**[Thursday, December 1, 2022 at 3:10 p.m. in Massey Activity Hall](https://docs.google.com/document/d/1_qx6QtYIdh3fIbB_W1kuJpbN74euk9av80w6FWw1sJk/edit%22%20%5Cl%20%22heading%3Dh.t6ljxzh8gzl8)**

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| **Topic: Organizing for Collaborative Work** |

**Facilitator:**  Brenda Ulrich and Chris Sivills.

**Time keeper:** Barbara Coble

**Note taker:** Linda Harris

**Objectives**

* Review norms.
* Discuss the “Why” for the Accreditation Process.
* Begin “softly” Introducing the Cognia Process.
* Demonstrate that the Accreditation Process is another form of the school improvement process.
* Review individual findings from the Self-Assessment Collaboration Survey (If there is time).
* Begin review key standards (Possibly).  Time will probably not allow.

**Next steps from previous meeting**

* None assigned..

**Schedule**

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| **Time** | **Min.** | **Activity** |
| 3:10 | 2 | **Brenda Ulrich - Welcome, Introductions, and Review Pluses and Deltas from the last meeting.** |
| 3:12 | 2 | **Chris Sivills - Review Objectives for the Meeting.** |
| 3:15 | 3 | **Brenda Ulrich - Review Norms.**1. **Be on time and end on time.  Make everyone’s time worthwhile.**

1. **Be honest, elaborate when needed, be positive, allow others to voice their concerns, and keep open lines of communication.**

1. **Remove judgment. Listen to others with an open mind and agree to understand their perspectives.**

1. **Lead with decisions made by the team. Discuss and agree before coming to a decision.**

1. **Confidential information does not leave the group. Trust one another.**
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| 3:18 | 10 | **Chris Sivills - Read Article.  Word - Phrase - Sentence Activity**[**Cognia Article**](https://drive.google.com/file/d/1kFpegukaJ9s7v1pR3ZyMnkHPiCiABXOn/view?usp=share_link) **- Read first page.  Intent is to cover the standards in the next meeting.**[**Word, Phrase, Sentence Protocol**](http://www.pz.harvard.edu/sites/default/files/Word-Phrase-Sentence.pdf) **for the first page.*** **Underline a word that captured your attention or struck you as powerful.**
* **Identify a phrase that moved, engaged, or provoked you.**
* **Underline a sentence that was meaningful to you, that you felt captures the core idea of the text.**
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| 3:28 | 10 | **Everyone shares a word that stuck out as important and why.** |
| 3:38 | 10 | **Equity Sticks - Share important phrases and sentences and “why” they are important..**Equity Sticks are a set of sticks (usually popsicle sticks) on which the names of individual students in a class or group are written. The teacher pulls from the Equity Sticks at random when choosing students to ensure an equal chance of participation.   You can use different characteristics such as shirt or pants colors or particular clothes patterns. |
| 3:48 | 5 | **Short Summary Presentation on Cognia Process - Focusing on the “Why” of accreditation and next steps.**[**Cognia Introduction**](https://docs.google.com/presentation/d/1OvCqhtoOyzb7zbHTrqquyjcFW4MgNKOy/edit?usp=share_link&ouid=110415944812472500413&rtpof=true&sd=true) |
| 3:53 | 7 | **Share personal insights from Collaborative Self-Assessment.** |
| 4:00 | 2 | **Brenda Ulrich - Assess what worked well and what didn’t in this meeting**

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| **+ (What worked well)** | **🔺** (**What to change in future meetings)** |
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