

Establishing Norms and Roles, and Determining Accountability

Step One in the PLC Process

Goals

- All teams will establish norms by looking at pet peeves and personalities, and determining team priorities.
- All team members will be assigned a role for their team meetings.
- All teams will determine how they will hold themselves accountable to their norms and the work of their teams.

Information and Handouts for PLC PD

The information for PLC training was taken from the following sources:

- Keynote and break out sessions and handouts from TEAMS training in Irving, TX - July 2022
- *The Big Book*
- *The Collaborative Team Plan Book for PLCs at Work*
- *Learning by Doing*

Why Norms?

Why do we need norms?

- **We're all professionals; we know how to act!**
- **We've worked together for years, so we know what to expect of one another.**
- **I don't feel comfortable holding other adults accountable for how they act.**

Share your pet peeves...

Identifying Pet Peeves to Help Create Norms

1. Look at the list of team member pet peeves.
2. Turn that behavior into a productive norm for your collaborative meetings.
3. Seek consensus.

Three Parts of a Norm

Three parts:

- How do we behave?
- What does that mean?
- What are our expectations and means for accountability?

Don't Do Fluffy Norms

Danger: No Fluffy Norms!

1. We will try to be nice to one another.
2. We will try our best to focus on kids.
3. We will bring donuts to meetings.
4. We will only use the first five minutes of our time together to talk about administrative or frustrating items.
5. We won't have a way to monitor ourselves because we're all professionals.

Let's Do It Together: Staff Norms

Use the triple column paper...

Examples of Norms

- 1. To ensure that everyone has enough time to process, we will never make important decisions on the spot. Instead, we will consider decisions in one meeting and make them in the next.**
- 2. To ensure that everyone is heard, we will both offer thoughts and ideas and actively seek out/invite thoughts and ideas from others.**
- 3. To ensure that we give our colleagues our complete attention, we will turn down screens (both on our computer and on our phones) whenever we don't need them to complete tasks during meetings.**
- 4. If our team is making an important decision, we will not move forward until every person has their ideas and opinions heard and considered.**

Critical Point: Review norms prior to each meeting!

Brainstorm Your Norms

Use the triple column paper...

Holding Teammates Accountable

- **Shared Accountability**

- **Have to hold each other accountable for our established norms!**
- **What are we going to do if someone violates a norm?**

- **Example:**

- **First time - Friendly Warning**
- **Second time - Have to bring chocolate or snacks, don't eat snack, the team throws a mascot at you, called out with a "Norm" popsicle stick, etc.**
- **Third time - Have to cover a teammates recess duty, bring snacks for a month, notes in the minutes, team intervention, etc.**
- **Fourth time - Administrative referral**

Determine Team Roles: Use Personality Results

Team roles are essential for moving your PLC forward and keeping your team organized -- but they are only useful when you get the right person doing the right work.

Choosing roles based on personalities can help you do that.

Determine Team Roles: Use Personality Results

“The most effective teams have identified roles and responsibilities that help team members avoid confusion and resentment. If team roles and responsibilities are not defined when teams begin working, the effectiveness of the team meeting suffers.”

Susan K. Spark
Grow Your Teams (2022)

Determine Team Roles: Structure Matters

“The most effective teams are clear about the why, what, where, how and when of their work.

Defined roles and responsibilities may seem formal, but when the teams see results, members will appreciate its structure: Our team is focused and organized, We share roles and responsibilities, and we get our work done.”

Susan K. Spark (2008)

Roles Defined: Four Person Teams

- **Facilitator**

- Develop the agenda and note time for each agenda task
- Distribute agenda 24 hours ahead of meeting
- Help team establish goals for the meeting
- Facilitate the meeting and stick to the agenda
- Make sure all voices are heard
- Ensure goals are created for the meeting and tasks are assigned

Roles Defined

- **Recorder**

- Takes the minutes and shares them within 24 hours
- Records dates on a shared calendar
- Ensures that a to do list is in the minutes

- **Time Keeper**

- Makes sure the meeting starts and ends on time
- Keeps everyone on the topic for discussion when appropriate
- Tables topics for discussion when appropriate
- Calls for making decisions when appropriate
- Holds team accountable for agenda items

Roles Defined

- **Data Analyst**

- Collects test and quiz data from everyone prior to the meeting
- Records the data
- Facilitates data coverstations

- **Three Person Teams:**

- Faciliitator/Time Keeper
- Data Analyst
- Recorder

Wrapping Up Business