

Whole Group and Steering Committee

Remain student centered at all times

Engage all voices

Sensitivity to all levels (elementary, middle, high)

Maintain focus on meetings – honor time (avoid media devices)

All meetings must have action and results

Supervision and Evaluation

Come prepared - complete all assigned readings

Value everyone's opinions

Contribute equally - no one person dominates

Tell interrupters to 'hold on'

Stay on topic

Establish next steps and summarize day's work

Culture

1. Review goals and agenda

2. Remain professional and respectful

A. Time restraints

B. Flexibility

C. Every voice is heard and valued

D. Maintaining professional confidentiality

E. Respectful disagreement is OK

F. Maintain focus on meeting (cell phones)

3. Summary and Reflection

Professional Development

Start on time, end on time

Have agenda / Stick to it

Create a product by end of each meeting (progress report)

Note summary of meeting

Members complete assigned tasks prior to meeting

Open, honest conversation (respect differing views)

Honor confidentiality

Norms for organizational structure

We agree to be:

Nonjudgmental of group members

Respectful of all comments/perspectives

Sensitive to all levels

Keep our work student centered with a focus on student success

Active participants with a common expectation

Respectfully critical

Revere Public Schools – Meeting Norm suggestions