**Detailed Facilitation Notes for Agenda**

**Guiding Coalition Meeting: Student-Based Protocol**

**Agenda Item 1: Review Norms and Assign Meeting Roles—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 2: Community Building—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 3: After Action Review—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 4: Protocols (Student-Based Protocol)—Facilitation Notes**

* Consider choosing from the handouts in Chapter 9 as a general introduction to protocols if the Student-Based Protocol is the first one you are bringing to the guiding coalition (GC).
* To simulate this protocol, please refer to the narrative at the beginning of this chapter. The Timer should nonverbally signal a 1-minute warning when timing each protocol step. Although the secondary video features the Facilitator also serving as Recorder, it is helpful for these roles to be separate when the protocol is new to the team.
* If you decide to use the video clips, invite team members to take notes during each segment. Then stop and discuss each step before playing the next segment. The 2-minute steps may be combined with the steps before or after. All the steps were edited during post-production so that they are shorter than the time segments indicated in the protocol outline.
	+ Avoid showing the entire video at once. Participants gain much more from viewing and discussing each segment. You may also skip all the introductory material and go directly to the first protocol step.
	+ Videos of the protocol may be found on YouTube at the following links:

<https://www.youtube.com/watch?v=VKZb77-Yz44>

or

<https://www.youtube.com/watch?v=9e6CNbaEvKw>

The first video, featuring the Moreno Valley High School Algebra I team, includes an additional step for math coach input. The second video features the fourth-grade teachers at Nan Sanders Elementary using an early version of the protocol to discuss a math assessment. If you use it, please note that it does not include the important protocol step for previewing specific skills in upcoming instruction.

If you are unable to load these particular videos for some reason, many other good examples of similar protocols are available on YouTube and TeacherTube.

**Agenda Item 5: Team Planning—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.
* As part of the work plan, GC members may opt for using some of the introductory handouts from Chapter 9 that you shared with them to introduce this protocol to their own teams.

**Agenda Item 6: Tool Kit—Facilitation Notes**

* Team members can add today’s new tools to their Tool Kit lists.
	+ Student-based Protocol

**Agenda Item 7: Evaluate Norms—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

*Resist the temptation to skip this item!*