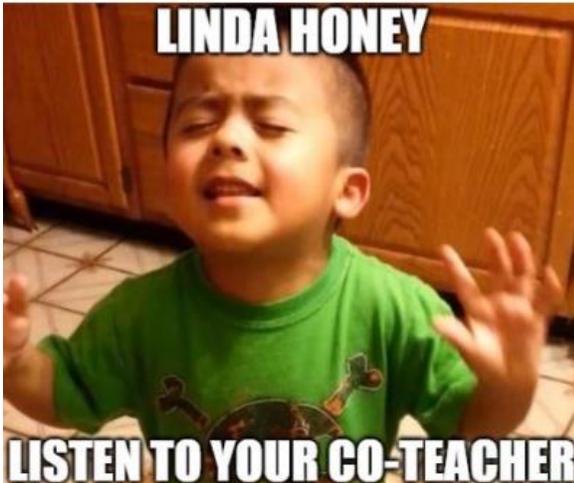
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Come to the
Facebook page!



Paula Kluth
Admin · Published by Paula Marie [?] · June 9 at 8:32 AM

Day 9-NAME YOUR NORMS: We will be talking about both guidelines (personal rules you set for meetings) and then general norms that are considered best practice for teams. How many of these norms do you engage in naturally? How many would be hard for you to practice? Which ones do you want to target this year as a team? Feel free to list one below that you want to use as a focus this year (e.g. pausing, paying attention to self & others).

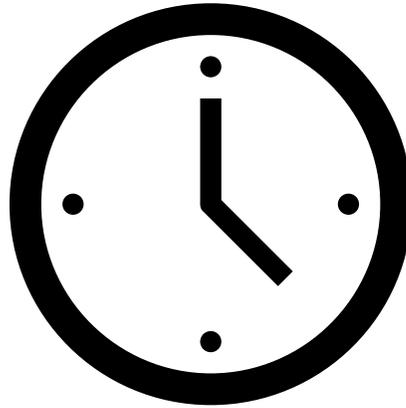


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agenda:

- greetings/
celebrations
[9 minutes]
- plan to plan
[11 minutes]
- make meetings matter
[11 minutes]
- take note
[11 minutes]
- other tips
[11 minutes]
- closure
[5-7 minutes]



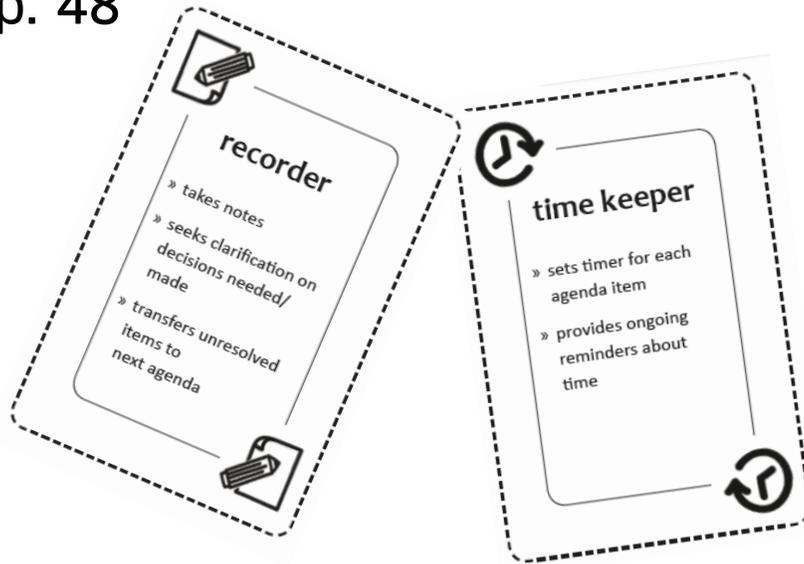
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Let's start with a power phrase:



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p. 48



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You know you are at a bad meeting when you:

- start to alphabetize things in your head
- regularly open your mouth to silently scream
- draw pictures of other people at the meeting and then add cool hats
- update your FB status with "Help me!"
- need resuscitation during or after



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Plan to Plan



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finding time to meet

for coaches/administrators

- build it in
- pay up
- eliminate duties

for co-teachers themselves

- before/after school
- do lunch
- make it “special”
- repurpose time (use a grade-level meeting)
- staff shuffle (e.g., art cart, lesson with social worker)
- walk & talk
- break it up
- dance meeting

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<https://blog.planview.com/8-stand-up-meeting-ideas-to-try-with-your-team/>

For those with many partners & little formal time:



