

Palomares Parent Teacher Club (PPTC)

General Meeting Norms

1. Stay Focused.

- a. Our primary objective is: *“The PPTC provides enrichment opportunities for the students at Palomares, creating a creative and rich learning environment.”*
- b. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas.

2. Be Respectful of Time.

- a. Start and End meeting on time
- b. Keep comments and responses short so other may have time to speak
- c. Respect Time allotments per topic
- d. Some parents have children in Childcare and we have student volunteers who expect to be released on time too.

3. Be Prepared.

- a. Read supporting documents
- b. Make sure they are available ahead of time

4. Be Respectful.

- a. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- b. No Side conversations
- c. Devices are only to be used for meeting purposes (i.e. notetaking)

5. Actively Listen and Participate.

- a. Speak from your own experience instead of generalizing ("I" instead of "they," "we," and "you")
- b. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.

6. Avoid Idea Killers.

- a. The goal is not to agree -- it is about hearing and exploring divergent perspectives.