

Quarterly Meeting Workshops



PLEASE NOTE:

Participants are asked to fax (rather than call) questions, ideas, and best practices BEFORE and DURING the Quarterly Meeting Broadcast. A fax form is attached for your convenience; the fax number will be e-mailed to co-ops prior to the broadcast and will be displayed on the screen throughout the broadcast.

FAQ's from quarterly meeting workshops will be posted on the Arkansas Department of Education website (arkedu.state.ar.us)

Prior to the Quarterly Meeting Workshop

- Meet with teachers in your school
- Collect concerns, questions, ideas, best practices
- Prioritize/categorize questions to be asked
- Compile information for sharing
- Arrive for the workshop in time to determine questions/ideas/best practices to be faxed from co-op

During the Quarterly Meeting Broadcast (2 hours)

- Record observations, questions, ideas to share with group after the broadcast
- FAX questions, observations and ideas to the live panel by using attached fax form

After the Quarterly Meeting Broadcast/Workshop

- **Group Interaction** – After the broadcast session, it is suggested that participants engage in reflective activities that will help connect the information with what is happening in their schools
- **Next Steps** – Part of the dialogue after the broadcast might include planning and discussion about:
 1. What to do next back at the school site
 2. How to involve fellow teachers
 3. Timeline for implementation
 4. Assignments for next quarterly meeting workshop
 5. Group problem-solving and brainstorming
 6. Review of how to access resources
- **In the District, School and Classroom** – Part of your responsibility as a participant in the quarterly meeting workshop is to take the information back to your school and share with your colleagues. You might consider:
 1. Distributing a one-page summary of the quarterly meeting workshop
 2. Downloading and posting in the school FAQ's from the ADE website
 3. Setting up a voluntary discussion group for those who wish to attend
 4. Sharing three major points from the quarterly meeting workshop