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3 Tools You Must Have at Every Meeting

[p. 44-49]

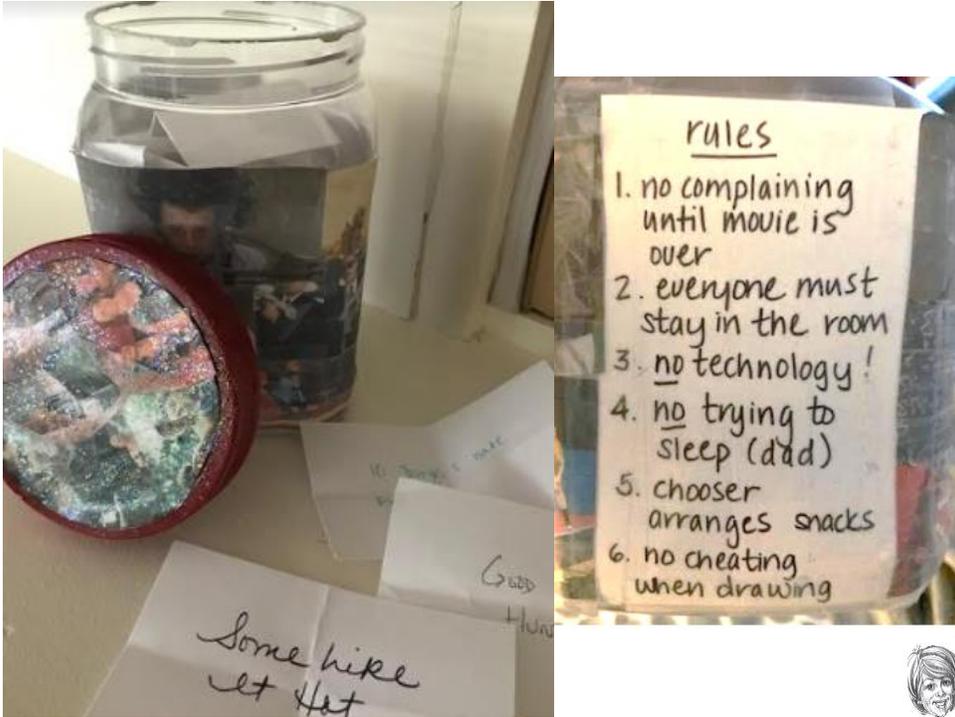
[We are sorry, but we have to insist!]

- timer
- do-not-disturb sign
- guidelines

We consider these tools to be #hacks! Why? They can all save you time & energy at every single meeting!

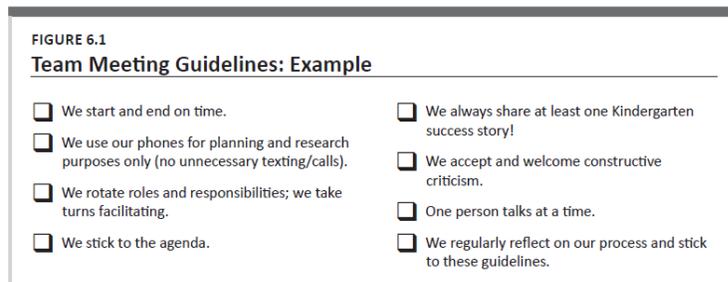


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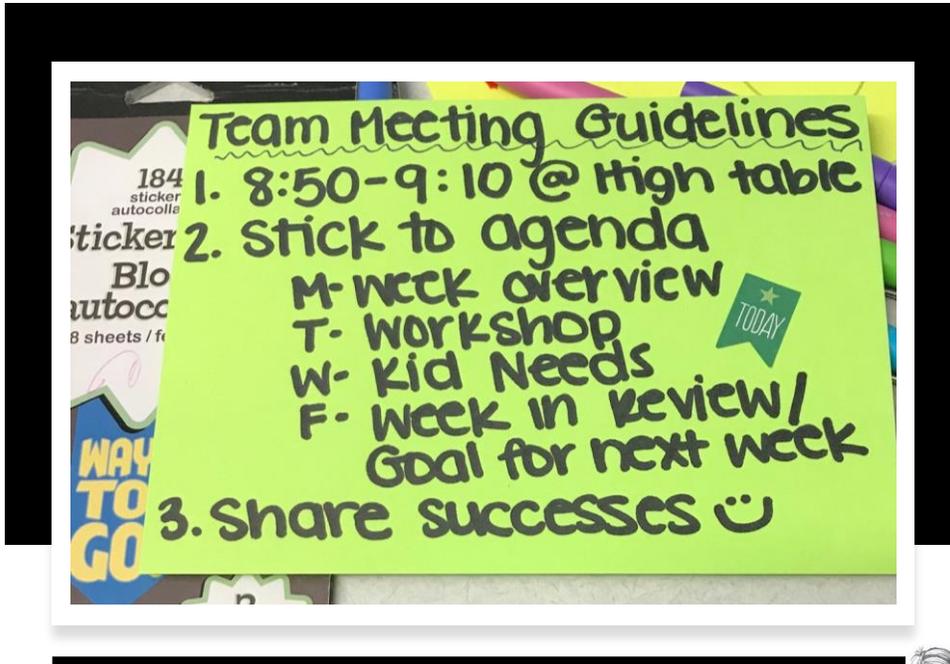


