

How We Conduct Westside Village Magnet School Meetings

We have a facilitator or co-facilitators, *time keeper, and note-taker. The Facilitator makes sure everyone is heard, uses protocols if necessary and the meeting norms are followed. The timekeeper is like a co-facilitator. The timekeeper makes sure we are sticking to the agenda and the time frame for the agenda. However the timekeeper or facilitator may ask the group if they want more time to process out an issue or if they need more time to share information for decision making.

When we process ideas and conduct meetings everyone agrees to the following Operational Norms:

- **Use Authentic Dialogue** - collective wisdom, open, honest, shared, understanding facts (being uncomfortable is okay, feeling unsafe is not: allow for dissonance and disequilibrium)
- **Listen Actively** - clarify, use I statements, ask questions and paraphrase
- **Honor Our Time** - Start and end meetings on time and allow for detours under consensus
- **Be Responsible** for information shared at meetings, support decisions if you are late or absent, and for what you say you will help with or follow through with
- **Agenda** will guide what we need to focus on, and

(agenda items turned into Wendy at least 2 hours prior to meeting, use the Bike Lot or e-mail.)

- **Use Mediation** to clear up individual or small group conflicts
- **Focus on the System** issue not the person
- **Decision Making** is based on facts not assumptions, and are decided by using the consensus model and floating proposals
- **Every Person** self reflects on meeting before we end

Consensus Model:

- 1 - Do not agree and you have some ideas or suggestions
- 2 - Do not agree but you can support it
- 3 - Agree and you are willing to participate
- 4 - Agree and you are willing to lead the charge

If team members cannot agree, we go back to the drawing board unless the person(s) that voted 1, have agreed not to sabotage the plan. Usually we do not need to vote.

Proposals

A proposal is a suggestion or intention, especially one put forward formally or officially. A proposal can occur after discussion on topics and ideas. The intention is to change, revise, or add to what we are doing, WVMS processes, routines, procedures, rights of passage. Staff, students, and parents can float a proposal at meetings or on paper

before meetings. The proposal needs to include facts (data collected), research if needed, what change, revision, or addition to a process wanted or needed, why, and the effects on the whole school (adverse or positive).

Meetings and Decisions

When a proposal has been floated, before we make decisions we may use a variety of organization tools and protocols to understand and process the data, idea, or change. At our meetings we will give a specific amount of time to discuss items staff/students/parents bring to the table.

It is expected by all team players that when they want a decision made on an idea they have proposed that they will share all the data before they expect a decision to be made. When we review data, we have agreed to make sure that the truth is heard, no matter how brutal the current reality is. The facilitator and members at the meeting will have the responsibility to mention any elephants that are hiding under the carpet.

We keep in mind the following:

- **Lead with questions**
- **Engage in dialogue and debate, not coercion**
- **Conduct autopsies, without blame**
- **Build red flag mechanisms that turn information into information that cannot be ignored. (Collins, 2001)**

After the team has made a decision an action plan will be completed. An action plan will always consist of who is doing what and the time frame things need to be done in. Always the team will make sure the decision fits with our vision. When we process ideas we will use the Operational Norms.