

Mark Twain Elementary

Meeting Norms

All meetings will:

- Have an agenda (agenda will be distributed at the beginning of each meeting).
- All meetings will start on time (2:45 p.m.) and end on time.
- Information will not be repeated for latecomers.
- Please schedule all other meetings and/or other appointments at times that don't conflict with the scheduled meeting times.
- If you have a topic/item that you would like to have considered for the agenda, please inform me about this request at least two days prior to the meeting.

Staff Meeting Participants shall:

- Be on time
- Refrain from side conversations
- Place cell phones on silent mode
- Be prepared to share views

Staff meetings are your meetings. The purpose of the meetings is the distribution of information and the development of policies and procedures to positively affect the educational program at Mark Twain.