

Acme Leadership Team

Acme Elementary School Issue/Concern Form

Return this form to the **Acme Leadership Team Drop Box** at school or give to your **ALT Representative**.

What is the Issue/Concern? (Current Practice)

Who is directly affected by this issue/concern? (Check all that apply.)

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Students | <input type="checkbox"/> Parents | <input type="checkbox"/> Community |
| <input type="checkbox"/> Certificated Staff | <input type="checkbox"/> Classified Staff | <input type="checkbox"/> Principal |
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> Other Schools | |
| <input type="checkbox"/> Other _____ | | |

What would you like to see happen at the Acme Leadership Team level?

- | | | |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Decision | <input type="checkbox"/> Specific Solution |
| <input type="checkbox"/> Other _____ | | |

Timeframe

- | | | |
|---|---|---|
| <input type="checkbox"/> Immediate Need | <input type="checkbox"/> Within a month | <input type="checkbox"/> Within a Trimester |
| <input type="checkbox"/> Other _____ | | |

Which "Avenue" do you recommend for solving this issue?

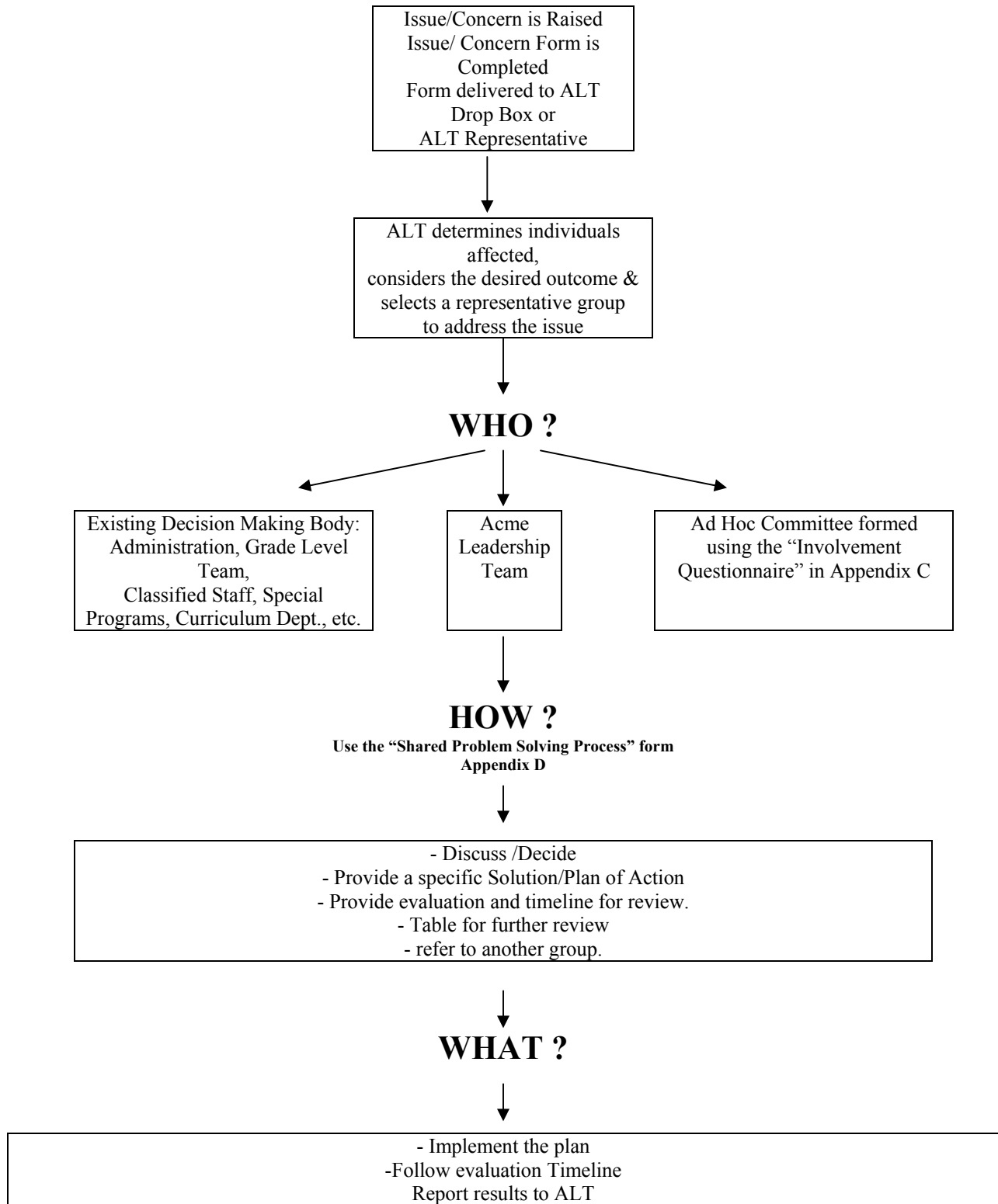
(See Road Map on the back of this form.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Body | <input type="checkbox"/> Acme Leadership Team | <input type="checkbox"/> Ad Hoc Committee |
|--|---|---|

Additional Comments or Desired Outcome:

Signature _____ Date _____

Acme Leadership Team (ALT) Road Map



Acme Leadership Team
Ad Hoc Committee Involvement Questionnaire

Issue/Concern – Decision to be made:

Dates of Meetings:

How would you like to be involved: **

- I would like to be on this committee and assist in addressing the task.
- I would like to be informed of the committee’s progress on a regular basis, and will provide input to the committee based upon information that I receive. If necessary, I will attend meetings to provide input.
- I do not feel this decision affects me. You have my support.

** Choosing not to return this form by the date below indicates a willingness to support the decision made by the committee.

Comments:

Submit this completed Involvement Questionnaire to the ALT Drop Box by

Date

Signature: _____ Date: _____

Acme Leadership Team Norms Development Procedures

Norms Record Sheet

Date:

ALT Members Present:

Categories for Consideration	Norms(s)
Procedural Norms <ul style="list-style-type: none"> • When & where we will meet. • Will we set beginning and ending times? • How will we keep a record of our work? 	
Confidentiality: <ul style="list-style-type: none"> • Will the meetings be open? • Will what we say be held in confidence? 	
Listening: <ul style="list-style-type: none"> • How will we encourage listening? • How will we discourage interrupting? 	
Decision Making: <ul style="list-style-type: none"> • How will we make decisions? • How will we deal with conflicts? 	
Participation: <ul style="list-style-type: none"> • How will we encourage everyone's participation? 	
Expectations: <ul style="list-style-type: none"> • What do we expect from members? 	

Protocol for Determining Group Norms

- 1) Each team member receives 5 index cards
- 2) Team members reflect on and record behaviors they consider ideal behaviors for a group. Write one idea on a card.
- 3) The facilitator takes and shuffles the cards together.
- 4) Turn one card up and read the idea. Allow one minute for members to discuss the idea.
- 5) As each subsequent card is turned, ask the group to determine if it is similar to an idea that has already been discussed. Similar ideas should be grouped together.
- 6) When all of the cards have been discussed and sorted into groups, work as a team to write a single norm statement suggested by each group of index cards. Record these norms on scratch paper.
- 7) Review each norm as a group. Determine whether the entire group can support each norm before moving to adopt them.
- 8) Record your adopted norms into the appropriate category on the "Norm Record Sheet".
- 9) If there is a category on the record sheet without a norm, discuss as a group whether there are already existing by-laws that define the norm or if we need to establish any in that area.

ALT NORMS 2006-2007

Appendix E