

TABLE 7.2
Co-Teaching Meeting Dos & Don'ts



Dos



Don'ts

Hang a do-not-disturb sign on your door to avoid interruptions.	Invite any and all passersby into the meeting for food, fun and conversation.
Be on time.	Show up late, leave early and offer to be the meeting's timekeeper.
Stay focused.	Take some selfies. Make dollar bill origami sculptures. Try to remember all the names of the Von Trapp family singers.
Use an agenda.	Randomly discuss topics as they pop into your head or draw your discussion items from the copies of the <i>People</i> magazine laying on your desk.
Set a time limit for each agenda item.	Talk about each item until you are mentally and physically exhausted or until the meeting ends--whichever comes first.
Keep meeting minutes. Review them at each meeting.	Try to remember some of what was said and most of the tasks assigned.
Occasionally bring refreshments.	Give your co-teacher half of the snickerdoodle you brought for lunch. Then, spend a significant amount of time either talking about where you got the recipe for snickerdoodles you brought or interrupting her to ask if she likes them more or less or as much as her grandmother's snickerdoodles.
Stay positive.	Complain about students, parents, the administration, the weather, any back pain you have, traffic, the overabundance of zombie movies being produced, corn syrup and pop-up ads on YouTube.
End on time.	Continue to meet indefinitely, ignoring natural cues like the custodian turning out the lights or the glare of the midnight moon.