## DELAC Meeting 6:30 - 7:30 PM April 27, 2011 Albany Middle School Library

NORMS	AGENDA
Before the Meeting	
* Publish the agenda - Clearly state the purpose of the meeting	Welcome and Introductions  Review and Approval of Minutes from March 23, 2011
Plan in advance by Meeting Facilitiator  * Who is making decisions at the meeting?  * What are the parameters of the meeting?  * What strategies are going to be used to facilitate input and engage participants?	Matters Not on the Agenda  Continue work on the Cultural Diversity Dictionary  For the Good of the Order
During the Meeting  * Equity of Voice  * Active Listening  *Safety to Share all Perspectives  *Confidentiality  *Start on Time and End on Time  * Other Norms As Agreed Upon	Future DELAC Dates 6:30 to 7:30 PM at the AMS Library: May 25, 2011
*Assign roles of Note- taker, Facilitator, and Time Keeper	
After the Meeting * Email a summary of the meeting along with next steps to the participants	
* What was discussed?  * What was decided?  * What are the next steps?  - Who is responsible for the work?  - When is it due?	
Notetaker:_	

Timekeeper: \_\_\_\_\_

Facilitator: