Z-Team PLC Meeting Norms and Protocols

*Zwink Elementary 2014-2015*

**Members**: Jenny McGown, Christine Burchette, Deena Davidson, Joan Evans, Paula Maeker, Debi Rothenberg, Katie Turner, Janet Watson

**Meeting Time**: Tuesday, 3:30p-5:00p

**NORMS:**

**We will commit to**:

* Reviewing our Core Values and norms at the start of each meeting
* Starting on time, being fully prepared and ending on time
* Only utilizing technology if it directly pertains to agenda items or urgent campus business
* Positivity! (No eye-rolling, sighing, panic attacks, interrupting others)
* Believing in the potential of people when solving problems
* Responding to agenda planning with items to be addressed and allotted time necessary
* Assigning items to the agenda for discussion that pertain directly to student success
* Establishing a parking lot for items that need to be discussed at a later time but do not appear on the agenda
* Holding each other accountable for completing action steps
* Maintaining complete confidentiality regarding the content/ discussions during Z-Team PLC
* Closing each meeting with 10 dedicated minutes of CELEBRATIONS! ☺

**What we will do when someone breaks a norm:**

* We will reset each other when we break a norm by saying, “reset” or “squirrel.”
* We will receive resets by acknowledging with “thank you.”
* If a matter requires more discussion, it will occur privately between those directly involved.