



We HAVE to Start Meeting Like THIS!

How to Save Time,
Get the Work Done &
Plan with POWER



Paula Kluth, Ph.D.

1

A composite image featuring a portrait of Paula Kluth on the left, wearing a red top and smiling. To her right are two book covers. The top cover is orange with a blue speech bubble containing the text 'Don't We Already Do Inclusion?' and '100 Ideas for Improving Inclusive Schools'. The bottom cover is white with a black header '30 DAYS TO THE CO-TAUGHT CLASSROOM' and a cartoon illustration of two people. The authors' names, 'Dr. Paula Kluth & Dr. Julie Causton', are at the bottom.

Paula Kluth,
Ph.D.

- www.inclusionrules.com
- researcher/consultant/author
- author of 14 books on inclusive ed (e.g., UDL, co-teaching, autism)
- former professor of education & K-12 inclusion facilitator

2



3

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

Kluth & Causton (2016). 30 Days to the Co-Taught Classroom.



4

Let's start with a power phrase:



5

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?"

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 move to the next item on the agenda."
"Let's quickly check the time before we move on."	"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 _____. Shall we ask him/her to make it?"
"You/some of us seem to be bored/confused/upset/sleeping. What's happening?"	"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."
"Should we ask _____ to get us more information before we make a decision?"	
TO CLOSE THE MEETING	
"This meeting was epic. I can't wait to do it again."	"How 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?"	

6



3 Tools You Must Have at Every Meeting

[p. 44-49]

[I am sorry, but
I have to insist!]

- timer
- do-not-disturb sign
- guidelines

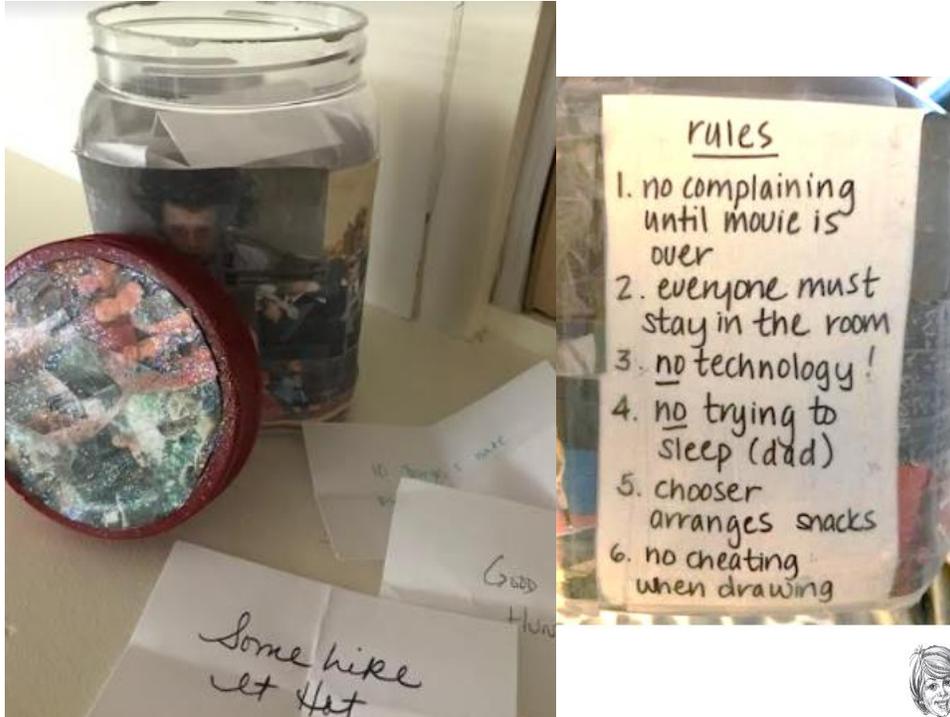
I consider these tools to be #hacks! Why? They can all save you time & energy at every single meeting!

7

- If you have little time, you need very strict guidelines (10 min. meetings CAN be effective and 2-hour meetings can be ineffective).
- If you have a lot of time, you still need to follow guidelines (may find you don't need 2-hour meetings).



8



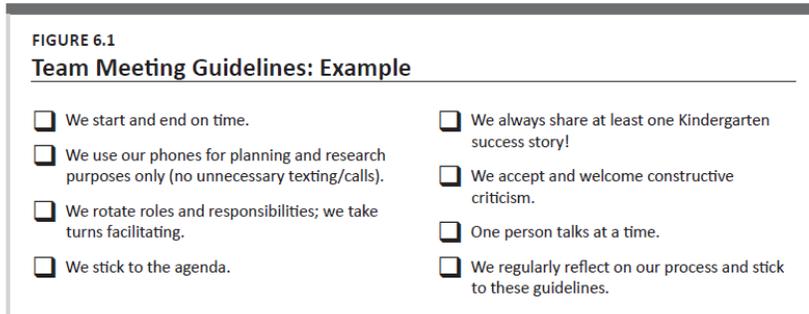
9

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)

10

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!)



11

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



Set timer for check-in. (a) **review assignments from the last meeting** (e.g., “Cy, did you get a mentor for our ecology project?”). (b) Confirm times for each new item.



Celebrate.



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 that item to the next meeting.



Keep it moving. Continue this process as you move down the agenda. Take notes as you go (hard copy or e-form).



Wrap up. At this point: (a) decide topics that need to be transferred to the next agenda because they are unresolved & (b) review assignments. **If you skip this step, expect your meetings to lack clarity & direction.**

12

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

Adapted from Ford, A. (1999). 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 M/I: Just Want To Blog NTEOM/CBE: 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 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 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 announcement on blog. 		
Tara's IEP progress	JWB	<input type="checkbox"/> 5 min <input type="checkbox"/> 10 min <input checked="" type="checkbox"/> 1	n/a	n/a	n/a

Options sections:

- soundtrack
- movie quote



Soundtrack: "We Are All Audubon's Babies" by Lee Campagna
 Movie quote that captures the spirit of our work this week: "I wish my two children" - Victor Offenberg
 We are...
 20 books this...

13



14



Do you
need a
meeting
HQ?

15

Let's end with a power phrase:

*That was a great
meeting. How did
we do?*

16

Final thoughts?

