



# Meeting Wise: Making the Most of Collaborative Time for Educators

By Kathryn Parker Boudett, Elizabeth A. City

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**Meeting Wise: Making the Most of Collaborative Time for Educators** By Kathryn Parker Boudett, Elizabeth A. City

This book, by two editors of *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning*, attempts to bring about a fundamental shift in how educators think about the meetings we attend. They make the case that these gatherings are potentially the most important venue where adult and organizational learning can take place in schools, and that making more effective use of this time is the key to increasing student achievement.

In *Meeting Wise*, the authors show why meeting planning is a high-leverage strategy for changing how people work together in the service of school improvement. To this end, they have created a meeting-planning “checklist” to develop a common language for discussing and improving the quality of meetings. In addition, they provide guidelines for readers on “wise facilitating” and “wise participating,” and also include “top tips” and common dilemmas.

Simple, succinct, and practical, *Meeting Wise* is designed to be read and applied at every level of the educational enterprise: district leadership meetings with central office staff, charter-school management summits, principals’ meetings with teachers, professional development sessions, teacher-team meetings, and even teachers’ meetings with parents and students.

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### Editorial Review

#### Review

"Highly recommended especially for educators; *Meeting Wise* is also an extremely useful resource for any career professional." — **Jennifer Simmonds**, *Midwest Book Review*

"*Meeting Wise* is a valuable resource for anyone seeking to gain value from his or her meetings. I, for one, will assign it to my leadership classes as a 'gift' title to enhance their skills and appreciation for collaborative learning." — **James J. Harrington**, *The Journal of Continuing Higher Education*

"This is a short, practical book that I strongly recommend to any administrator. There is also useful advice on being a good meeting facilitator (rather than simply a chair) and on being a good participant. More importantly, when I finished reading the book, I could, in fact, imagine a time where I looked forward to meetings." — **Lee Skallerup Bessette**, *Women in Higher Education*

"*Meeting Wise* offers a set of guidelines and case studies, with the aim of giving educators practical advice for improving the efficacy of meetings. The text is more than a handbook, however. Boudett and City seek to encourage educators to reconsider how they think about – and approach – the meetings they lead and attend. Educators need not view meetings as annoyances or distractions. Instead, the authors argue, these venues can be rich sources of collaboration and invention." — **Charlie Tyson**, *Inside Higher Ed*

#### From the Inside Flap

In *Meeting Wise*, the authors show why meeting planning is a high-leverage strategy for changing how people work together in the service of school improvement. To this end, they have created a meeting-planning "checklist" to develop a common language for discussing and improving the quality of meetings. In addition, they provide guidelines for readers on "wise facilitating" and "wise participating," and also include "top tips" and common dilemmas. Simple, succinct, and practical, *Meeting Wise* is designed to be read and applied at every level of the educational enterprise: district leadership meetings with central office staff, charter-school management summits, principals' meetings with teachers, professional development sessions, teacher-team meetings, and even teachers' meetings with parents and students.

#### From the Back Cover

*Meeting Wise* proposes a fundamental shift in how educators think about the meetings we attend. Written by two editors of *Data Wise*, the book argues that these gatherings are potentially the most important venue where adult and organization learning can take place in schools. This simple, succinct, and practical book shows how meeting planning can become a key strategy in the service of school improvement.

"This concise volume offers an effective and efficient set of tools and routines that we have found highly useful in organizing our work. The agenda template, used in conjunction with *Meeting Wise* norms, roles, and activities, helps to keep everyone on track and create shared ownership of the meeting's success. *Meeting Wise* is an invaluable resource for making the best use of our limited time together." — **Tony Bryk**,

president, The Carnegie Foundation for the Advancement of Teaching

“Effective schools make every minute count—for students and educators. Starting from the premise that meetings matter, this straightforward book is full of practical resources and advice readers can put into practice right away.” — **Mary C. Dillman**, director of data inquiry, Boston Public Schools

“*Meeting Wise* has transformed our work by providing the structure to leverage leadership. The protocols, checklists and activities equipped us to target important problems, manage conflicts, and overcome typical dilemmas in running team and faculty meetings. A must read for every school leader!” — **Deirdra Aikens**, principal, Newark, Delaware

“The authors show how meetings can become rich opportunities for adult learning. This book will forever change the way I facilitate and participate in meetings.” — **Irv Richardson**, coordinator for public education and school support, NEA-New Hampshire

“*Meeting Wise* tackles the taboo subject of ineffectual meetings. It is perfect for any school wishing to increase student success through teacher collaboration.” — **Adam K. Ruggles**, educator, Chicago Public Schools

**Kathryn Parker Boudett** is the director of the Data Wise Project at the Harvard Graduate School of Education. **Elizabeth A. City** is the executive director of the Doctor of Education Leadership (Ed.L.D.) Program and a lecturer on education at the Harvard Graduate School of Education.

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