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If you have meetings, you need to have guidelines like these [p. 45] (and ideally, they need to be sitting on your planning table in a little dollar-store plastic frame!)



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different types of guidelines:

- logistics (e.g., meeting time, place)
- timeliness (e.g., start time, finish time, attendance)
- courtesy (e.g., listening, interruptions, equal participation, dealing with disagreements, respect, sharing the workload)
- decision-making process (e.g., how to deal with differences of opinion, who is involved in decisions)
- enforcement of norms (e.g., strategies for making sure norms are followed or reviewed)



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Make Meetings Matter



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an effective meeting: step-by-step [pg. 52]

1. Get ready to record.
2. Set timer for check-in. **Then, review assignments from the last meeting (e.g., “Cy, did you get a mentor for our ecology project?”).** Confirm times for each new item.
3. Celebrate.
4. Begin the meeting. Set the timer again to tackle the first item. If you cannot make a decision/discuss the item in the time assigned. extend the time (and shorten/delete another topic) or move it to the next meeting.
5. Keep it moving. Continue this process as you move down the agenda, making sure to take notes as you go (hard copy or e-form).
6. **Wrap up. The last agenda item should be wrap-up.** At this point: (a) decide topics that need to be transferred to the next agenda because they are unresolved & (b) review assignments before the next meeting. **If you skip this step, expect your meetings to lack clarity & direction.**



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power phrases to post & use

to start:

“Set that timer- let’s get going.”

to stay on track:

“Let’s get back to the agenda.”

to avoid ruts:

“Everything OK? You seem confused?”

to close:

“How did we do? What worked well?”

DAY 7: MAKE MEETINGS MATTER

TABLE 7.1
Power Phrases for Positive & Productive Meetings

TO START THE MEETING	
“I love meetings! Let’s get started.”	“Let’s briefly review the agenda together.”
“Set that timer. Let’s get going. Yes. Really. Set the timer.”	“Let’s briefly review where we left off last week and provide updates on any tasks that were assigned.”
“What time do we need to finish? Let’s be conscious of the clock throughout the meeting so that we are done on time.”	“Wow! Our guidelines are fabulous. Let’s review them before we get started.”
	“What are we celebrating today?”
TO STAY ON TRACK	
“Let’s get back to the agenda.”	“Record that so we can use it/fact on it/meet about it later.”
“Let’s go around and hear from everyone on this issue before moving to the next.”	“So far, we have covered _____ and _____.”
“Let’s quickly check the time before we move on.”	“Let’s move to the next item on the agenda.”
	“Put that in the ‘parking lot’ so we can discuss it later.”
TO KEEP MEMBERS FROM GETTING “STUCK”	
“What’s stopping us from making a decision?”	“I think this is a decision for _____.”
“You/Some of us seem to be bored/confused/upset/ sleeping. What’s happening?”	“Shall we ask him/her to make it?”
“Should we ask _____ to get us more information before we make a decision?”	“This conversation seems a bit off topic. Let’s table it and come back to it at the end of the meeting if we have time.”
TO CLOSE THE MEETING	
“This meeting was epic. I can’t wait to do it again.”	“Now and when will these decisions be shared with other stakeholders?”
“Have I told you lately how much I enjoy these meetings?”	“What are the next steps?”
“What decisions have we made?”	“How did we do? What went well in this meeting?”
“Who will do what by when?”	

