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| **M. Corbat Facilitator-Host Planning Admin Labs 4-16-15** |
| **Questions to reflect on classroom practice**  *Note: This bank of questions is designed for facilitators to become more familiar with the host teacher, to guide hosts in reflecting on their practice, and to consider some of the classroom details prior to the observation. It is not necessary to use all of the questions, and it is fine to add others.* |
| **What goals are your teachers currently working towards/What is the goal of this staff meeting?** |
| **Today’s staff meeting is focused on technology.**  **The mtg has been flipped.**  **Each staff member, K-5, specials, and spec ed will come to the mtg with a technology tool to share**  **Michele has flipped a few of her meetings this year. She has also tried a mini edcamp style**  **The staff meeting will consist of “Speed Sharing” All staff members will be lined up in two rows where they will get the opportunity to share with the person across from them. One row will rotate, the other will be stationary to allow for sharing with others at a fast pace.** |
| **What are you working on in your practice to guide their learning?** |
| **Michele is working to tie in our District Mission and Vision Belief Statements to her staff meetings**  **Her goals include allowing staff members to lead at least a portion of each staff meeting**  **Michele is also trying to take on more of a facilitator’s role during the staff meetings to encourage others to share knowledge and leadership role.** |
| **What are your current successes relative to this?** |
| **Leaders are stepping up from the staff**  **Relationships are being strengthened** |
| **What are your challenges?** |
| **Making sure that staff meetings are always meaningful and purposeful for all staff**  **Following thru to support staff as needed** |
| **How did you get to where you are now? Tell me briefly about your journey in honing your practice. What are you confident in now that you weren’t before?** |
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| **What are you working on to improve your practice? What are you wondering about?** |
| **See below** |
| **What feedback from observers would help you in learning more about this?** |
| **Michele would like feedback on the meaningfulness and purposefulness of the meeting and the activities within the meeting to encouragement engagement of all participants**  **Is this a valuable use of staff member’s time?** |
| **Other** |
| **Are there any concerns that observers should be aware of prior to the observation?** |
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| **Where would it be best for observers to sit or stand in the room?** |
| **Around the room out of the way** |
| **What other information do you want to share?** |
| **Approx 22 staff members** |