

West Jefferson Middle School Accountability Committee

Meeting Norms

Approved May 18, 2015

Revised June 4, 2015

The following research-based norms are adapted from The Adaptive School: Developing and Facilitating Collaborative Groups, written by Robert Garmston and Bruce Wellman.

1. Adhere to the agenda.
2. Be prepared: read and complete assignments, attend sub-committee meetings.
3. Pause to listen and be respectful and inclusive of all viewpoints.
4. Paraphrase to confirm accurate understanding.
5. Probe to get more information.
6. Be brave: put ideas out there.
7. Pay attention to self and others: how much is contribution, how much is monopolizing?
8. Assume the best: no hidden agendas, we're all present and involved to help.
9. Pursue the balance between advocacy and inquiry. The focus should be on issues, not people, with intent to provide solutions for consideration. This committee is not about having personal goals met; instead, it is about wearing a global hat and taking on the varied roles of parent/teacher/community member/administrator and leader/follower.
10. Stay on topic to facilitate the agenda, as time may be an issue.
11. Be kind and respectful to all members.
12. Silence cell phones.