

Norms of Collaboration

Start on Time

End on Time

Solicit Department Agenda Items

Provide Advanced Agenda

Listen Attentively

Participate Actively

Share Leadership

Stick to the Task

Confront Conflict

Maintain a Safe Zone

(Address the issue **NOT** the person, Maintain Mutual Respect)

Maintain Confidentiality

Have Fun

Consensus is achieved when everyone understands and agrees to support a decision that is consistent with the school's vision and is reached by a fair process.

This process involves...

- All members understanding their role in the decision at the beginning;
- Everyone having had a chance to be heard; and
- Communicating all relevant information to the parties involved.