

**DAKOTA RIDGE HIGH SCHOOL
ACCOUNTABILITY COMMITTEE
MEMBER NORMS**

Member Norms:

- Members will make every effort to attend each meeting. If you are unable to attend a meeting or will be late, please email Dr. Jelinek (jjelinek@jeffco.k12.co.us)
- Meetings will begin and end on time;
- There will be an electronic agenda for each meeting – sent prior to meeting to Accountability members and published for public on the school website;
- The Accountability Committee will have a chairperson who is responsible for keeping members on task, focusing the discussion, and limiting discussion appropriately;
- The chairperson will determine the amount of time allowed for each agenda discussion topic and the chairperson will keep discussion within the determined time limit;
- Members will respect the opinions of others and be considerate of differing points of view;
- Only one person will speak at a time; no side conversations;
- Members will take care of personal needs at their own discretion;
- Discussion and decisions will be limited to topics that are within the scope of the Accountability Committee responsibilities and on the agenda;
- Each committee member will be equal; only Accountability Committee members may be involved in the decision making process.
- Minutes of the Accountability meeting minutes will be available via email to members for review/approval within 48 hours of the most recent meeting. Approval of minutes will be made electronically by each member sending his/her modifications for approval to the principal. Once received and modified, the minutes will be displayed on the school website.