

Manheim Township Leadership Team Meeting Norms

1. All members will be able to openly and honestly express ideas, beliefs, and concerns without fear of offending other members. Insults are not acceptable.
2. 2:50 is our official start time. 2:40-2:50 is set aside as a period of open discussion for concerns and issues. This is a time to determine if department issues are also building issues.
3. Department issues are not content specialist meeting concerns and should be reserved for meetings with principals.
4. If you arrive late previous agenda items will not be rehashed or summarized. Please ask your colleagues to catch you up.
5. We will not move backwards on the agenda once an item has been discussed.
6. A request by a principal or colleague for the emailing of ideas closes discussion. Simply email your ideas to the requestor.
7. If a speaker or presenter is absent, we will not cover their information without them. They should be encouraged to email us their talking points.
8. Content Specialist meetings are not forums to focus on individual students.
9. The limit for discussion of an agenda item without achieving a consensus or resolution should be 8-10 minutes. The group may allow for further discussion if a vote is called for and the majority vote in favor. The representative responsible for taking notes is also the time-keeper for the meeting.
10. Venting is natural and necessary but please monitor your venting when the agenda is lengthy.