**Windsor CSD Elementary Teacher Leader Norms**

**Time:**

**Timekeeper / $1 or an IOU**

* Meetings will be once per month, start and end on time
  + 4pm-5pm at Weeks
* If a meeting is missed it is the responsibility of the team member to get caught up on what was missed
  + Building Administrator
  + Another Teacher Leader in their building

**Decision Making:**

**Taskmaster / Notify an administrator**

* When a majority decision has been agreed upon with clarity, we will present as a united front

**Participation:**

* Share ideas to help other leaders and teams
* Establish and rotate roles for equal levels of participation

**Expectations:**

* Share agenda prior to the meeting
* Come prepared with ideas and materials for set agenda
* Maintain confidentiality

**Listening:**

* Listen respectfully and be open-minded to different ideas
* Side conversations or personal business discussions will not occur during meetings