

ALT Norms of Collaboration

February 28, 2007

Procedural:

Meetings will begin and end on time. (4:00 - 5:30 pm)

We will meet in Room 7 unless the temperature is not comfortable and then we will meet in Portable 2.

Minutes from the meeting will be posted no later than a week after the meeting.

Agenda for the next meeting will be posted no later than a week after the ALT meeting.

Minutes and agendas will be posted on the Acme Website, in the staff room and electronically to all staff.

ALT Members will keep their materials organized.

Confidentiality:

Meetings will be open to anyone

One "Questionable" word will be permitted per person per meeting.

Listening:

We will be respectful listeners.

Decision Making:

2/3 vote will determine agreement on an issue.

ALT Members will directly communicate with their constituents.

Grade Level Band Meetings will be scheduled for the week after ALT Meetings.)

Participation:

ALT members will communicate with their group members on important decision prior to final decisions.

All members will have an opportunity to participate.

Expectations:

ALT Members will consider the greater good vs. individual interests.