

Multiple Teachers/One School

TIME	AGENDA ITEM
9:00–9:50	<p>Meet</p> <p>Review inquiry question and theories of action</p> <ul style="list-style-type: none"> • Was the question answered? • Did our theories of action reflect the actions we took as educators and the learning experienced by the students? • Did we achieve the results we expected? • Why or why not? What have we learned? • What have our students learned? • What were the pivotal moments on our journey?
9:50–10:10	<p>Develop a communication plan</p> <ul style="list-style-type: none"> • Who is our audience(s)? • How will we reach them? • If the group wishes, they may break into smaller groups to implement more than one communication strategy.
10:10–11:00	<p>Implement communication plan</p> <ul style="list-style-type: none"> • Review the communication plan—what are the next steps? • Facilitator ensures each participant is clear on their role in the plan • Begin to draft communication documents—e-mail, invitations, presentations, brochures, posters, and so on.
11:00–11:30	<p>If the participants have created smaller groups, this time can be used for each group to share their progress and plans. If not, use this time to gather feedback on Lab Class model.</p>
11:30–11:45	<p>Establish specific responsibilities for participants with timelines. Who will follow up to ensure the communication plan continues to move forward?</p> <p>Professional Learning: After reviewing the inquiry question and theories of action is there further reading and research to explore?</p> <p>Thank all participants!</p>

Proposed Agenda: Half-Day Consolidation Meeting

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