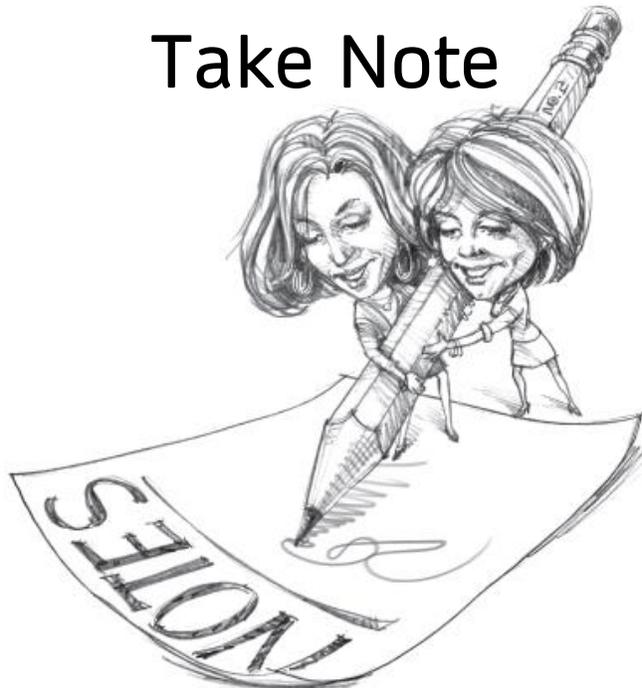
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Take Note



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Pick any form, but be sure to include at least these sections [p. 65].

Adapted from Ford, A. (1992). Wisconsin School Inclusion Project: A Team Planning Packet for Inclusive Education.

AGENDA ITEMS	TYPE OF AGENDA ITEM FY: Information JD: Just Discussion ND: Needs Decision JW: Just Want To Blog NTEGOMCS: Need To Get Off My Chest Before I Explode	TIME REQUIRED (e.g., 5 minutes, an hour)	ACTION/S REQUIRED (e.g., make materials, research topic, create a adaptations, look for a volunteer)	PERSON/S RESPONSIBLE (e.g., pod 2 team, Reed & Jay)	TIMELINE (e.g., by next week)
Intro lesson for <i>Walk Two Moons</i>	ND	<input type="checkbox"/> 5 min <input checked="" type="checkbox"/> 10 min <input checked="" type="checkbox"/> 20	<ul style="list-style-type: none"> Assemble presentation for "special message" (e.g., "Don't judge a man until you've walked two moons in his moccasins") mini-movies. Create rubric. 	Wendy Victoria	start of school day-11/1 start of school day-11/1
lit partners: pairings & selections	ND	<input type="checkbox"/> 5 min <input type="checkbox"/> 10 min <input checked="" type="checkbox"/> 10	<ul style="list-style-type: none"> Share with students tomorrow. 	both of us	tomorrow during language arts
fieldtrip \$ (need \$2.00/student)	FYI	<input type="checkbox"/> 5 min <input type="checkbox"/> 10 min <input checked="" type="checkbox"/> 1	<ul style="list-style-type: none"> Put one more a nnoon on blog. 		
Tara's IEP progress	JWB	<input type="checkbox"/> 5 min <input checked="" type="checkbox"/> 10 min <input checked="" type="checkbox"/> 1	n/a	n/a	n/a

Soundtrack:
"We Are All Astonished Readers" by Lee Compton
Movie quote that captures the spirit of our work this week:
"make my low filler" - Letter offical
We are students
30 books this

Options sections:
• soundtrack
• movie quote




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other tips/ideas:

- plan in patterns; employ rituals (e.g., teach in stations on Th & Fr every week; start on Monday w/ community building game)
- frontload content (e.g., start meetings planning lessons vs. logistics/student issues)
- use the book to consider new options-you don't need to keep it all in your head; open the book and TRY SOMETHING
- review norms [Day 9] & habits [Day 12] for planning & collaboration inspiration



How to Create an AMAZING, Nearly MIRACULOUS & Frankly EARTH-SHATTERING Partnership in One Month or Less



Dr. Paula Kluth & Dr. Julie Causton



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norms of collaboration

(Baker as cited in Garmston & Wellman, 1999)

- pausing
- paraphrasing (e.g., “You are worried that...”)
- probing for specificity (e.g., “Can you say more...”)
- putting ideas on the table (e.g., “When I say ____, what comes to mind?”)
- paying attention to self & others (e.g., watching for discomfort)
- presuming positive intentions (e.g., “I think we have the same goal...”)

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Do you need habits? (p. 85)

[not for meetings, but for harmony in general]

- Lighten up.
- Pick your battles.
- Become more patient.
- Don't interrupt.
- Imagine everyone is enlightened but you.
- Thank someone daily.



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Let's end with a power phrase:

That was a great meeting. How did we do?



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Thanks for joining us...see you next week!

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