



## Collaboration

### HLP Pillars

#### HLP 1

Collaborate with professionals to increase student success.

#### HLP 3

Collaborate with families to support student learning and secure needed services.

Embedded HLPs

**HLP 2:** Organize and facilitate effective meetings with professionals and families.

Embedded HLPs

## HLP 2: Organize and Facilitate Effective Meetings with Professionals and Families

Educators lead and participate in a range of meetings (e.g., meetings with families, individualized education program [IEP] teams, individualized family services plan [IFSP] teams, instructional planning) with the purpose of identifying clear, measurable student outcomes and developing behavioral plans using varied pedagogies and practices that support these outcomes. They develop a meeting agenda, allocate time to meet the goals of the agenda, and lead in ways that encourage consensus building through positive verbal and nonverbal communication, encouraging the sharing of multiple perspectives, demonstrating active listening, and soliciting feedback.

This resource is intended to support school leaders looking to embed the HLPs in professional development, implementation, teacher observation, and feedback efforts at their school site.

## Teachers Who Effectively Lead Meetings

### Prepare for Meetings

- Set clear goal(s) for the meeting so that participants can attend to priorities that need to be accomplished.
- Determine necessary team members and their common availability when scheduling the meeting.
- Share the finalized, date, time, place, length, and agenda for the meeting with all team members.
- Share the expectations for preparation and participation with all team members. If making instructional decisions, team members are notified of specific data they are responsible for bringing to the meeting (e.g., results of assessments, behavior checklists, cumulative file, etc.).
- Ensure staff responsible for greeting and/or guiding parents/families to the appropriate location upon arrival have positive, welcoming communication skills.
- Use technology when appropriate to assist with meeting preparation.

### Facilitate Effective Meetings

- Welcome participants with a positive tone and remind the team of ground rules and/or the agenda. If possible, the meeting agenda is displayed for all team members to view throughout the meeting.
- Provide time for all team members to introduce themselves.
- Promote discussion, equal voice, and contributions from all team members, with special attention to encouraging parent input, by using guiding questions and checklists.
- Maintain the efficiency of meetings by encouraging consensus-building while ensuring that conversations stay on-task with the meeting goal(s).
- Ensure that all team members understand any student data shared to support participation in instructional decision-making.
- Summarize what was accomplished (e.g., review student goals and plans), and schedule a follow-up meeting if needed.

- Discuss any follow-up activities that need to occur after the meeting's conclusion (e.g., scheduling with a related service provider).
- Use technology to enhance note taking and follow-up communications.

## Tips for School Leaders to Support Teachers

- Evaluate teachers' skill and comfort with respect to running meetings for various purposes.
- Provide opportunities for novices to observe models of leading effective meetings for a variety of purposes.
- Provide instruction around skills needed to run effective meetings, including technical aspects (e.g., IEP components, FBA steps, manifestation determination, etc.) as well as appropriate interaction skills used to put participants at ease.
- Provide feedback on teacher performance and corresponding pointers and/or professional development on skills/areas to improve.
- Provide professional learning including the use of technology tools that can enhance meeting effectiveness.

## Questions to Prompt Discussion, Self-Reflection, and Observer Feedback

- Why is it so important to have a clear purpose/goal for a meeting that involves a team of individuals?
- What strategies can you use to promote and encourage participation from all team members?
- How can leaders help all teachers run meetings more effectively?
- How can you support other team members with preparing and understanding student data?

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