

Leman Academy School Accountability Committee Norms

Time:

- Schedule SAC meetings on days other than PTO and Board Meetings.
- Alternate morning/evening times for SAC meetings
- Soft start and end times
- Designated time keeper to ensure meeting stays on track

Decision Making:

- Classical learning is conversational. In a good conversation, we all have something to learn.
- Express disagreement of ideas, not people
- Identify needs based on data, not only perceptions
- Keep long-term and big picture focus
- Keep agenda lighter to allow time for deep discussion
- Understand that all recommendations will be considered, but all may not be adopted

Listening:

- Wait for a pause in conversation allowing others to finish their thoughts
- Paraphrase statements prior to asking questions
- Asking intentional questions that follow the agenda - avoid rabbit holes.
- Discourage looking at electronics (Phone) - allow note taker to take notes.

Expectations:

- Come prepared and be ready to ask questions
- Be engaged and contribute meaningful ideas
- Conduct group business in front of the group
- Conduct personal business outside of the meeting

Participation

- Allow everyone to speak who wants to speak
- Avoid interrupting others when they are speaking
- Agenda sent to each member no less than three days prior to meeting
- Required attendance of 3 of the 4 scheduled quarterly meetings

Confidentiality

- Meetings are open to the public
- Maintain confidentiality regarding disagreements expressed during the meeting