



ARCADIA MIDDLE SCHOOL STAFF MEETING RUBRIC

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Purpose	No goals were communicated, and, in fact, there seemed to be no purpose other than to conduct a meeting.	Goals for the staff meeting were informally communicated through the course of the meeting. Most of the goals were met.	Goals and/or standards were clearly communicated prior to the beginning of the staff meeting; the goals and/or standards were evaluated.
Logistics	The meeting started late; some staff members arrived late and others left early (generally interrupting the flow of the meeting and distracting others); the location was uncomfortable or distracting; some staff members were working on other work during the meeting or were engaged in side conversations.	The meeting started several minutes late; a few staff members arrived late but didn't interrupt the meeting; the location of the meeting was acceptable.	The meeting started and ended on time; the setting was comfortable and appropriate; staff members were all ready to go when the meeting began; all staff participated and were engaged.
Content	Content could have easily been communicated through a memo or by some other means; content relevant only for a minority of staff members present.	Content was appropriate for a staff meeting, but level of detail was either too great or too superficial.	Content was timely, relevant, and appropriate for a staff meeting; information was neither superfluous nor redundant.
Delivery	Information was communicated through a lecture format; the pace was too slow or too fast, only administration led the meeting.	The format of the meeting varied; more than one person shared information; the pace of the meeting was appropriate.	The methods used in the staff meeting model good instructional strategies for middle level classrooms; connections between methods used and the classroom are made; staff members lead portions of the meeting.