

Shrewsbury Public Schools

NORMS FOR SLT

EXPECTATIONS

Members will work to create an environment in which the members are encouraged to take risks.
Suggestions for agenda items are welcomed in advance of scheduled meetings.

PARTICIPATION

Participation is encouraged and respect for opposing viewpoints is expected – assume good intentions.
Members should request clarification about next steps.

TIME

SLT will begin and end meetings according to scheduled times.
Members will arrive on time.

LISTENING

Members are active listeners. (One way this is seen is through frequently rephrasing other peoples' comments and questions.)
Members listen actively, suspend judgment, and avoid side conversations or other distractions.

CONFIDENTIALITY

Members maintain the confidentiality of individuals' contributions to discussions and the confidentiality of information as requested.
When in doubt, members will ask if they are not sure whether information can be shared.

DECISION MAKING

Individuals will assume responsibility for follow-up as appropriate.
Members will be assigned to take minutes at the meetings.